

OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 9th June 2026, commencing at 7.15pm**

A G E N D A

1. **Apologies.**
2. **Minutes of the Meeting of the Annual Parish Council held on Tuesday, 19th May 2026** (circulated previously).
3. **Declarations of Interest.**
4. **Public Participation.** To adjourn the meeting for a period of public participation. Note: This item will normally be limited to 15 minutes. Any matters needing a decision will be considered as an agenda item at a future meeting.
5. **Planning Applications.**
 - a) To consider and comment on the following new planning application consultations received since the last meeting.

Application No:	Description
26/00490/FUL	Retrospective application for the retention of hard standing and siting of two static caravans. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray. Consultation Deadline: 9th June 2026.
24/01285/FUL and 24/01284/LB	Relevant partial demolition, conversion and redevelopment of barns to form 4 dwellings and associated works. Barn at Kirk House, Main Road, Over Kellet. Consultation Deadline: 17th June 2026.

- b) Planning Authority Decisions. To receive an update on previously considered applications. Clerk's report attached.
 - c) Other Planning Matters.
6. **Community Facilities.** To consider options for reviewing the provision and availability of community facilities within the parish.
7. **Review of Council Policies and Procedures.** To consider the conclusions and recommendations from a review of the following (Clerk's report to come).
 - a) Standing Orders and Financial Regulations;
 - b) Information Management and Data Protection Policy, Privacy Notice, and Publication Scheme; and
 - c) Complaints Procedure.
8. **Parish Council Projects.** Update reports.

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9. Consultations.

None received.

10. Update Reports. To provide 'information only' updates on activities in recent weeks.

1. Clerk's report on activities and correspondence since the last meeting
2. Members updates and reports since the last meeting, including:
 - 1) LALC 2) Quarries 3) Village Hall 4) Allotments
 - 5) Lengthsman 6) Biodiversity 7) Other Matters
3. Report of District and County Councillors

11. Finances. Clerk's report attached.

12. Payments. To authorise payment of accounts. Report attached.

13. To confirm the **date and time of the next meeting.**

Derek Whiteway, Parish Clerk

3rd June 2026

Tel: 01524 64908

Email: clerk@overkelletpc.org

OVER KELLET PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 19th May 2026 at 7.15pm

Present: Councillor Graham Agnew – Chairman
Councillors David Burns, Josie Candlin, Cliff Davies.

City Councillor James Sommerville
Derek Whiteway, Parish Clerk

In attendance: 5 members of the public.

Part A – Annual Parish Council Meeting

26/018 Apologies For Absence

Apologies were received from Councillors Liz Moody and Jonathan Perruzza.

26/019 Chairman's Annual Report 2025/26.

To receive the Chairman's Report for 2025/26.
The Chairman presented his annual report to the meeting.

Resolved: That the Chairman's annual report for 2025/26 be accepted and published on the website.

26/020 Election of Officials 2026/27

- 1) To elect the Chair of the Parish Council for the municipal year 2026/27.

Resolved: It was proposed by Cllr Candlin, seconded by Councillor Burns and passed unanimously that Councillor Graham Agnew be appointed Charman of the Council for the 2026/27 municipal year.

- 2) To elect the Deputy Chair of the Parish Council for the municipal year 2026/27.

Resolved: It was proposed by GA seconded by DB and passed unanimously that Councillor Josie Candlin be appointed Vice-Chair of the Council for the 2026/27 municipal year.

- 3) To sign the Declaration of Acceptance of Office of Chair.
The Chairman authorised the Clerk to electronically sign his Declaration of Acceptance of Office.

26/021 Election of Officers and Representatives on Outside Bodies and Groups for the municipal year 2026/27:

- | | |
|---|-----------------------|
| 1) Trustees of Thomas Withers Charity | The Chairman |
| 2) Lancashire Association of Local Councils | Chairman/Cllr Candlin |
| 3) Quarry Liaison Committee | Chairman |
| 4) Village Hall Committee | Cllr Candlin |
| 5) Lengthsman liaison | Chairman |
| 6) Footpaths Officer | Phil Verity (tbc) |

- 7) Allotments Association
- 8) Emergency Planning Group

Cllr Candlin
Chairman, Cllr Moody

Resolved: The above appointments were approved unanimously.

26/022 Annual Governance and Accountability Return (AGAR) and Final Accounts 2025/26.

The Clerk presented a report covering the submission and publication of the AGAR and the outcome of the Council's financial accounts for 2025/26

Resolved. It was proposed by Councillor Davies, seconded by Councillor Agnew and carried unanimously that:

1. That the Internal Auditor's report is accepted and noted.
2. That Section 1 of the AGAR – the Annual Governance Statement 2025/26, is approved.
3. That Section 2 of the AGAR – Accounting Statements 2025/26, 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, 8th June to Friday, 17th July 2026 inclusive.

Final Accounts 2025/26

The Clerk presented a report into the final outturn for 2025/26 and advised that, following the receipt of £788 from the winding up of The Kellets Twinning Association, the amount available to transfer from General Fund balances into earmarked reserves totaled £1,768.

Resolved. It was proposed by Councillor Candlin, seconded by Councillor Davies, and carried unanimously, that

6. £1,750 be transferred from General Account balances into the Parish Plan Support Reserve.
7. £5,000 be transferred from the Council's Current Bank Account into the Instant Access Account

Part B – Monthly Parish Council Meeting

26/023 Minutes of the Meeting of the Parish Council held on Tuesday, 14th April 2026

The Clerk advised that the draft minutes contained the wrong meeting date for approval of the previous meeting's minutes. This needed to be altered to 10th March 2026

Resolved: That, subject to correction of the date of the minutes of the previous meeting, the minutes of the Meeting of the Parish Council, held on Tuesday, 14th April 2026 be approved and signed.

Matters Arising from the Minutes

1) 26/004(2) Abandoned cars at the Village Green.

The apparently abandoned car reported at the last meeting had now been removed, with no current problems evident at the Village Green.

2) 26/004(3) Potholes on Nether Kellet Road.

No repairs had yet been carried out. Councillor Candlin reported that the issue of potholes and the County-wide workload had been discussed at the recent LALC.

3) 26/004(4) Dangerous pooling of water on J35 roundabout.

No further update.

Action: The Clerk will report concerns to the County Council.

4) 26/004(5) Hedgerows bordering Maggie Eglin Lane.

No further update.

5) 26/004(6) Church Bank Green Status and Maintenance

The Clerk had received a reply suggesting that, regarding the designation of the Green as a Village Green, the Parish Council needed to serve a formal notice on the City Council. The Clerk was seeking further information on what this meant in practical terms.

Action: The Clerk will continue to seek action from Lancaster City Council on the Village Green designation, with support from Councillor Sommerville.

6) 26/004(7) Top Green Footpath Signage.

No further update.

Action: The Chairman is to follow up with the Lengthsman regarding the signage.

7) 26/004(8) Road Safety Stickers

The "Slow Down, Save Lives" campaign pack had now been delivered. Councillors agreed that a plan needed to be drawn up to ensure that the signs and stickers were effectively distributed and deployed.

Action: The Chairman and Deputy Chair will liaise in drawing up a plan of action.

8) 26/004(9) Unfinished Pothole Repairs, Capernwray

No further information.

9) 26/004(10) Kellet Road littering concerns.

The Chairman is to forward details of the location and concerns to Councillor Sommerville to discuss with the Public Realm service and ascertain what measures might be practicable.

Action: The Chairman is to provide relevant information to Councillor Sommerville.

10) 26/008 Fire Hydrants in Over Kellet.

The Clerk had shared this with the Carnforth Town Clerk, who was grateful for the information, which he was passing on to his Councillors and contacting the Carnforth Fire Service. No further action had been reported by Lancashire County Council.

11) 26/009 Traffic Matters

The Clerk had submitted a report to the County Council expressing Councillors concerns over deployment of 'Road Closed' signs. Councillor Candlin reported that the matter had been discussed at a recent LALC meeting and LALC were planning to take the matter up with County Highways.

12) 26/013(7) Dog Fouling

The Chairman had spoken to the Headteacher of the school, who indicated that the site had adequate signage and there had been few incidents of fouling.

26/024 Declarations of Interest

The Chair and Deputy Chair declared an interest in this item by virtue of their being members of the Over Kellet View Management Board. The Clerk advised that, given the nature of their involvement and interest, they should not be precluded from discussing and voting on the item.

26/025 Public Participation.

- 1) The Dub. A resident reported recent surveying activity at the Dub by representatives of the site's owners, Lancashire Wildlife. Councillors and residents discussed views and options regarding the future of the site, concluding that no action was required by the Parish Council at this stage.

26/026 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
26/00414/FUL	Erection of a replacement porch to the front elevation, installation of solar panels to the front roof elevation, door to the rear, replacement windows and installation of cladding to existing dormer extension. 3 Kirklands Road, Over Kellet. Resolved: No response to be submitted
26/00490/FUL	Retrospective application for the retention of hard standing and siting of two static caravans. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray. Resolved: No response to be submitted
26/00465/AD	Agricultural determination for the erection of an extension to existing agricultural building. Helks Farm, Main Road, Over Kellet. Resolved: No response to be 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

Nothing to report

26/027 Over Kellet View,

The Chair and Deputy Chair had declared an interest in this item by virtue of their being members of the Over Kellet View Management Board (Minute 26/024). The Clerk advised that, given the nature of their involvement and interest, they should not be precluded from discussing and voting on the item.

Councillors considered a request from the Over Kellet View Management Board for funding of £2,000 for 2026/27. The Clerk advised that a sum of £2,000 was included in the Council's budget for 2026/27 for this purpose. The Clerk also reminded Councillors that, following representations by the OK View Board, the Council had agreed in November 2025 (minute 25/083) to make an additional contribution of £500. Councillors had also noted at that meeting that that the level of funding requested for 2026/27 was likely to be £2,000.

Councillor Candlin advised that the Board were actively budgeting and managing the finances in the face of inflationary pressures and increasing distribution numbers.

Resolved: It was proposed by Councillor Agnew, seconded by Councillor Candlin and agreed unanimously that a grant of £2,000 be made to the Over Kellet View Management Board.

26/028 Update Reports:

Clerk's Report:

1. Local Plan Forum.

Lancaster City Council has invited Parish Councils to a Parish Council Planning Forum, to be held at Lancaster's Storey Institute on Tuesday 16 June 2026..

Action: Councillors Candlin and Burns are to attend.

2. Bank Account

Cllr Davies has now been added to the bank mandate and provided with online banking permissions.

3. Clerk's Retirement.

No progress since the last meeting. Realistically now looking at the summer recess to allow time to make appropriate arrangements.

Members' Reports:

4. LALC.

Councillor Candlin reported back on the LALC Local Committee meeting held on 11th May 2026, including:

- a) An update on Local Government reorganisation in Lancashire (a decision from Central Government is awaited).
- b) Advice that Parish Councils should be wary if/when considering any offers of long-term leases of land/assets under the reorganisation.
- c) A talk from the Police on an initiative surrounding anti-social behaviour and restorative justice activities. The Police could be asking Parish Councils to help fund refreshments at such event. LALC is to share details when available.
- d) The City Museum is undergoing a re-vamp to broaden the scope of the presentation. The Museum Development Manager has requested to visit Parish Councils to explain the plans and to identify key local heritage stories and explore how the Museum service can represent and support that heritage.
- e) It was reported that the postal service was reducing some deliveries to three days per week (alternate weekdays). LALC are proposing to contact local MPs with concerns over the changes.

5. Quarries.

Nothing to report.

6. Allotments.

The current Secretary of the Allotments Association is standing down, a replacement yet to be identified. The Association's AGM has not yet been held.

The Clerk is still seeking information from Lancaster City Council regarding the overdue lease renewal. Councillor Sommerville's support is to be sought as necessary.

7. Village Hall.

Nothing to report

8. Lengthsman.

Nothing to report

9. Biodiversity and Environment.

Councillor Candlin had corresponded further with Lancashire County Council's Principal Natural Environment Officer (Ecology) about the ecological status of the Top Green. The Green does not qualify for formal designation as a Biological Heritage Site. Councillor Candlin is liaise with interested residents and explore opportunities for diversifying the area through a community management plan.

Action: Councillor Candlin to liaise with interested residents and explore opportunities for diversifying Top Green area through a community management plan

10. Other Matters.

Councillors briefly discussed the extent of community facilities available in the Parish. It was agreed that an item be included on the next meeting agenda to explore ways in which the Council could influence and help develop community facilities.

City and County Councillors' Reports:

1. County Council

None submitted.

2. City Councillor.

Councillor Sommerville advised that:

- f) The City Council had just launched a Cultural Activity Fund, designed to help local organisations, artists and community groups bring forward projects that celebrate culture, creativity and local identity. Details are on the City Council website.
- g) Tetra Paks (cartons) can now be recycled by being placed in the plastic, glass bottles and cans recycling bins (red lids).
- h) The City Council's Overview and Scrutiny Committee is currently developing its 2026/27 work programme and is open to suggestions from Parish Councils.

26/029 Payment of Accounts

Payee & Detail	£
Lesley Gee. Reimbursement of cost of replacement pads and batteries for the Village Hall defibrillator. Note 1	103.20
Dennis Barnfield – Annual mower service (50% of net cost to be recharged to Nether Kellet PC).	452.35
LALC – Annual subscription 2026/27	207.57
Over Kellet Village Hall - Hire of Hall on 14 th April 2026 £14.00 - Bus Shelter Site Rental 2026/27 £10.00	24.00
Hudson Hill – Website hosting charges, June 2026	11.99
Dawn Allen – Internal Audit 2025/26	68.00
Derek Whiteway – Parish Clerk salary and expenses, April 2026	237.20
HMRC – PAYE deductions, April 2026	59.20

Note 1. Payment of grant to Over Kellet Village Hall to cover the cost of purchasing replacement pads and battery for the defibrillator was agreed at the April 2026 meeting. Minute 26/010 refers. Payment was made under delegated authority on 27th April 2026 and is shown here for information only.

Resolved: That payment of the above accounts is approved.

26/030 Date & Time of Next Meeting

The next Council meeting is to be held on Tuesday, 9th June 2026

The meeting closed at 9.30pm.

Clerk of the Council

Chairman

Date:

Agenda Item: 5(b)

Planning Application Comments and Decisions

Update for May – June 2026

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

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)		
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)		
LCC/2024/0013 (County Council) Amendment to conditions 1,2,4,6, 40 and 41 of planning permission ref 01/03/1185 to permit an extension in the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2064 with interim restoration by 31st December 2065 and final restoration by 31st December 2078 and consequent amendments to the working scheme and restoration proposals. Leapers Wood Quarry, Kellet Road, Carnforth. PC Response: No objection to the applications, but agree in principle to the suggestion to pursue a Community Benefit Fund, subject to further discussions between all three Councils.		
24/01285/FUL and 24/01284/LB Conversion and rebuilding of barns to create 5 dwellings and associated works. Barn At Kirk House, Main Road, Over Kellet. PC Response: No comments submitted (Minute 24/080)		
25/00562/FUL Erection of drive-thru restaurant with associated access, servicing, car parking, hard and soft landscaping and other associated works. Land At Electric Drive, Carnforth. PC Response: That the Parish Council respond seeking refusal of the application. (Minute 25/030)		
25/00704/FUL Erection of a link attached extension to the northwest elevation including associated car parking and new vehicle access. Capernwray Hall Church, Borwick Road, Capernwray. PC Response: To submit a response expressing support for the application. (Minute 25/042).		

Part B – Undecided Applications

25/00022/ENF (Appeal) Appeal against enforcement notice issued for without planning permission the engineering operation consisting of the widening of the existing vehicular access from Kellet Lane. Kellet Bridge Farm, Kellet Lane, Over Kellet.

PC Response: A response is to be agreed and submitted. (Minute 25/054).

25/00025/REFLB (Appeal) (APP/A2335/Y/25/3370655) Appeal against refusal of application 24/00626/VCN for the variation of condition 2 on listed building consent 21/00358/LB to amend the approved plans to include alterations to fenestration and amendments to floor plans and the addition of first floor (roadside barn) and second floor (central barn) levels) Old Hall Farm.

PC Response: A response is to be submitted not commenting on the specifics of the application and reasons for refusal, but expressing the Council's hope that ongoing planning differences can be resolved and the development completed in the near future. (Minute 25/054)

25/00562/FUL Erection of drive-thru restaurant with associated access, servicing, car parking, hard and soft landscaping and other associated works. Land at Electric Drive, Carnforth.

PC Response: That a response be submitted reiterating the Council's opposition to the development and commenting on issues arising from the amended. (Minute 25/117(1))

26/00113/VCN Change of use of land for the siting of 16 static caravans, including excavation of land, associated access and landscaping (Pursuant to the variation of conditions 2 and 8 on planning permission 24/00668/FUL to amend the previously approved site plan). McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray.

PC Response: No comments submitted (Minute 25/117(1)).

26/00414/FUL Erection of a replacement porch to the front elevation, installation of solar panels to the front roof elevation, door to the rear, replacement windows and installation of cladding to existing dormer extension. 3 Kirklands Road, Over Kellet.

PC Response: No comments submitted (Minute 26/026(1)).

26/00490/FUL Retrospective application for the retention of hard standing and siting of two static caravans. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray.

PC Response: No comments submitted (Minute 26/026(1)).

26/00465/AD Agricultural determination for the erection of an extension to existing agricultural building. Helks Farm, Main Road, Over Kellet.

PC Response: No comments submitted (Minute 26/026(1)).

Over Kellet Parish Council Meeting, 9th June 2026

Agenda Item 11 – Finance Update

Part 1 – General Account Budget Update as at 31/05/2026

Key messages:

- a) No exceptional items or issues to report at this stage. The current assumption is that budgets will be fully spent during the year.

Heading	Budget	Actuals to 31/05/26	Expected Rest of Year	Projected for Year	Variance
	£	£	£	£	£
A. Balance Bfwd	8,827	9,830		9,830	
Receipts					
Precept	11,000	11,000	-	11,000	-
Lengthsman Services (from NKPC)	170	-	170	170	-
Local Delivery Scheme (County Council)	-	-	-	-	-
Lengthsman Grant (City Council)	420	-	420	420	-
Miscellaneous Receipts	-	789	-	789	-
Bank Interest	300	-	300	300	-
VAT Refund	332	348	-	348	16
B. Sub-Total- Receipts	12,222	12,137	890	13,027	16
Payments					
Meetings & Administration					
Parish Clerk Salary	- 3,020	- 474	- 2,546	- 3,020	-
PAYE	- 760	- 119	- 641	- 760	-
Councillor Training	- 50	- 70	- -	- 70	- 20
Parish Clerk Training	- 200	- 25	- 175	- 200	-
Parish Clerk Expenses	- 60	- -	- 60	- 60	-
Councillors Expenses	- 50	- -	- 50	- 50	-
Meeting Room Hire	- 180	- 14	- 166	- 180	-
Subscriptions	- 200	- 208	- -	- 208	- 8
ICO Registration	- 50	- -	- 50	- 50	-
Insurance	- 900	- -	- 900	- 900	-
Printing & Stationery	- 150	- -	- 150	- 150	-
IT Services	- 130	- 20	- 110	- 130	-
Internal Audit	- 80	- 68	- -	- 68	- 12
Bank Charges	- 90	- 14	- 76	- 90	-
Local Services and Events					
Lengthsman Services	- 4,000	- 377	- 3,623	- 4,000	-
Act of Remembrance	- 75	- -	- 75	- 75	-
Bus Shelter Site Rental	- 10	- -	- 10	- 10	-
Post Office Outreach Service	- 380	- 126	- 254	- 380	-
Grants to Local Organisations					
St Cuthberts PCC	- 540	- -	- 540	- 540	-
OK View Contribution	- 2,000	- -	- 2,000	- 2,000	-
The Kellets Twinning Association	-	-	-	-	-
Miscellaneous					
Repairs & Maintenance	- 50	- -	- 50	- 50	-
Section 137 Expenses	-	-	-	-	-
Miscellaneous	- 60	- -	- 60	- 60	-
Xmas Tree Electricity & Supplies	- 40	- -	- 40	- 40	-
Recoverable VAT	- -	97	- -	97	- 97
Assets					
Contributions to Reserves	- -	1,750	- -	1,750	- 1,750
C. Total Payments	- 13,075	- 3,361	- 11,576	- 14,937	- 1,862
D. Net Receipts/Payments (B-C)	- 853	8,776	- 10,686	- 1,910	- 1,846
E. Balance Cfdw (A+D)	7,974	18,605	- 10,686	7,919	- 1,846

Part 2 –General Account and Earmarked Reserves Summary

Key messages:

- a) The Parish Plan Support Reserve balance (£9,276), Wind Turbine CBF (£5,351), and Kellet Quarries CBF (£319) provide just under £15k to support projects within the Parish.

Reserves Summary	General Account	Allotments Reserve	Biodiversity Small Grants Fund	Elections Reserve	Emergency Plan	Gala Fund	Parish Plan Support Reserve	Wind Turbine CBF	Kellet Quarries CBF	Totals
	£	£	£	£	£	£	£	£		£
Balance bfwd 01/04/2026	9,830	440	516	1,000	819	270	7,526	5,351	405	26,156
Payments into the Reserve	12,137	-	-	-	-	-	1,750	-	-	13,887
Payments from the Reserve	-	3,361	-	-	-	-	-	-	86	- 3,447
Current Balance	18,605	440	516	1,000	819	270	9,276	5,351	319	36,596

Part 3 – Bank Reconciliation as at 31st May 2026

Key messages:

- a) A transfer of £5,000 from the Current Account into the Instant Access Account (resolved on 19th May 2026, minute 26/022(7)) has now been actioned.

Bank Balance	31/05/2026	Unity Trust Instant Access	23,964.73	
		Unity Trust Current	12,630.77	
		Total	36,595.50	Agreed

Cash Book Summary:			
Row Labels	Sum of £ Gross	Sum of Cleared Amt	Unpresented Items
Balance bfwd	26,155.87	26,155.87	0.00
Receipt	12,136.73	12,136.73	0.00
Payment	-1,697.10	-1,697.10	0.00
Grand Total	36,595.50	36,595.50	0.00

Unpresented Items:	
Presented	(blank)

OVER KELLET PARISH COUNCIL

Parish Council Meeting, 9th June 2026

Agenda Item 12 - Payments for approval.

Payee & Detail	£
Mike Ashton – Lengthsman services	tbc
Over Kellet Village Hall – Hire of hall on 19/05/2026	14.00
Derek Whiteway – Parish Clerk salary and expenses, May 2026	237.20
HMRC – PAYE deductions, May 2026	59.20
NPower – Christmas Tree lighting electricity supply, December 2025	14.23
Hudson Hill. Website hosting services, July 2026	11.99