

# OVER KELLET PARISH COUNCIL

## Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 14<sup>th</sup> 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.

### 23/076 Minutes of the Meeting of the Parish Council, held on Tuesday, 10<sup>th</sup> 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

#### 1. 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.

#### 2. 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.

#### 3. 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.

#### **4. 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.

#### **5. Minute 23/073(2) - Climate and Ecology Bill**

No further action taken.

#### **6. 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.

#### **23/077 Declarations of Interest**

No further declarations or changes to existing declarations were made.

#### **23/078 New Planning Consultations**

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

#### **23/079 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.

#### **23/080 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.

### 23/081 Act of Remembrance 2023

The Chairman reported on the Act of Remembrance held at the Village Green Memorial on Sunday, 12<sup>th</sup> 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.

### 23/082 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.

### 23/083 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.

#### **23/084 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.

#### **23/085 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 7<sup>th</sup> November 2023. The Committee had reported a sound financial position; the Hall was well used and no increase in hire charges was proposed. The 25<sup>th</sup> Anniversary of the Hall was approaching, on 6<sup>th</sup> February 2023.

**6. Lengthsman.** Nothing further to report.

**7. Other Matters.** None reported.

##### **City and County Councillors' Reports:**

None received.

**23/086 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	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

**23/087 DATE & TIME OF NEXT MEETING**

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

The meeting closed at 8:55pm

Clerk of the Council



Chairman



Date: 12<sup>th</sup> December 2023