

OVER KELLET PARISH COUNCIL

Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 14th April 2026 at 7.15pm

Present: Councillor Graham Agnew – Chairman
Councillors David Burns, Josie Candlin, Cliff Davies, Liz Moody and Jonathan Perruzza.

In attendance: Derek Whiteway, Parish Clerk
1 member of the public.

26/001 Apologies For Absence

Apologies were received from City Councillor James Sommerville.

26/002 Appointment of a Vice-Chair

Councillor Agnew proposed that Councillor Candlin be appointed Vice-Chair. This was seconded by Councillor Moody and carried unanimously.

Resolved: That Councillor Candlin be appointed as the Council's Vice-Chair.

The Clerk reminded Councillors that appointment of a Chair and Vice-Chair for the 2026/27 Municipal Year would be items on the agenda for the Annual Meeting in May 2026. Councillor Moody advised that she would not be available for the May meeting and expressed a wish to retire in the near future if a replacement can be found.

26/003 Vacancy for a Parish Councillor.

Lancaster City Council's notice of the vacancy had expired on 20th March 2026. The Parish Council is therefore now required to fill the vacancy by co-option.

Action: The Clerk will publicise the vacancy in the May issue of Over Kellet View

26/004 Minutes of the Meeting of the Parish Council held on Tuesday, 10th March 2026

Resolved: That the minutes of the Meeting of the Parish Council, held on Tuesday, 10th March 2026 be approved and signed without further amendment.

Matters Arising from the Minutes

1) 25/124(2) Flooding on Kellet Lane near canal bridge.

It was noted that some work had recently been undertaken at the location. Councillors agreed that this item should be dropped from the agenda.

2) 25/124(3) Abandoned cars at the Village Green.

Councillors reported that, although some cars had been removed, another (blue) car was now apparently abandoned adjacent to the Hall Garth corner of the Green.

Councillors agreed that the vehicle should be reported to the Police and possibly City Council.

Resolved: That the Clerk report the apparently abandoned vehicle to the Police.

3) 25/124(4) Potholes on Nether Kellet Road.

The potholes identified had been reported by Councillor Davies using the Love Clean Streets app.

4) 25/124(5) Dangerous pooling of water on J35 roundabout.

No update.

5) 25/124(6) Hedgerows bordering Maggie Eglin Lane.

It was noted that the hedgerows on the Southern side of the lane had recently been cut.

6) 25/124(7) Church Bank Green Status and Maintenance

A response had been received from Lancaster City Council saying that the enquiry was being considered by the Legal team. A further response is awaited.

Councillors again discussed arrangements for grass cutting and maintenance of the Green. It was agreed that the Clerk should raise the delay on this, and other matters, with City Councillor Sommerville.

Resolved: That the Clerk ask City Councillor Sommerville for support regarding City Council delays in responding to this and other matters/requests.

7) 25/24(8) Top Green Footpath Signage.

A response had been received saying that new waymarkers had been introduced. The Chairman advised that, on inspection, he was not wholly satisfied with the positioning of the new waymarkers and that this needed to be pursued again.

Resolved: That the Chairman and the Clerk liaise to follow upon ongoing concerns about the signage.

8) 25/124(9) Road Safety Stickers

A 'Slow Down, Save Lives' pack had been ordered on 21st March 2026, for delivery to Chairman.

9) 25/126 Unfinished Pothole Repairs, Capernwray

The Capernwray resident who originally reported the matter had provided an update that, despite a visit from County Council contractors, the potholes had still not been filled. The resident had asked County Councillor Dalton to pursue this on his behalf.

10) 25/127(3b) Kellet Road littering concerns.

The Chairman reported that the level of litter was quite low when he inspected the location. There appeared to be little space available to locate a bin. He had emailed the City Council's Public Realm service asking about signage and the possibility of a bin.

As regards the McDonalds restaurant planning application, the City Council's

Development Control Manager had replied to an email confirming that all issues and comments concerning litter will be duly considered.

26/005 Declarations of Interest

None reported.

26/006 Public Participation.

None

26/007 New Planning Consultations

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

Application No:	Description
26/00340/AD	Agricultural determination for the erection of 2 agricultural storage buildings for equipment and machinery. Havelock House, Borwick Road, Capernwray. Resolved: No response submitted
26/00281/FUL	Demolition of existing rear conservatory and erection of a single storey rear extension with a pergola, replacement porch and windows and installation of rooflights and external cladding. 1 Hall Garth Close, Capernwray Road, Over Kellet. Resolved: No response submitted

2) Planning Authority Decisions

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

Resolved: That the Clerk's report is noted

3) Other Planning Matters

25/039 - Redwell Inn – Self-Storage Containers and Glamping Pods.

No further information.

Action: Councillors had previously agreed that the Clerk should draft an enquiry to the City Council's Planning Enforcement and Environmental Health, setting out the Council's ongoing questions and concerns.

26/008 Fire Hydrants in Over Kellet.

Councillor Davies reported on action taken since the last meeting. Hydrants that he had identified on new developments were shown on United Utilities maps but not on the OS mapping used by the Lancashire Fire and Rescue Service (LFRS).

United Utilities had updated their records and Councillor Davies had provided his findings to the LFRS Carnforth station. Information had been shared with County

Councillor Dalton with a request that it be considered by appropriate County Council services.

At Councillor Davies' suggestion, Councillors agreed that the information be shared with Carnforth Town Council.

Action: The Clerk will report the matter and Councillor Davies' findings to the Carnforth Town Clerk.

26/009 Traffic Matters

A small number of responses had been received from residents regarding possible locations for future deployment of a temporary SpID.

Following discussion, Councillors agreed that the Council should request that the next temporary SpID survey should be on Nether Kellet Lane on the approach to the village, near the entrance to Church Bank.

Resolved: That the Clerk request the County Council to undertake its next temporary SpID survey on the Nether Kellet Lane approach to the village.

Councillor Candlin raised concerns about recent deployment of 'Road Closed' signs.

Resolved: That the Clerk send a message to the County Council expressing Councillors concerns over deployment of 'Road Closed' signs.

26/010 Village Hall Defibrillator

Following a report from the North West Ambulance Service, a request had been made by Over Kellet Hall for funding for replacement Pads and Batteries for the defibrillator, at a total cost of £86 plus VAT.

The Clerk suggested that Councillors consider using the new Quarry CBF for the funding.

It was proposed by Councillor Candlin, seconded by the Chairman and carried unanimously that the requested funding be agreed and met from the Quarries CBF.

Resolved: That the Council make a grant of £86.00 plus VAT to Over Kellet Village Hall to cover the purchase of replacement pads and batteries, the funding to be met from the Quarries CBF.

26/011 Parish Council Projects.

Top Green Bench

Councillors agreed that replacing the Top Green bench (which is beyond repair) be added to the Council's Project List.

Village Gates

Councillor Candlin reported on progress and responses from the City and County Councils. Councillors discussed next steps, including consideration of potential suppliers. Councillors Candlin, Moody and Agnew are to liaise on the next stages and Councillor Davies is to provide support regarding communication with Lancashire County Council.

26/012 Consultations

No new consultations

26/013 Update Reports:

Clerk's Report:

Bank Account

Cllr Davies has volunteered. Mandate forms need to be signed Cllr Davies and all existing signatories.

Clerk's Retirement

Cllrs Candlin and Davies have volunteered to work alongside the Clerk in managing the process.

Members' Reports:

1. LALC.

Councillor Davies had recently attended an online course for new Councillors and Clerks. Councillor Davies will circulate course documentation and feedback to other Councillors.

2. Quarries.

The first instalment (£405) of CBF funding from the Back Lane Quarry had now been received. - £405 on 30th March 2026.

The Chairman had attended a Back Lane Quarry liaison meeting held on 24th March 2026. The next meeting is scheduled for 22nd September 2026.

Matters arising:

Holcim are planning to widen the junction of the Back Lane quarry entrance and Kellet Road.

Councillors discussed a planning condition requiring a scheme of landscaping and environmental enhancement measures to screen the block making plant access roads from the public footpath on the eastern boundary of the site.

It was proposed by Councillor Agnew, seconded by Councillor Candlin and carried unanimously that a letter be submitted to Lancashire County Council supporting Holcim's opposition to the planning condition.

Resolved: That a letter be submitted to Lancashire County Council supporting Holcim's opposition to the planning condition.
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3. Allotments

Councillor Candlin gave feedback on a training course she had recently attended on allotment associations and agreements. Councillors discussed whether the Parish Council should be more proactive in managing the agreements with the City Council and the Allotments Association.

The Clerk confirmed that Lancaster City Council had still not been in touch about the allotment lease renewal.

4. Village Hall

The Village Hall Committee is preparing an updated fire risk assessment.

It was understood that the school was planning to open a nursery, which might have implications for numbers attending the Playgroup and impact the Village Hall's finances.

5. Lengthsman

Nothing to report

6. Biodiversity and Environment

Councillor Candlin is now leading on the Top Green evaluation as a site of interest. Following responses from Lancashire County Council, designation of the Green as a 'Site of Local Wildlife Interest' is being considered.

7. Other Matters.

Councillors discussed a recent increase in complaints about dog fouling at various locations in the parish. Councillors agreed that issues regarding dogs accessing the school grounds should be discussed with the Headteacher.

Agreed: The Chairman will speak with the Headteacher about dogs entering school premises and fouling.

City and County Councillors' Reports:

1. County Council

No report received.

2. City Councillor.

No report received.

26/014 Finances.

The Clerk introduced a report setting out the General Account budget position, Earmarked Reserve balances and Bank Reconciliation as at the end of the 2025/26 financial year.

The Clerk had made two recommendations, as follows:

- a) That, with General Account balances at 31/03/26 standing at £9,455 compared with the approved target of £8,000, Councillors should consider transferring up to 1,400 into one or more existing or new earmarked reserves.
- b) That, given current commitments and spending forecasts, it is recommended that £5,000 be transferred from the Current Account to the Instant Access Account.

Following discussion, Councillor agreed that these recommendations be considered at the Council's May meeting.

The Chairman reported that a cheque for £788.55 had been received following the winding up of the Twinning Association. Councillors agreed that this income should be added to the Clerk's recommendation a) (above), to be considered at the May meeting. The Clerk advised Councillors that the precept for 2026/27 had been received into the bank account on 7th April 2026.

26/015 Payment of Accounts

Payee & Detail	£
Over Kellet Village Hall – Hire of hall on 10/03/2026	14.00
Over Kellet Village Hall – Post Office Hires, December 2025 to March 2026. 18 days x 2 hours x £3.50 per hour.	126.00
Derek Whiteway – Parish Clerk salary and expenses, March 2026	237.20
HMRC – PAYE deductions, March 2026 (see note)	59.40
Hudson Hill. Website hosting services, May 2026	11.99
LALC. Training Course – Handover to a Clerk	25.00
LALC. Training Course – Allotment Agreements	30.00
LALC. Training Course – New Clerks and Councillors	40.00

Note: PAYE for February 2026 was underpaid by £0.20 (£59.20 paid instead of £59.40)

Resolved: That payment of the above accounts is approved.

26/016 Date & Time of Next Meeting

The next Council meeting is to be held on Tuesday, 19th May 2026 (note that this is a week later than the normal schedule).

The meeting closed at 9.32pm.

Clerk of the Council



Chairman



Date: 19th May 2026