

OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 9th January 2024, commencing at 7.15pm**

A G E N D A

1. **Apologies.**
2. **Minutes of the Parish Council Meeting held on Tuesday, 12th December 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
23/01387/FUL	Erection of a single storey detached outbuilding. 7A Woodlands View Over Kellet. Consultation Deadline – 4th January 2024
23/01452/FUL	Retrospective application for the erection of a detached outbuilding to the front elevation. Westerdale, Moor Close Lane, Over Kellet. Consultation Deadline – 5th January 2024
23/01462/FUL	Part retrospective application for the erection of an agricultural storage building. Field At Grid Reference 351950 471570, Netherbeck, Carnforth. Consultation Deadline – 9th January 2024
23/01411/FUL	Demolition of one existing barn, erection of agricultural building and creation of a pond. Havelock House, Borwick Road, Capernwray. Consultation Deadline – 11th January 2024
23/01474/FUL	Erection of a two storey side extension, construction of raised decking, installation of external steps, erection of a detached garage ad associated landscaping. Old Watermill, Capernwray Road, Capernwray. Consultation Deadline – 11th January 2024

5. **Planning Authority Decisions.** To receive an update on previously considered applications. Clerk's report attached.
6. **Parish Council Budget 2024/25.** To agree the Parish Council's budget and precept for 2024/25. Parish Clerk's report attached.
7. **Local Delivery Scheme and Biodiversity Small Grants Scheme.** To consider how the Parish Council will apply the grants received from Lancashire County Council in 2023/24.
8. **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.

OVER KELLET PARISH COUNCIL

9. **Church Bank Green Space.** To consider progress and next steps in seeking a formal designation of the Green as a 'Green Space'.
10. **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
11. **Payments.** To authorise payment of accounts. Report attached.
12. To confirm the **date and time of the next meeting.**

Derek Whiteway, Parish Clerk
3rd January 2024

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, 12th December 2023 at 7.15pm

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

In attendance: 7 members of the public.

23/088 Apologies For Absence

Apologies were received from Councillor William Candlin, City Councillor James Sommerville and County Councillor Phillippa Williamson.

23/089 Minutes of the Meeting of the Parish Council, held on Tuesday, 14th November 2023

Resolved: That the Minutes of the Meeting of the Parish Council, held on Tuesday, 14th November 2023 be approved and signed without further amendment.

Matters Arising from the Minutes

1. Minute 23/076(1) – Moorclose Lane Bench

It was agreed that the bench should be left in place for the time being.

2. Minute 23/063(4) – Post Boxes

No further progress with the Royal Mail. It was agreed that the Royal Mail's advice concerning door-to-door collections be publicised in a future issue of Over Kellet View.

Action: An item will be included in a future issue of Over Kellet View to publicise the Royal Mail's advice concerning door-to-door collections.

3. Minute 23/076(7) - Drainage Issues

Councillor Burns had personally cleared leaves from the Village Trough. The Chairman will discuss a future schedule of work with the Lengthsman.

Action: The Chairman will discuss with the Lengthsman a future schedule of work to maintain the area surrounding the trough.

4. Minute 23/079 – Planning Application 23/00518/FUL and the Conservation Area

The Chairman is to draft a response to the email received from a resident querying the Parish Council's views and responses.

Action: The Chairman is to write to the resident explaining the Parish Council's views.

5. Minute 23/081 – Act of Remembrance

The Chairman is to draft a response to the email received from a resident querying the Parish Council's role in future Acts of Remembrance.

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

6. Minute 23/085(1) - Footway Obstructions

Councillor Moody had advised several residents on how to report any issues to the Police. Further publicity was required. Regarding an ongoing issue, Councillors and residents agreed to try and obtain photographic evidence.

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

23/090 Declarations of Interest

No further declarations or changes to existing declarations were made.

23/091 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
23/01318/FUL	<p>Erection of a detached garage. The Barn, Kirkby Lonsdale Road, Over Kellet.</p> <p>Resolved: No comments submitted</p>
23/01400/FUL	<p>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.</p> <p>Councillor Johnson had emailed views on the application prior to the meeting. Following discussion, Councillors agreed that a response should be submitted, not objecting in principle to the application, but expressing concerns over: a lack of provision of solar panels; the bio corridor crossing the site; waste management arrangements; and errors regarding public transport services to the site.</p> <p>Resolved: A response is to be submitted, not objecting in principle to the application, but raising concerns over: a lack of provision of solar panels; the bio corridor crossing the site; waste management arrangements; and errors regarding public transport services to the site.</p>

23/092 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 Clerk reported that concerns raised by a resident about inappropriate materials being used on the Old Hall (planning application 21/00363/FUL) had been submitted to the City Council's Conservation Team and a response was awaited.

23/093 Designation of Community Assets

It was reaffirmed that all Councillors should canvass local opinion and contribute their own statements towards the 'Supporting Information for Nomination' section of the ACV Nomination Form.

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

23/094 Church Bank Green Space

Councillors agreed again 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.

23/095 Parish Council Budget 2024/25

The Clerk advised that the deadline for submitting the Parish Council's budget and precept to the City Council is 9th February 2024. The Clerk will report fully to the January meeting and provide Councillors with draft proposals to consider in advance of the meeting.

23/096 Adjournment For Public Discussion and Information Only Updates:

Reports From Members of The Public:

1. Footpath FP0124009

A resident reported ongoing concerns over the condition of footpath FP0124009 connecting Nether Kellet Road with Kirkby Lonsdale Road via Kirklands Road. Following discussion, Councillors agreed to arrange a work party (provisionally for Saturday, 6th January) to carry out clearance work.

Action: The Chairman and Councillor Burns will arrange a work party, provisionally for Saturday, 6th January 2024 to carry out clearance work on the footpath.

2. Flooding at Resident's Property.

Councillor Moody referred to a matter reported by a resident concerning flooding on their property. The resident had sought assistance from Lancashire County Council, without resolution. Councillors agreed that County Councillor Williamson should be contacted about the matter.

Action: The Clerk will contact County Councillor to enquire about the matter.

Clerk's Report:

- 3. School Play Area refurbishment.** The Clerk provided an update on discussions with the Headteacher and the school's ongoing negotiations with the contractor carrying out the playground refurbishment. The Parish Council remains committed to providing funding for a new slide, subject to the final cost and availability of other funding.

- 4. Biodiversity Small Grants Scheme.** The Clerk advised Councillors that two years' worth of funding, totalling £600, had been received from Lancashire County Council for delivery of a 'Biodiversity Small Grants Scheme'. The Parish Council had yet to make any plans on how to apply the funds. An item is to be included on the January meeting agenda. The Chairman offered to review previous work undertaken on public information signs.

Action: An item on plans to use the County Council's grant funding will be included on the Parish Council's January meeting agenda. The Chairman is to review previous work undertaken on public information signs.

Members' Reports:

- 5. LALC.** Nothing to report.
- 6. Quarries.** Nothing to report.
- 7. Allotments.** The allotments Association AGM is to be held in January 2024.
- 8. Village Hall.** Nothing to report.
- 9. Lengthsman.** Nothing further to report.
- 10. Other Matters.** None reported.

City and County Councillors' Reports:

None received.

23/097 PAYMENT OF ACCOUNTS

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

Resolved: That the above accounts are approved for payment

23/098 DATE & TIME OF NEXT MEETING

The next Council meeting is to be held on Tuesday, 9th January 2024 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 8:50pm

Clerk of the Council

Chairman

Date:

Agenda Item: 5

Planning Application Comments & Decisions

Update for December 2023 – January 2024

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
No new decisions		

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)		
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)		

Part B – Undecided Applications

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)

23/01318/FUL Erection of a detached garage. The Barn, Kirkby Lonsdale Road, Over Kellet.

PC Response: No comments submitted (Minute 23/091)

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.

PC Response: A response is to be submitted, not objecting in principle to the application, but raising concerns over: a lack of provision of solar panels; the bio corridor crossing the site; waste management arrangements; and errors regarding public transport services to the site. (Minute 23/091)

Agenda Item: 6

Budget Review 2023/24 and Budget and Precept 2024/25

Report of The Parish Clerk

1. Background

The Parish Council is required to undertake a robust annual budget process to:

- establish the level of funds required to deliver plans for the coming year;
- determine the level of reserves that should be maintained; and
- set the Parish Council's precept for the coming year.

The City Council has recently notified that the Parish Council's Tax Base for 2024/25 (the figure which determines how much of the precept each Council Taxpayer is charged) is 404.65, an increase of 37.77 on the 2023/24 level of 366.88. The Parish Council is required to notify the City Council of its precept by 9th February 2024.

Section A of the appended budget statement provides the results of a General Account budget review, showing projected outturn for the current year 2023/24 and estimates for 2024/25.

2. Projected Outturn for 2023/24

There is a projected General Account balance at 31/03/24 of £9,129. Net receipts of £4,888 are anticipated during the year. This is made up of several budget variances, as set out in note 7 to the statement.

3. Draft Budget 2024/25

Estimates for 2024/25 have been produced on a 'continuation of services' basis, with no new or one-off budget headings included.

As well as the Parish Council's normal activities and transactions (referred to as 'General Account'), the statement also sets out projected transactions and balances for the Council's other established reserves, as follows:

- Parish Plan Support Reserve
- Wind Turbine Reserve
- Emergency Plan Reserve
- Allotments Reserve
- Gala Reserve
- Elections Reserve

4. Conclusions

- a) **General Account Reserve:** Following a review of significant financial risks facing the Parish Council, it is concluded that a target general reserve of £8,000 remains appropriate to cover potential liabilities.
- b) **Precept:** As set out in section A of the appended statement, General Fund recurring expenses are estimated at £11,935 for 2024/25, with receipts (excluding the precept) of £1,925. The estimated net payments of £10,010 represent an increase of £470 (4.9%) on the approved net budget for 2023/24. Should Councillors wish to proceed with this draft budget, the implications for the precept are set out in the following table. Any budget deficit will need to be funded from ongoing balances.

Precept Strategy	Precept Sum	Budget Deficit	Resulting Balances	Band D Charge *	Tax Charge Increase %
1. No increase in precept sum	£8,900	£1,110	£8,000	£21.99	-9.4%
2. No change in tax charge	£9,800	£210	£8,900	£24.22	0.0%
3. Balanced Budget	£10,000	0	£9,100	£24.74	2.0%

* The Band D charge for 2023/24 was £24.26

- c) It is recommended that the option 2 precept of £9,800 is set for 2024/25, with the projected deficit of £210 being met from balances. At the notified Tax Base, this would result in an annual charge of £24.22 for a Band D property, slightly lower than in 2023/24. This will result in the Council having General Account balances at £900 above the target level of £8,000.

Should Councillors wish to consider a higher precept to provide funds for any increase in services or new initiatives, the cost per £1,000 increase in the precept for a Band D property would be £2.47 per annum. The Clerk advises that, given the existing level of funds available in the Council's earmarked reserves, any such proposals would need to be clear and specific and have Councillors' full commitment.

- d) **Non-recurring expenses:** There are no non-recurring items currently included in the draft budget for 2024/25.
- e) **Earmarked Reserves.** Section B of the draft budget statement sets out the current and anticipated balances on the various earmarked reserves. In this draft of the budget, no projected spend for 2024/25 has been included for any of the earmarked reserves.

5. Recommendations

- a) That a target level of general reserve of £8,000 is endorsed
- b) That the draft budget for 2024/25 is approved, subject to the inclusion of any growth or savings.
- c) That, subject to any changes under b), a precept of £9,800 is approved and notified to Lancaster City Council.

Section A – General Account Budget Review 2023/24 and Estimates 2024/25

Receipts and payments to 31st December 2023 have been reviewed and estimates developed for the remainder of 2023/24. The projected outturn for 2023/24 and draft budget for 2024/25 are set out in the following statement.

Heading	2023/24 Projected Outturn					2024/25 Draft Budget	Note
	Approved Budget £	Actuals to 31/12/23 £	Jan-Mar Estimates £	Projected Outturn £	Variance £		
Balance Bfwd	8,442	4,241	-	4,241	- 4,201	9,129	
Receipts							
Precept	8,900	8,900	-	8,900	-	8,900	1
Bank Interest	80	180	200	380	300	300	
Lengthsman Services		155	-	155	155	170	2
Local Delivery Scheme	800	1,600	-	1,600	800	800	3
Lengthsman Grant	420	-	420	420	-	420	
VAT Refund	-	2,053	-	2,053	2,053	235	4
Assets	-	900	-	900	900	-	5
Donations		3,011	-	3,011	3,011	-	5
Total Receipts	10,200	16,800	620	17,420	7,220	10,825	
Payments							
Meetings & Administration							
Parish Clerk Salary	- 2,790	- 1,710	- 725	- 2,434	356	- 3,080	
PAYE	- 697	- 427	- 181	- 608	89	- 770	
Councillor Training	-	- 35	-	- 35	- 35	- 100	
Parish Clerk Training	-	-	-	-	-	- 100	
Parish Clerk Expenses	- 60	- 23	- 30	- 53	7	- 60	
Councillors Expenses	- 50	-	- 25	- 25	25	- 50	
Meeting Room Hire	- 210	- 98	- 42	- 140	70	- 200	
Subscriptions	- 170	- 156	-	- 156	14	- 170	
ICO Registration	- 35	- 35	-	- 35	-	- 35	
Insurance	- 700	- 591	-	- 591	109	- 650	
Printing & Stationery	- 120	- 107	- 25	- 132	- 12	- 130	
IT Services	- 190	-	- 190	- 190	-	- 200	
Internal Audit	- 70	- 68	-	- 68	2	- 70	
Bank Charges	- 72	- 36	- 36	- 72	-	- 80	
Local Services and Events							
Lengthsman Services	- 3,526	- 1,784	- 900	- 2,684	842	- 3,900	2
Act of Remembrance	- 75	- 75	-	- 75	-	- 75	
Bus Shelter Site Rental	- 10	- 10	-	- 10	-	- 10	
Post Office Outreach Service	- 385	- 231	- 120	- 351	34	- 365	
Grants to Local Organisations							
St Cuthberts PCC	- 540	- 540	-	- 540	-	- 540	
OK View Contribution	- 800	- 1,000	-	- 1,000	- 200	- 1,000	
The Kellets Twinning Association	- 60	-	-	-	60	- 60	
Miscellaneous							
Repairs & Maintenance	- 100	-	- 100	- 100	-	- 100	
Section 137 Expenses	- 100	- 50	- 50	- 100	-	- 100	6
Miscellaneous	- 60	-	- 30	- 30	30	- 60	
Xmas Tree Electricity & Supplies	- 20	-	- 20	- 20	-	- 30	
Recoverable VAT	-	- 236	-	- 236	- 236	-	
Assets	-	- 2,845	-	- 2,845	- 2,845	-	5
Total Payments	- 10,840	- 10,058	- 2,474	- 12,532	- 1,692	- 11,935	
Net Receipts/Payments	- 640	6,742	- 1,854	4,888	5,528	- 1,110	7
Balance Cfwd	7,802	10,983	- 1,854	9,129	1,327	8,019	

Notes:

1. **Precept.** The estimated precept for 2024/25 is included here at a standstill level (no % increase on 2023/24). See note 7 for the implications of this.
2. **Lengthsman Services.** The budget is again based on 192 hours (48 weeks x 4 hours) plus £300 for fuel and material costs. The budget also includes £340 to cover an annual service of the mower, the cost of which is shared with Over Kellet PC.
3. **Local Delivery Scheme.** The PC received two grant payments of £800 during the year, the 2022/23 grant being paid late, in May 2023.
4. **VAT Refund.** The VAT refund for 2022/23 included £1,000 incurred on the purchase of the new mower and £1,008 on the installation of the new soft play surface at the Village Hall.
5. **Assets.** £2,845 was spent on a new bench for the viewpoint on Kellet Road and the purchase of picnic tables for Church Bank Green. These were made possible by kind donations from Aggregate Industries for the bench and from a resident for the picnic tables. The sale of the old mower raised a further £900.
6. **Section 137 Expenses.** The Section 137 budget provides for spending on purposes that are not covered by specific powers. In 2023/24 the PC made a donation of £50 to the Lancaster Military Heritage Group.
7. **Net Receipts/Payments.** There are projected net receipts for 2023/24 of £4,888. The main items contributing to this are:
 - a) Bank Interest (£300)
 - b) Local Delivery Scheme – late payment of 2022/23 grant (£800)
 - c) VAT refund (£2,053)
 - d) Sale of old mower (£900)
 - e) Lengthsman Services underspend (£842)

These projected net receipts give a closing balance for 2023/24 of £9,129. For 2024/25, retaining the same level of precept is anticipated to result in annual net payments of £1,110. More details and options are set out in the report.

Section B – Earmarked Reserves

Currently anticipated activity and balances on the Council's earmarked reserves are set out in the following table and accompanying notes.

Reserve	Balance Bfwd 01/04/23	To 31/12/23	Estimated Jan-Mar	Projected Balance 31/03/24	Notes
Allotments	280	40	40	360	1
Elections Reserve	1,000	- 120	-	880	2
Emergency Plan	819	-	-	819	
Gala Fund	270	-	-	270	
Parish Plan Support Reserve	2,621	2,930	-	5,551	3
Wind Turbine Fund	9,800	- 7,533	-	2,266	4
Totals	14,790	- 4,683	40	10,146	

Notes:

- Allotments Reserve.** Allotments rents of £40 p.a. are receivable in February each year.
- Elections Reserve.** The election in May 2023 cost the Parish Council £120. The target for the reserve is £1,000 to cover potential costs of the four-yearly elections if a poll is required.
- Parish Plan Support Reserve.** Over Kellet Playgroup made a donation of £2,930 towards the soft play surface replacement installed at the Village Hall in 2022/23.
- Wind Turbine Fund.** The Parish Council made a donation of £9,000 in April 2023 to the Over Kellet Jubilee Bells Appeal. The annual grant to the Parish Council from Aura Bank Lane Renewables was £1,467.

OVER KELLET PARISH COUNCIL

Parish Council Meeting, 9th January 2023

Agenda Item 11 – Payments for Authorisation

Payee & Detail	£
Over Kellet Village Hall – Room Hire on 12/12/23	14.00
Over Kellet Village Hall – Post Office Outreach Room Hires, August to November 2023. 34 hours @ £3.50	119.00
Mike Ashton. Lengthsman Services, November & December 2023	tbc
Derek Whiteway – Parish Clerk salary and expenses, December 2023	235.76
HMRC – PAYE deductions, December 2023	55.00