

OVER KELLET PARISH COUNCIL

Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 11th June 2024, commencing at 7.15pm

A G E N D A

1. **Apologies.**
2. **Minutes of the Annual Parish Council Meeting held on Tuesday, 14th May 2024**
(attached).
3. **Declarations of Interest.**
4. **Planning Applications.**

a) To consider and comment on the following new planning application consultations received since the last meeting.

Application No:	Description
None Received	

b) Planning Authority Decisions. To receive an update on previously considered applications. Clerk's report attached.

c) Other Planning Matters

5. **Top Green, Over Kellet.** To consider a proposal that the Parish Council apply for Biological Heritage Site status for the Green. Resident's letter and information previously circulated.
6. **Consultations**

a) Lancaster City Council – Local Plan Review – Open Space Assessment. Deadline 23rd June 2024

7. **Local Delivery Scheme and Biodiversity Small Grants Funding 2024/25.** To consider participation during 2024/25.

8. **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

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

Derek Whiteway, Parish Clerk
5th June 2024

Tel: 01524 64908
Email: clerk@overkelletpc.org

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Minutes of the Annual Parish Council Meeting held at the Over Kellet Village Hall on Tuesday, 14th May 2024

Present: Councillor Derek Johnson – Chairman
Councillors David Burns, Josie Candlin and William Candlin
County Councillor Phillippa Williamson, City Councillor James Sommerville (from item 24/020)
Derek Whiteway (Parish Clerk)

In attendance: 4 members of the public.

Part A – Annual Parish Council Meeting

24/014 Apologies

Apologies were received from Councillors Graham Agnew, Liz Moody and Mathew Towers.

24/015 Chairman's Annual Report 2023/24:

Councillor Johnson read out Councillor Graham Agnew's Annual Report for 2023/24. The report will be published on the Parish Council's website.

24/016 Election of officials 2024/25

- a) Councillor Johnson proposed that Councillor Agnew be elected as Chairman for the 2024/25 municipal year. This was seconded by Councillor Josie Candlin and carried unanimously.
- b) Councillor Josie Candlin proposed that Councillor Johnson be elected as Vice-Chairman for the 2024/25 municipal year. This was seconded by Councillor Burns and carried unanimously.
- c) To sign the Declaration of Acceptance of Office of Chair
The Clerk will arrange for Councillor Agnew to sign the Acceptance of Office.

24/017 To elect **officers and representatives on outside bodies and groups** for the municipal year 2024/25:

- a) Trustees of Thomas Withers Charity. Trustees were confirmed as being Councillors Graham Agnew and William Candlin, Catherine Harris and John Briggs.
- b) Lancashire Association of Local Councils – Councillor Agnew
- c) Quarry Liaison Committee. – Councillor Johnson
- d) Village Hall Committee - Councillor Josie Candlin
- e) Lengthsman liaison. Councillor Agnew
- f) Footpaths Officer Councillor Towers
- g) The Kelleys Twinning Association. Not decided at the meeting – further enquiries to be made.
- h) Allotments Association. Cllr Josie Candlin
- i) Emergency Planning Group. Cllr Agnew.

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24/018 Annual Governance and Accountability Return (AGAR) and Final Accounts 2023/24.

The Clerk presented a report covering the submission and publication of the AGAR and the outcome of the Council's financial accounts for 2023/24.

Councillors discussed the report and asked questions of the Clerk. Following discussion, Councillors approved the recommendations made by the Clerk.

Resolved

1. That the Internal Auditor's report is accepted and noted.
2. That Section 1 of the AGAR – the Annual Governance Statement 2023/24, is approved.
3. That Section 2 of the AGAR – Accounting Statements 2023/24, is approved.
4. That the Council claims exemption from the limited assurance audit and submits the required Exemption Certificate.
5. That the period for the exercise of public rights to inspect the accounts is set as Monday 3rd June to Friday 12th July 2024 inclusive.
6. That the Council makes a further contribution of £120 from General Account balances into the Elections Reserve; and
7. That the Council transfers £3,000 from the Current Account into the Instant Access Account.

Part B – Monthly Parish Council Meeting

24/001 Minutes of the Meeting of the Parish Council, held on Tuesday, 9th April 2024

Resolved: That, subject to a minor typographical correction, the Minutes of the Meeting of the Parish Council, held on Tuesday, 9th April 2024 be approved.

Matters Arising from the Minutes

1. **Minute 24/002(2) Village Hall request for maintenance work.** Nothing to report.
2. **Minute 24/002(3) Post Box.** No further update available.
3. **Minute 24/006 80th Anniversary of D-Day, 6th June 2024.**

Councillor Josie Candlin reported that a ringing of the bells had been confirmed and the School would be reading the poem at 11.00am and holding a theme day. No other comments or suggestions to commemorate the event had been received.

4. **Minute 24/007 Footpaths.**

Councillor Burns had completed the work on the Bay View to Kirkby Lonsdale Road footpath.

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Councillor Johnson reported that the newly designated Sands Lane bridleway was open but not apparently accessible for horse and rider from Nether Kellet Road. Councillors agreed that the Footpaths Officer (Councillor Towers) should be asked to investigate.

Action: Councillor Towers will be asked to investigate access to Bridleway BW0124027 from the Nether Kellet Road at Kirk House.

5. Minute 24/008 Local Delivery Scheme and Biodiversity Small Grants Scheme

Councillor Johnson reported that it was intended to fit boxes this summer so that they are suitably weathered by next Spring. County Councillor Williamson confirmed that County Council funding would be available again in 2024/25.

6. Minute 24/009 Designation of an Asset of Community Value (ACV)

The Clerk reported that the Parish Council's application to designate the Eagles Head as an ACV had unfortunately been refused. Councillors however welcomed the positive signs and steps being taken by the pub's new managers.

7. Minute 24/011 Bus Service during Nether Kellet Road Closure

All agreed that the arrangements had operated very smoothly. Councillors expressed thanks to County Councillor Williamson for her hard work in securing the service and to Stagecoach for their response..

8. Minute 24/011(6) Damaged road sign on Kellet Road

Councillor Johnson and County Councillor Williamson had both reported the damaged sign on Love Clean Streets. There was some concern that the reports had disappeared from the app.

Action: The Clerk will investigate the status of the reports on the Love Clean Streets app.

24/019 Declarations of interests

Councillor Josie Candlin declared an interest in agenda item 10 by virtue of her being a member of the Over Kellet View editorial board.

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24/020 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
24/00424/VCN	<p>Part retrospective application for alterations to site access and track and erection of a stable block (pursuant to variation of condition 5 on planning permission 22/00784/FUL to allow small scale commercial activity). Land Off B6254 Adjacent Swarthdale Road Kirkby Lonsdale Road Over Kellet</p> <p>Resolved: A response to be submitted referring to comments made by County Highways and asking whether the proposed changes should warrant a new application rather than a variation of conditions.</p>
24/00497/VCN	<p>Erection of workshop, relocation of carpark including level alterations and associated drainage (pursuant to variation of conditions 2 and 6 on planning permission 23/00059/FUL to amend plans to provide additional car parking and amended drainage strategy). Porsche Centre South Lakes, 1 Electric Drive, Carnforth.</p> <p>Resolved: No comments to be submitted</p>
24/00511/FUL	<p>Conversion of part of the existing garage to habitable rooms/store, alterations to existing openings including changing one existing rear window to a door and one existing rear door to a window, installation of flue to rear roof slope, widening of existing external access bridge and alterations to existing railings. Kirkdale House, Kellet Road, Over Kellet.</p> <p>Resolved: No comments to be submitted</p>

City Councillor James Sommerville joined the meeting during this item

Other Planning Matters

- 1. Self-Storage Containers at the Redwell Inn.** County Councillor Williamson provided an update on planning enforcement action being taken. A further possible issue had been identified at the site relating to a notice of intention to install camping pods. Councillors agreed that this should be investigated.

Action: The potential issue of camping pods being installed at the site will be investigated.

- 2. Kellet Bridge Farm site.** County Councillor Williamson advised that the matter was still with Traffic Commissioners. Highways had made a strong objection.

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24/021 Planning Authority Decisions

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

Resolved: That the Clerk's report is noted

24/022 Over Kellet View.

Councillors considered a letter from the Over Kellet View Editorial Board requesting funding of £1,000 for the 2024/25 financial year. The Clerk advised that the Council's budget included an item of £1,000 for the purpose.

Councillor Johnson proposed that the Council pay a grant of £1,000 to the Over Kellet View Editorial Board for the financial year 2024/25. This was seconded by Councillor William Candlin and approved unanimously (Councillor Josie Candlin abstained, having declared an interest in the item).

Resolved: That the Council pays a grant of £1,000 to the Over Kellet View editorial board for the financial year 2024/25.

24/023 Insurance Policy 2024/25

The Clerk reported that the renewal proposal had been received from the Council's insurers, the annual premium being quoted as £689.75, an increase of £98 (14%) on the 2023/24 premium. The Clerk sought Councillors' approval to obtain alternative quotes and to finalise cover for 2024/25 in consultation with the Chairman.

Resolved: That the Clerk is authorised to seek alternative quotes for the Council's insurance policy for 2024/25 and to finalise the agreement in consultation with the Chairman.

24/024 Adjournment For Public Discussion and Information Only Updates:

Reports and Questions from Members of The Public:

1. **The Millennium Stone.** A resident asked if the Millennium Stone could be cleaned up and the plaque repainted. Councillors agreed to look into this and liaise with the Lengthsman as necessary.

Action: Councillor Burns will inspect and report back. The Lengthsman's advice and assistance will be sought if necessary.

2. **Hedge trimming on Maggie Eglin lane.** A resident enquired as to plans for trimming the hedges this year, pointing out that access to the cemetery, should be kept clear. Councillors agreed that this required further thought and advice from the Lengthsman before deciding a plan of action.

Action: The Lengthsman's advice will be sought.

Clerk's Report:

3. **School Playground.** The new slide had been installed and the cost has been covered by a kind donation from Mr Oliver Whiley of West Penwith.

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4. **Councillor Training Sessions.** LALC had published details of the following online training sessions:

- Planning for Parish and Town Councils. 22nd May 2024
- Understanding Neighbourhood Plans. 20th June, 2024
- Whistlestop Tour For New Councillors & Clerks. 3rd July, 2024

Councillors were asked to consider whether they would wish to attend any of the sessions.

5. **Lancaster City Council Draft Car Parking Strategy.** The Council had been invited to comment by Friday, 17th May. Councillors were asked to provide any comments to the Clerk by Friday, 17th May.
6. **River Keer Catchment - Water Quality Monitoring.** An invitation had been received from the Lune Rivers Trust to meet with Councillors to discuss their monitoring results relating to the River Keer and catchment area. Councillors agreed that a meeting should be arranged.

Action: The Clerk will reply to the invitation and seek to arrange a meeting.

Members' Reports:

7. **LALC.** A meeting was being held on 22nd May, Councillor Josie Candlin attending.
8. **Quarries.** Councillor Johnson reported that he had now received from one of the quarries a copy of their environmental assessment for the deepening works. This will be posted on the Parish Council website. Low levels of blasting had been recorded.
9. **Allotments.** Nothing further to report.
10. **Village Hall.** Nothing further to report.
11. **Lengthsman.** The location for the Church Bank picnic benches had been agreed and the installation was due to start soon.
12. **Other Matters.**

a) **Eagles Head – 'A' Board on The Village Green**

Councillor Johnson had spoken to the new manager about previous discussions regarding the use of an 'A' Board on the village Green. The manager had indicated that it would be welcomed, but asked whether it would have to be removed each night.

Action: Councillor Johnson will maintain contact with the manager and formalise arrangements regarding the use of the 'A' Board.

City and County Councillors' Reports:

City Councillor James Sommerville provided a verbal update on the City Council's current issues and activities. These included:

- The new Mayor for 2024/25 is Councillor Abi Mills, who is seeking to raise money for Citizen's advice and ME charity. She is pursuing a 'Music with the Mayor' programme and welcomes ideas.
- Consultation on the City Council's Car Parking Strategy.
- Recent refusal of a planning appeal for a housing development at Highland Brow, Galgate.

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- Savings being made at Salt Ayre Centre with the installation of solar panels.
- Next years' budgets looking to be challenging.
- Significant spend incurred on clearing up following the fire at the former Supaskips depot in Lancaster. Government funding of c£760k has been secured.
- The City Council is introducing quarterly reporting on key Environmental Services activities, including fly tipping, etc.

County Councillor Phillippa Williamson provided a verbal update on the County Council's current issues and activities. These included:

- PRoW funding for the Local Delivery Scheme and Biodiversity Small Grants will again be made available this year.
- Cllr Williamson is liaising with the Parish Chairman to seek reinstatement of the post box.
- Love Clean Streets app for reporting highways issues. Priority is given by the County Council to reports received via phone or app.
- Have introduced a programme of responsive patching (5m square) by highways gangs.
- The County's budget position is currently strong and settled. There are no plans to cut services, but an ongoing policy to identify efficiencies.
- 2024 marks the 50th Anniversary of the creation of Lancashire County Council (and Lancaster City Council) in the 1974 local government reorganisation.

24/025 Payments

Payee & Detail	£
Over Kellet Village Hall Room Hire on 09/04/2024 £14.00	24.00
Annual Rental – Bus Shelter Site £10.00	
Dennis Barnfield – Annual Service of the Mower (Note: cost net of VAT is shared equally with Nether Kellet PC - £167.65 to be recovered)	402.36
Over Kellet View – Annual Grant (see agenda item 10)	1,000.00
Clear Councils – Insurance Premium 2024/25 (see agenda item 11)	689.75
Dawn Allen – Internal Audit 2023/24	68.00
Derek Whiteway – Parish Clerk salary and expenses, April 2024	227.00
HMRC – PAYE deductions, April 2024	54.80

Approved, subject to the outcome of minute 24/023 regarding insurance quotes

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24/026 Date and Time of Next Meeting

The next Council meeting is to be held on Tuesday, 11th June 2024 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 21.10

Clerk of the Council

Chairman

Date:

Agenda Item: 4(b)

Planning Application Comments & Decisions

Update for May – June 2024

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
24/00497/VCN Erection of workshop, relocation of carpark including level alterations and associated drainage (pursuant to variation of conditions 2 and 6 on planning permission 23/00059/FUL to amend plans to provide additional car parking and amended drainage strategy). Porsche Centre South Lakes, 1 Electric Drive, Carnforth.	PC Response: No comments to be submitted (minute 24/020)	Application Permitted
24/00308/FUL Installation of three windows to the south elevation. Unit 6 Oakwood Way Carnforth Business Park Carnforth	PC Response: No comments to be submitted. (minute 24/004)	Application Permitted
23/01411/FUL Demolition of one existing barn, erection of agricultural building and creation of a pond. Havelock House, Borwick Road, Capernwray.	PC Response: No comments submitted. (minute 23/102)	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)

22/01203/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)

Part B – Undecided Applications

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)

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.

PC Response: No comments submitted. (minute 23/102)

24/00314/FUL Erection of 5 dwellings and garages, construction of internal access roads, driveways and associated landscaping. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.

PC Response: No objection, but ask the LPA to start implementing DM44 – a requirement for bat boxes, swift boxes, etc should be incorporated into the development. (minute 24/004)

24/00424/VCN Part retrospective application for alterations to site access and track and erection of a stable block (pursuant to variation of condition 5 on planning permission 22/00784/FUL to allow small scale commercial activity). Land Off B6254 Adjacent Swarthdale Road Kirkby Lonsdale Road Over Kellet

PC Response: A response to be submitted referring to comments made by County Highways and asking whether the proposed changes should warrant a new application rather than a variation of conditions.

24/00511/FUL Conversion of part of the existing garage to habitable rooms/store, alterations to existing openings including changing one existing rear window to a door and one existing rear door to a window, installation of flue to rear roof slope, widening of existing external access bridge and alterations to existing railings. Kirkdale House, Kellet Road, Over Kellet.

PC Response: No comments to be submitted

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Parish Council Meeting, 11th June 2024

Agenda Item 10 – Payments for Authorisation

Payee & Detail	£
Over Kellet Village Hall Room Hire on 14/05/2024	14.00
Mike Ashton – Lengthsman Services	tba
Zurich Insurance – Insurance Premium 2024/25 (see note)	327.00
Derek Whiteway – Parish Clerk salary and expenses, May 2024	227.80
HMRC – PAYE deductions, May 2024	55.00

Note: In accordance with minute number 24/023 (May 2024), the Clerk, in consultation with the Chairman and Vice-Chairman, accepted Zurich Insurance's quote for 2024/25 insurance cover. The payment was made on 30th May 2024.