

OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 14th November 2023, commencing at 7.15pm**

A G E N D A

1. **Apologies.**
2. **Minutes of the Parish Council Meeting held on Tuesday, 10th October 2023** (previously circulated).
3. **Declarations of Interest.**
4. **Planning Applications.** To consider and comment on the following new planning application consultations received since the last meeting.

| Application No: | Description |
|-----------------|-------------|
| None Received | |

5. **Planning Authority Decisions.** To receive an update on previously considered applications. Clerk's report attached.
6. **Thomas Withers Charity.** To confirm the appointment of a trustee to the Charity.
7. **Act of Remembrance 2023.** To agree the Parish Council's donation to the Royal British Legion Poppy Appeal.
8. **Designation of Community Assets.** To consider a proposal that the Council should apply for The Eagle's Head to be designated as an Asset of Community Value.
9. **Parish Councillor Vacancy.** To consider progress with filling the vacancy.
10. **Church Bank Green Space.** To consider progress and next steps in seeking a formal designation of the Green as a 'Green Space'.
11. **Public Discussion and Update Reports.** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting).

1. Public discussion
2. Clerk's report on activities and correspondence since the last meeting
3. Members updates and reports since the last meeting, including:

| | | |
|---------------|------------------|-----------------|
| 1) LALC | 2) Quarries | 3) Village Hall |
| 4) Lengthsman | 5) Other Matters | |

4. Report of District and County Councillors

12. **Payments.** To authorise payment of accounts. Report attached.
13. To confirm the **date and time of the next meeting.**

Derek Whiteway, Parish Clerk
8th November 2023

Tel: 01524 64908
Email: clerk@overkelletpc.org

OVER KELLET PARISH COUNCIL

Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 10th October 2023 at 7.15pm

Present: Councillor Graham Agnew – Chairman
Councillors David Burns, Josie Candlin, William Candlin and Derek Johnson.
County Councillor Phillippa Williamson and City Councillor James Sommerville
Derek Whiteway (Parish Clerk)

In attendance: 7 members of the public.

23/062 Apologies For Absence

Apologies were received from Councillor Liz Moody.

23/063 Minutes of the Meeting of the Parish Council, held on Tuesday, 12th September 2023

Resolved: That the Minutes of the Meeting of the Parish Council, held on Tuesday, 12th September 2023 be approved and signed without further amendment.

Matters Arising from the Minutes

1. Minute 23/048(2) - Procedure for the Designation of Community Assets

Councillors agreed that this should be included as an item on the agenda for the November meeting of the Council.

Action: The Clerk will include an item on the November meeting agenda.

2. Minute 23/048(4) – Trees in the Village Street Scene

Councillors discussed the Tree Preservation Order (TPO) plans and information received from Lancaster City Council's Tree Officer. The Tree Officer had provided advice on the criteria and procedures currently used to consider requests for a TPO. Following discussion, Councillors resolved not to proceed with the project.

3. Minute 23/048(5) – Moorclose Lane Bench

No further update was reported.

Action: The Chairman will ask the Lengthsman to inspect the bench and consider the proposal for its relocation if suitable.

4. Minute 23/058 – Post Boxes

The Chairman had submitted a further representation to the Royal Mail seeking to have a suitable replacement post box installed at the centre of the village. County Councillor Williamson agreed to lend her support to the Parish Council's ongoing campaign.

23/064 Declarations of Interest

No further declarations or changes to existing declarations were made.

23/065 New Planning Consultations

The following new planning applications were considered. It was resolved to respond as set out against each individual case.

| Application No: | Description |
|---------------------------------|---|
| 23/01070/FUL | Erection of a temporary building to be used as a valet bay for a period of up to 12 months. Porsche Centre South Lakes, 1 Electric Drive, Carnforth. Resolved: No comments submitted |
| 23/01067/FUL | Construction of a replacement roof, two dormer extensions to the front elevation, replacement chimney and erection of a single storey rear extension. 6 Kirklands Road, Over Kellet. Resolved: No comments submitted |
| 23/01103/FUL | Erection of 5 dwellings and garages, construction of internal access roads, driveways and associated landscaping. Land To The Rear Of Old Hall Farm, Kirkby Lonsdale Road, Over Kellet. Resolved: A response is to be submitted drawing attention to concerns over highway and access implications of the proposals. |
| 23/01127/FUL | Demolition of existing shippon, conversion of a stable building to create two holiday lets and creation of rear amenity and parking area. Greenbank Farm, Kellet Road, Over Kellet. Resolved: No comments submitted |
| 23/00025/REF Planning Appeal | Appeal against refusal of planning permission. Erection of a dwelling (C3) with associated access. Land At Grid Reference E352250 N470040, Kirkby Lonsdale Road, Over Kellet. Resolved: Comments are to be submitted, not objecting to the application, but drawing the Inspector's attention to the comments of the County Archaeology Unit and the City Council Conservation Officer |

23/066 Update on Previous Planning Applications

The Clerk presented an update report, which was accepted and noted by Councillors.

Resolved: That the Clerk's report is noted

23/067 Parish Councillor Vacancy

The Clerk advised that, following completion of Lancaster City Council's statutory period for advertising the casual vacancy, the Parish Council could proceed with co-opting to the position.

Action: Councillors will consider possible candidates for co-option and the opportunity will be advertised in Over Kellet View.

23/068 Parish Plan

The Clerk had provided Councillors with a briefing note regarding the existing Parish Plan, which expires in 2024, and had suggested a range of options to replace the plan.

Following discussion, Councillors agreed to consider the options further before deciding on a course of action.

Action: Options for replacing the Parish Plan will be reviewed over the coming months.

23/069 Church Bank Green Space

The Parish Council resolved to pursue a resident's suggestion that 'village green' status be sought for the Church Bank Green. The Council gratefully accepted an offer by City Councillor Sommerville to lend his support to the proposal.

It was suggested that evidence as to the historic recreational use of the open space will be needed to support the proposals and residents should be invited and encouraged to submit any evidence and their memories over the years.

Resolved: That 'village green' status be sought for the Church Bank Green.

Action: Residents should be encouraged to submit evidence as to the historic recreational use of the open space in the form of any available evidence and their memories over the years.

23/070 Clerk and Councillor Training Courses

Councillors considered the nominations submitted for attendance at forthcoming online training courses being provided by LALC. It was resolved that the Clerk should make bookings for Councillor Josie Candlin to attend the '*New Councillors and Clerks*' and the '*Planning for Town and Parish Councils*' training courses in the coming weeks.

It was noted that Councillors Johnson and Moody had expressed an interest in attending other courses if provided by LALC at a future date.

Resolved: That Councillor Josie Candlin should be booked on to attend the forthcoming '*New Councillors and Clerks*' and the '*Planning for Town and Parish Councils*' training courses.

23/071 Polling Districts and Polling Spaces Review (Consultation by Lancaster City Council)

Councillors considered a consultation received from Lancaster City Council, concluding that the review contained no significant issues for the Parish. Councillors resolved that no response was necessary.

Resolved: That no response is submitted to the consultation.

23/072 Adjournment For Public Discussion and Information Only Updates:

Reports From Members of The Public:

1. Public Footpath Hedgerows

Continued concerns and complaints were expressed over the hedgerow bordering the B5264 footpath between Over Kellet and Carnforth. The Clerk had recently emailed the relevant landowners requesting that the hedgerows be trimmed. Councillors agreed that the Clerk should follow up this request.

Action: The Clerk will follow up the previous request for the hedgerows to be trimmed.

Clerk's Report:

2. Climate and Ecology Bill

A request had been received from pressure group Zero Hour, seeking the Parish Council's support for the Climate and Ecology Bill, which is due for its second reading on 24th November.

Following discussion, Councillors tentatively agreed with the principle but felt that further time and consideration was required before resolving to respond.

Action: Councillors will give the request further consideration outside of a formal meeting before deciding whether the Council should respond.

Members' Reports:

3. **LALC.** Nothing to report.

4. **Quarries.** Councillor Johnson reported verbally on a Back Lane Quarry liaison meeting held on 13th September 2023. Current quarry activity and production were reported as running at just below the long-term average. An enquiry had been submitted about lighting levels at the quarry; this is solely from security lighting at the site. No other significant issues or complaints had been reported.

5. **Allotments.** Nothing to report.

6. **Village Hall.** The Village Hall Committee AGM is scheduled for 7th November 2023.

7. **Lengthsman.** Nothing further to report.

8. **Other Matters.**

Drainage Issues. Councillor Josie Candlin reported concerns raised by a resident about drainage issues and flooding in the vicinity of The Narrows and the Village Trough. Following discussion, Councillors agreed that conditions in these areas should be monitored over the coming months before seeking any remedial action.

Action: Councillors will monitor road drainage conditions in the vicinity of The Narrows and the Village Trough.

City and County Councillors' Reports:

Lancaster City Councillor Sommerville and Lancashire County Councillor Williamson provided verbal updates on recent developments and activities at their Councils.

23/073 PAYMENT OF ACCOUNTS

| Payee & Detail | £ |
|---|--------|
| Over Kellet Village Hall – Room Hire on 12/09/23 | 14.00 |
| Derek Whiteway – Parish Clerk salary and expenses, September 2023 | 217.60 |
| HMRC – PAYE deductions, September 2023 | 50.80 |

Resolved: That the above accounts are approved for payment

23/074 DATE & TIME OF NEXT MEETING

The next Council meeting is to be held on Tuesday, 14th November 2023 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 9:10pm

Clerk of the Council

Chairman

Date:

Agenda Item: 5

Planning Application Comments & Decisions

Update for October – November 2023

| Application Number / Description | Parish Council Comment | Planning Authority Decision / Status |
|--|--|--------------------------------------|
| Part A – Applications decided since the last update | | |
| 23/01067/FUL Construction of a replacement roof, two dormer extensions to the front elevation, replacement chimney and erection of a single storey rear extension. 6 Kirklands Road, Over Kellet. | PC Response: No comments submitted (Minute (Minute 23/065) | Application Permitted |
| 23/00654/LB Listed building application for removal of a rooflight to the rear, installation of two log burners with flues, replacement stairs to the ground and first floor, replacement doors to front elevation, installation of doors to the front, replacement door to window, relocation of ground floor toilet, removal of internal partition walls and reconfiguration of layout to Beehive, open store ground and first floors. Capernwray Hall, Borwick Road, Capernwray. | PC Response: No comments submitted (Min 23/040) | Application Permitted |

| | | |
|---|--|--|
| Part B – Undecided Applications | | |
| 22/00237/CCC and LCC/2022/0006 County Council Consultation request for the variation of condition 1 of planning permission LCC/2016/0061 to allow for continued operation of the concrete batching plant until 21 February 2034, with all buildings, plant and associated equipment being removed and the site restored by 21 February 2035. Dunald Mill Quarry, Long Dales Lane, Nether Kellet. PC Response: No comments to be submitted (Minute 21/118) | | |
| 22/00034/ENF (Planning Appeal) Appeal against enforcement notice for operation of haulage business. Field At Grid Reference 351950 471570, Netherbeck, Carnforth. PC Response: A response is to be submitted expressing the Council's consistent objection to the development of a haulage business at this site, reiterating concerns over flooding and including satellite images illustrating changes to the site over the past 10 years. (Minute 22/047) | | |

Part B – Undecided Applications

22/01203/FUL Change of use of open space for the siting of 9 caravans with associated internal road, parking spaces, hardstanding and drainage and construction of a pond. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray.

PC Response: No comments to be submitted (Minute 22/060)

22/01328/REM Reserved matters application for the approval of layout, scale, appearance, and landscaping following planning permission 22/00562/VCN for the development of 8,397sqm of employment (Use Classes B1(c), B2 and B8). Land Adjacent to Porsche Centre South Lakes, 1 Electric Drive, Carnforth.

PC Response: No comments submitted (Minute 23/022)

23/00580/AD Agricultural determination for the erection of 5 silos. Lower Addington Farm, Birkland Barrow Road, Nether Kellet.

PC Response: No comments submitted (Minute 23/032)

23/00738/FUL Construction of dormer extension to rear elevation, a hip to gable roof extension, rooflights to front elevation and alterations to windows. 17 Greenways, Over Kellet

PC Response: No comments submitted (Min 23/050)

23/00533/FUL Change of use of agricultural land to site 10 holiday lodges with associated hardstanding, erection of a reception building, relocation of access off Borran Lane, construction of a parking area and internal access roads, installation of a package treatment plant and drainage infrastructure. Land To The North Of Capernwray House, Hobsons Lane, Capernwray.

PC Response: That a consultation response be submitted objecting to the application. (Min 23/050)

23/01070/FUL Erection of a temporary building to be used as a valet bay for a period of up to 12 months. Porsche Centre South Lakes, 1 Electric Drive, Carnforth.

PC Response: No comments submitted (Minute 23/065)

23/01103/FUL Erection of 5 dwellings and garages, construction of internal access roads, driveways and associated landscaping. Land To The Rear Of Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.

PC Response: A response is to be submitted drawing attention to concerns over highway and access implications of the proposals. (Minute 23/065)

23/01127/FUL Demolition of existing shippon, conversion of a stable building to create two holiday lets and creation of rear amenity and parking area. Greenbank Farm, Kellet Road, Over Kellet.

PC Response: No comments submitted. (Minute 23/065)

23/00025/REF (Planning Appeal) Appeal against refusal of planning permission. Erection of a dwelling (C3) with associated access. Land At Grid Reference E352250 N470040, Kirkby Lonsdale Road, Over Kellet.

PC Response: Comments are to be submitted, not objecting to the application, but drawing the Inspector's attention to the comments of the County Archaeology Unit and the City Council Conservation Officer. (Minute 23/065)

OVER KELLET PARISH COUNCIL

Parish Council Meeting, 14th November 2023

Agenda Item 12 – Payments for Authorisation

| Payee & Detail | £ |
|--|--------|
| Over Kellet Village Hall – Room Hire on 10/10/23 | 14.00 |
| Mike Ashton. Lengthsman Services, July-September 2023 | 452.48 |
| Royal British Legion – Remembrance Wreath (£20.00) plus agreed Donation (see agenda item no 7) | tbc |
| LALC – Councillor Training Course, 23/10/23 (Cllr J Candlin) | 35.00 |
| Lancaster City Council – Election Expenses, May 2023 (note1) | 120.00 |
| Bay Typesetters – Remembrance Sunday Service Cards | 70.00 |
| Derek Whiteway – Parish Clerk salary and expenses, October 2023 | 248.95 |
| HMRC – PAYE deductions, October 2023 | 62.20 |

Note1. The City Council initially issued an invoice totalling £144.00, which included £24.00 VAT. They have subsequently advised that they should not have charged VAT and have issued an amended invoice of £120.00