

OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 12th December 2023, commencing at 7.15pm**

A G E N D A

1. **Apologies.**
2. **Minutes of the Parish Council Meeting held on Tuesday, 14th November 2023**
(attached).
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
23/01318/FUL	Erection of a detached garage. The Barn, Kirkby Lonsdale Road, Over Kellet. <div>Consultation Deadline – 9th December 2023</div>
23/01400/FUL	Erection of a veterinary referral clinic (Use Class E) with associated access, infrastructure, cycle shelter, bin store, pallet store, generator/fuel tank, parking and landscaping and installation of package treatment plant. Land To The North Of Porsche Centre South Lakes Electric Drive Carnforth <div>Consultation Deadline – 28th December 2023</div>

5. **Planning Authority Decisions.** To receive an update on previously considered applications. Clerk's report attached.
6. **Designation of Community Assets.** To consider progress with a proposal that the Council should apply for The Eagle's Head to be designated as an Asset of Community Value.
7. **Church Bank Green Space.** To consider progress and next steps in seeking a formal designation of the Green as a 'Green Space'.
8. **Parish Council Budget 2024/25.** To advise Councillors of the timetable and proposed arrangements for setting the budget and precept for 2024/25. Parish Clerk to report.
9. **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

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

Derek Whiteway, Parish Clerk
6th December 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, 14th November 2023 at 7.15pm

Present: Councillor Graham Agnew – Chairman
Councillors David Burns, Josie Candlin, William Candlin and Liz Moody.
Derek Whiteway (Parish Clerk)

In attendance: 4 members of the public.

23/075 Apologies For Absence

Apologies were received from Councillor Derek Johnson and City Councillor James Sommerville.

1. Minutes of the Meeting of the Parish Council, held on Tuesday, 10th October 2023

Resolved: That the Minutes of the Meeting of the Parish Council, held on Tuesday, 10th October 2023 be approved and signed without further amendment.

Matters Arising from the Minutes

2. Minute 23/063(3) – Moorclose Lane Bench

No further update was reported. Councillor Moody advised of an existing offer by the landowner to site a bench adjacent to footpath FP0124-007 between Nether Kellet Road and Slacks Wood.

3. Minute 23/063(4) – Post Boxes

The Clerk reported on a response received by County Councillor from the Royal Mail. The response was similar those previously received, providing no intention on the part of Royal Mail to replace the post box at the former village store.

Councillors agreed to explore other approaches, including contact with the new owners of the former village store.

Action: Councillor Moody will try to make contact with the new owners of the former village store and discuss their views on reinstating the post box.

4. Minute 23/070 - Clerk and Councillor Training Courses

Councillor Josie Candlin reported back on the LALC 'New Councillors and Clerks' training course which she had attended. Councillors discussed ways in which the Parish Council seeks to obtain local residents' views, Councillor Moody suggesting that more use could be made of the regular Village Hall coffee mornings.

It was agreed that the presentation used in the LALC training course should be shared with all Councillors.

Action: Councillors Moody and Josie Candlin will seek to canvass local residents' opinions through the Village Hall coffee mornings.

5. Minute 23/073(1) - Public Footpath Hedgerows

Following a request made by the Clerk, the landowners had now trimmed the hedgerow bordering the B5264 footpath between Over Kellet and Carnforth.

6. Minute 23/073(2) - Climate and Ecology Bill

No further action taken.

7. Minute 23/073(8) - Drainage Issues

Councillors had not noticed any further problems regarding drainage and flooding in the vicinity of The Narrows. Councillor Burns reported that he had personally cleared leaves from the Village Trough and suggested that a thorough tidy-up was required. Councillors agreed that this should be arranged through work by the Lengthsman and/or by Councillors themselves.

Action: A thorough tidy-up of the Village Trough area will be arranged through work by the Lengthsman and/or Councillors.

23/076 Declarations of Interest

No further declarations or changes to existing declarations were made.

23/077 New Planning Consultations

No new planning consultations had been received since the last meeting.

23/078 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

The Chairman reported that he had received an email from a resident expressing disappointment that the Parish Council had not objected to the application (ref 23/00518/FUL) to build a house on Baycroft field. The email asked that the Parish Council seek a review with a view to having the field included in village conservation areas.

It was noted that the applicant had appealed against the City Council's refusal of planning permission and the appeal process was currently under way and there was no current opportunity for further comments to be submitted.

Following discussion, Councillors agreed that the Chairman should write to the resident explaining the Parish Council's views. It was also agreed that the Clerk should carry out further research into procedures for a review of the Conservation Areas.

Actions: The Chairman will write to the resident explaining the Parish Council's views. Also, the Clerk will carry out further research into procedures for a review of the Conservation Areas.

23/079 Thomas Withers Charity

The Clerk reported that, following advertisement of the vacant Trustee position in Over Kellet View, he had received no expressions of interest. Councillor William Candlin confirmed that he remained interested in becoming a trustee. Councillors resolved unanimously that Councillor Candlin be nominated as a Trustee.

Resolved: That Councillor William Candlin be nominated as a Trustee of the Charity.

23/080 Act of Remembrance 2023

The Chairman reported on the Act of Remembrance held at the Village Green Memorial on Sunday, 12th November, which had been attended by around 100 people.

The Chairman advised the meeting that he had since received an email from a resident concerning arrangements for the Act of Remembrance. The email suggested that the Parish Council should make more formal arrangements for road closures in the future.

The Chairman explained the recent history regarding road closure arrangements, discussions held with the Parochial Church Council, and the quotations received for the engagement of a professional traffic management contractor. Following discussion, Councillors agreed that this year's informal approach to traffic management should be continued, with stewarding roles and the use of hi-viz vests, etc to be reviewed. It was agreed that the Chairman should write to the resident explaining the Council's decision.

Resolved: That an informal approach to traffic management should be continued, with stewarding roles and the use of hi-viz vests, etc to be reviewed for the 2024 Act of Remembrance.

Action: The Chairman will write to the resident explaining the Council's decision.

The Clerk advised that he had received an invoice of £20 from the Royal British Legion (RBL) for supplying the Parish's Memorial Wreath. He also advised that the approved budget for 2023/24 stood at £75 to cover an additional donation to the Poppy Appeal. Councillors resolved unanimously that a payment totalling £75 be made to the RBL.

Resolved: That a total payment of £75.00 be made to the Royal British Legion, covering the £20 invoice for the wreath and an additional donation of £55.

23/081 Designation of Community Assets

Resuming discussions at previous meetings, Councillors resolved unanimously that the Parish Council should pursue a proposal to seek an 'Asset of Community Value' (ACV) designation for The Eagles Head. It was agreed that all Councillors should canvass local opinion and contribute their own statements towards the 'Supporting Information for Nomination' section of the ACV Nomination Form.

Resolved: The Parish Council will pursue a proposal to seek an 'Asset of Community Value' designation for The Eagles Head

Action: Councillors will canvass local opinion and contribute their own statements towards the 'Supporting Information' section of the ACV Nomination Form.

23/082 Parish Councillor Vacancy

Parish resident Mathew Towers attended the meeting and expressed an interest in standing as a Parish Councillor. Mr Towers made a short address in support of his co-option. The Clerk advised that, following advertisement of the vacancy in Over Kellet View and on the Parish Council website, he had not received any other expressions of interest.

Following a brief discussion, it was proposed by Councillor Burns, seconded by Councillor William Candlin and passed unanimously that Mr Towers be co-opted to the vacant position.

Resolved: That Parish resident Mr Mathew Towers be co-opted as a Parish Councillor.

23/083 Church Bank Green Space

A brief article in Over Kellet View requesting residents' contributions had brought no responses so far. Councillors agreed to individually contact residents who might be able to provide valuable information and photos, etc about historic recreational use of the Green.

Action: Parish Councillors will individually seek information and photos, etc from village residents. The Clerk will continue to research the process for attaining a 'Green Space' designation.

23/084 Adjournment For Public Discussion and Information Only Updates:

Reports From Members of The Public:

1. Footway Obstructions

Councillor Moody advised that she had received reports from residents concerning vehicles parking on footways, thereby blocking access by pedestrians. The Police had advised that any such issues needed to be reported at the time of the incident. Councillors agreed that this message should be spread to residents and that Councillors should assist with the reporting where possible/appropriate.

Action: Procedures for reporting concerns over blocked footways and other public nuisances will be promoted to residents by the Parish Council.

Clerk's Report:

Nothing further to report

Members' Reports:

2. LALC. Nothing to report.

3. Quarries. Nothing to report.

4. Allotments. Nothing to report.

5. Village Hall. Councillor Josie Candlin had attended the Village Hall Committee AGM is scheduled on 7th November 2023. The Committee had reported a sound financial position; the Hall was well used and no increase in hire charges was proposed. The 25th Anniversary of the Hall was approaching, on 6th February 2023.

6. Lengthsman. Nothing further to report.

7. Other Matters. None reported.

City and County Councillors' Reports:

None received.

23/085 PAYMENT OF ACCOUNTS

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 minute no 23/081)	75.00
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

Resolved: That the above accounts are approved for payment

23/086 DATE & TIME OF NEXT MEETING

The next Council meeting is to be held on Tuesday, 12th December 2023 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 8:55pm

Clerk of the Council

Chairman

Date:

Agenda Item: 5

Planning Application Comments & Decisions

Update for November – December 2023

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
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)	Application Permitted
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)	Application Permitted
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)	Application Withdrawn

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)		

Part B – Undecided Applications

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)

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)

23/01103/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)

23/00025/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)

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Parish Council Meeting, 12th December 2023

Agenda Item 10 – Payments for Authorisation

Payee & Detail	£
Over Kellet Village Hall – Room Hire on 14/11/23	14.00
Mike Ashton. Lengthsman Services, November 2023	tbc
Derek Whiteway – Parish Clerk salary and expenses, October 2023	340.55
HMRC – PAYE deductions, October 2023	85.20