

OVER KELLET PARISH COUNCIL

Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 14th October 2025 at 7.15pm

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

In attendance: 7 members of the public.

25/064 Apologies For Absence

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

25/065 Minutes of the Meeting of the Parish Council held on Tuesday, 9th September 2025

Resolved: That, subject to a correction regarding those present, the Minutes of the Meeting of the Parish Council, held on Tuesday, 9th September 2025 be approved and signed without further amendment.

Matters Arising from the Minutes

25/053 – Parish Council Vacancy. The Clerk reported that owing to personal circumstances, Sarah Boustead had given notice that she would not be able to take up her position as a co-opted Councillor.

The Clerk also reported that, in the last few days, Councillor Mathew Towers had submitted his resignation from the Parish Council. The Clerk had reported this to Lancaster City Council for them to issue the statutory notice of a casual vacancy.

Councillors expressed their gratitude to Councillor Towers for his service to the Council and wished him the best for the future.

25/058(c) – Muting of the Church Bells. The Chairman read out an email from Reverend Matt setting out a proposed item to be submitted for the November issue of OK View regarding bell ringing arrangements.

25/066 Declarations of Interest

No changes were made.

25/067 Public Discussion.

- 1) Access to the Council and reporting issues.** In response to a question, the Chairman and Clerk explained future arrangements as regards the Parish Council meeting agenda and the Public Participation item (now to be held early in the meeting). Residents are welcome to contact Councillors directly if appropriate and the Clerk advised on ways in which the Council is encouraging residents to report issues directly to the relevant agency (e.g. speeding traffic). Details will be publicised in OK View and on the Parish Council website.

- 2) **Top Green – Biological Heritage Site (BHS) designation and ongoing maintenance.** The Chairman explained that the Parish Council's BHS submission to Lancashire County Council was now ready for submission, Further decisions regarding the layout and maintenance of the site would considered following the County Council's response.
- 3) **Oakmere Site – Public Open Spaces.** Residents questioned progress with the Oakmere development and work on planned open spaces, planned to commence in November 2025. The Chairman agreed to contact Oakmere to seek clarification regarding the location of the open spaces and the planting and future management arrangements.

25/068 New Planning Consultations

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

Application No:	Description
25/01020/FUL	Erection of a self build detached dwelling and garage, alterations to land levels with associated retaining walls, landscaping and creation of vehicular access on to Greenways. Garden To The Rear Of Graythwaite, Kirkby Lonsdale Road, Over Kellet. Following discussion, Councillor agreed that they had no objection to the application. Resolved: It was proposed by Councillor Agnew, seconded by Councillor Burns and carries unanimously that no objection be submitted.

5) Planning Authority Decisions

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

Resolved: That the Clerk's report is noted

6) Other Planning Matters

Redwell Inn – Self-Storage Containers and Glamping Pods.

A reply had been received from The Woodland Champions organisation confirming that the Hidden Hills site was licensed by them. The matter is to be picked up again at the next meeting.

25/069 2025 Act of Remembrance.

Councillors agreed the Parish Council's financial contribution to the Poppy Fund, to include the cost of the parish's wreath. Arrangements for the remembrance service. Will be as in previous years.

Following discussion, Councillors agreed that arrangements for the remembrance service should be as in previous years and that the wreath should be removed when the Christmas Tree is erected in mid-December.

Resolved: That the Parish Council will make a contribution of £75.00 to the Royal British Legion Poppy Fund, the sum to include the cost of the parish's wreath. Also, that the Parish Council will order and pay for printing of the order of service for the Act of Remembrance.

25/070 Review of Standing Orders.

The Clerk introduced a report proposing revised Standing Orders based on the new national model issued by NALC in 2025.

Following discussion, Councillors agreed that the draft Standing Orders be approved and adopted subject to the exclusion of para 22(a) referring to relationships with the Press and Media.

Resolved: It was proposed by Councillor Candlin, seconded by Councillor Agnew and carried unanimously that the draft Standing Orders be approved as submitted, subject to the exclusion of paragraph 22(a).

25/071 Parish Council Projects.

The Clerk gave a verbal update on progress with the overall Projects programme. This will be reviewed at the November meeting of the Parish Council.

War Memorial Cleaning (Lead Councillor – Cllr Candlin). The Clerk reported that three quotes had been received for professional cleaning of the war memorial. Following discussion, Councillors agreed that the quote received from Kenneth Fraser Ltd of Lancaster be accepted and that the company be requested to carry out the work before Remembrance Day. The Clerk advised that the most suitable source of funding was the Parish Plan Support Reserve.

Resolved: It was proposed by Councillor Agnew, seconded by Councillor Burns and carried unanimously that the quote from Kenneth Fraser, of £525 plus VAT be accepted and the costs met from the Parish Plan Support Reserve.

25/072 Consultations

1. Proposed change of speed limit (from 40mph to 50 mph) on the M6 junction 35 roundabout.

Resolved: Following discussion, Councillors agreed not to submit any comment.

2. Diversion of Bridleway (BW0124027) at Kirk House.

Councillors agreed that a request for a diversion had seemed likely since the bridleway had been designated and that its current route through the Kirk House grounds was unsuitable for horses.

Resolved: Councillors agreed unanimously that a response be submitted supporting the proposal.

25/073 Update Reports:

Clerk's Report:

- 1) **Traffic Issues.** Several emails had been received about traffic issues in the village. The Clerk was planning a statement to be included in the November OK View, including an exhortation to residents to report incidents to the Police and Lancashire Road Safety partnership. This will also be publicized on the Parish Council's website and notice boards.

The Parish Council and residents have been invited to an open meeting at Whittington Village Hall on Thursday 30th October 2025 at 7.00pm to discuss traffic concerns along the B6254 through Whittington and the A683 through Wennington from Lancaster to Kirkby Lonsdale. To be publicized on the Parish Council's website and notice boards.

- 2) **Changes to Household Waste Collection services.** The Clerk is to attend a Teams meeting on Friday, 17th October, hosted by Lancaster City Council.
- 3) **Forthcoming works at the Over Kellet WwTW.** An email had been received advising of works commencing on Monday, 20th October, to be completed by the end of March 2026

Members' Reports:

- 4) **LALC.**

Councillor Candlin had attended a local area committee meeting on Monday, 6th October 2025. Key matters included a report from the Police that, with recently increased resources, all areas now had a designated and named PC and PCSO. It was also reported that in terms of road safety priorities and initiatives, the Road Safety Partnership analyses each month data from accidents and speeding complaints and this is the basis for next work plans and programmes.

- 5) **Quarries.**

The new Tarmac manager and his team at Leapers Wood Quarry have now re-started holding bi-annual meetings with the Carnforth, Nether Kellet and Over Kellet Parish Councils. These are now being held on the same day as the meeting with Back-Lane quarry team but a different time.

The main topic at the September meetings was the management of the Community Fund. This is expected to amount to around £15,000 annually, based on present estimates of rock extraction quantities at the two quarries. The fund will be divided 60% to Carnforth and 20% to each of the Kellets. The funds will be held separately by the three Councils for use on capital expenditure related to projects in each Council area. A joint meeting is to be held by the three Councils on how to manage projects which might jointly benefit all three Parishes. It is expected that the first payment into the fund will be in February 2026.

- 6) **Allotments.**

Nothing to report.

7) Village Hall.

The Village Hall AGM had been held on Monday, 13th October. Officers were needed to fill the roles of Treasurer and Maintenance Officer. The financial position was sound and no changes were being made to hire charges.

8) Lengthsman.

The Chairman is to liaise with the Lengthsman and the Chair of Nether Kellet Parish Council about future work programmes and arrangements.

9) Biodiversity and Environment.

A document has been produced outlining the Council's interpretation of, firstly the Biological Heritage Site (BHS) designation guidelines, and secondly the law regarding the damage to protected plant species which grow on the grass triangle during the summer period. This is to be submitted to Lancashire County Council for their comments, to enable the PC to make a decision on the future management of the Top Green in compliance with current guidelines and legislation.

10) Other Matters.

Councillors noted that the landlords of the Eagles Head had issued a notice that the pub would close on Wednesday, 15th October 2025.

Councillors also noted that Reverend Matt had given notice that he would be leaving the parish in the New Year.

City and County Councillors' Reports:

11) County Council.

None received

12) City Councillor.

The Clerk read out the key points from an email received from Councillor Sommerville containing information about the forthcoming changes in waste collection.

25/074 Finance.

The Clerk introduced the regular finance report. There were no matters requiring decision at this stage. The report was accepted.

25/075 Payment of Accounts

Payee & Detail	£
Over Kellet Village Hall – Hire of hall on 09/09/25	14.00
Derek Whiteway – Parish Clerk salary and expenses, September 2025	269.84
HMRC – PAYE deductions, September 2025 £59.20 - Employer's NICs July-August 2025 £36.73	95.93
Dennis Barnfield. Mower repairs (09/09/25)	56.70
Dennis Barnfield. Mower repairs (03/10/25)	226.80
Hudson Hill. Website hosting services, November 2025	11.99
Councillor Agnew. Expenses – purchase of solar lamps for footpath	3.50

Resolved: It was proposed by Councillor Candlin, seconded by Councillor Moody and carried unanimously that the above accounts be approved for payment.

25/076 Date & Time of Next Meeting

The next Council meeting is to be held on Tuesday, 11th November 2025.

The meeting closed at 9:05pm.

Clerk of the Council

Derek Whiteway

Chairman

Graham L. Agnew

Date: 11th November 2025