

OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 14th July 2026, commencing at 7.15pm**

A G E N D A

1. **Apologies.**
2. **Minutes of the Meeting of the Parish Council held on Tuesday, 9th June 2026** (circulated previously).
3. **Parish Councillor Vacancy.** To receive an update from the Parish Clerk.
4. **Declarations of Interest.**
5. **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.
6. **Planning Applications.**
 - a) To consider and comment on the following new planning application consultations received since the last meeting.

Application No:	Description
26/00660/AD	Agricultural determination for the deposit of inert material for the construction of an extension to an existing agricultural concrete yard. Kellet Bridge Farm, Kellet Lane, Over Kellet. Consultation Deadline: 10th July 2026
26/0119/TPO	T1 (Copper Beech) - Crown raise to provide clearance over the highway and garden; Crown reduce lower canopy to provide greater clearance from the dwelling by a maximum 30% live crown. Beech House, Nether Kellet Road, Over Kellet. Consultation Deadline: 10th July 2026

- b) Planning Authority Decisions. To receive an update on previously considered applications. Clerk's report attached.
 - c) Other Planning Matters.
7. **Community Facilities.** To consider a motion (details to be finalised) that the Parish Council develops arrangements to improve the provision and availability of community facilities within the parish.
8. **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.
9. **Parish Council Projects.** Update reports.

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10. Consultations.

Invitation received to a Local Plan Forum meeting on 1st September 2026.

11. 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

12. Finances. Clerk's report attached.

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

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

Derek Whiteway, Parish Clerk

8th July 2026

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, 9th June 2026 at 7.15pm

Present: Councillor Josie Candlin – Chair
Councillors David Burns, Cliff Davies, Liz Moody and Jonathan Perruzza.
Derek Whiteway, Parish Clerk
County Councillor Graham Dalton

In attendance: 5 members of the public.

26/031 Apologies For Absence

Apologies were received from Councillor Graham Agnew and from City Councillor James Sommerville.

26/032 Minutes of the Meeting of the Annual Parish Council held on Tuesday, 19th May 2026

Resolved: That the minutes of the Annual Meeting of the Parish Council, held on Tuesday, 19th May 2026 be approved and signed.

Matters Arising from the Minutes

1) 26/023(2) Potholes on Nether Kellet Road.

No work had yet been carried out on the reported potholes, although some, but not all, had been marked with white paint.. Councillor Candlin reported that pothole issues had been discussed at the recent LALC Local Committee meeting, with everyone present facing similar problems.

Councillor Candlin reported that a bad pothole at Kellet Lane bridge had been repaired.

Action: Monitor the situation

2) 26/023(3) Dangerous pooling of water on M6 J35 roundabout.

No further reports, but still an issue.

Action: Clerk to report to County Highways using My Services.

3) 26/023(5) Church Bank Green – Village Green Status and Maintenance

The Clerk had received a reply from Lancaster City Council to say that if the Parish Council served a formal notice for the Green to be designated as a Village Green, the City Council would consider it.

Action: The Clerk is to liaise with City Councillor Sommerville and seek clarification from the City Council on what needs to be done as regards serving a formal notice.

4) 26/023(6) Top Green Footpath Signage.

No further update.

Action: Councillor Agnew is to follow up with the Lengthsman on the provision and location of signage

5) 26/023(7) Road Safety Stickers

Stickers have been issued to several households in key locations throughout the village.

Action: Availability of the stickers to be publicised in Over Kellet View

6) 26/023(9) Kellet Road littering concerns.

No further update.

26/033 Declarations of Interest

None

26/034 Public Participation.

- 1) **Road safety concerns.** A member of the public asked if there had been any further action following the open meeting held at Whittington Village Hall.

The Clerk advised that Whittington PC had continued to submit views and concerns from all parties to Lancashire County Council, Police and the local MP.

Councillor Davies referred to traffic calming measures installed recently in Arnside.

Action: Councillor Davies volunteered to speak to Arnside Parish Council to understand how these measures were obtained.

- 2) **Public footpath safety issues.** A member of the public reported an issue with the kissing gate at top of flight of steps at the Kirkby Lonsdale Road end of FP0124009, stating that this was dangerous due to the absence of a handrail. Councillor Davies had looked at the site and agreed there were safety issues.

The Clerk advised that this issue was already registered on the Council's projects list and suggested that Councillor Davies might wish to take a lead on the matter.

Action: Councillor Davies will take a lead on the matter and submit his findings to a future meeting's update on 'Parish Projects'.

- 3) **Kirklands Road pavement handrail.** A member of the public reported that a handrail attached to the top of a house boundary wall on Kirklands Road was inaccessible due to severe hedge overgrowth. Councillors agreed that the Tree and Footpaths Officer should be asked to visit the property concerned.

Action: The Tree and Footpaths Officer will be asked to visit the property concerned and ask for the hedge overgrowth to be trimmed.

- 4) **Public Footpath Surfaces.** A member of the public suggested that some of the village's public footpaths needed surface washing (the path from Bay View to the Kirkby Lonsdale Road being an example), and offered the use of a power washer for the purpose. Councillors agreed that this, and other paths would benefit from washing and agreed that the parishioner's suggestion and offer should be referred to the Lengthsman to consider.

Action: The suggestion and offer of a power washer will be referred to the Parish's Lengthsman to consider.

- 5) **Garden Plot at the Junction of Greenways and Craggs View.** A resident had emailed, volunteering to maintain the plot. Councillor Davies and an estate resident advised that Craggs View householders were covenanted to maintain the plot. Councillors agreed that the offer of help be shared with relevant householders.

Action: Councillor Davies and the resident will consult Craggs View householders regarding the offer of help.

- 6) **Over Kellet View.** The Clerk had received a letter from a resident asking whether the Council was satisfied that it was receiving value for money for its financial contribution to the Over Kellet View magazine. The letter also made several suggestions regarding the format and content of the magazine.

Councillors agreed that they were satisfied that recent increases in financial support were justified and they supported the work being done by the OK View Management and Editorial Board. Councillors agreed that the resident should raise points about the magazine's content directly with the OK View editors. All residents in attendance expressed their satisfaction with and support for the magazine.

Action: The Clerk will reply to the resident expressing the views of the Council.

26/035 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
26/00490/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.
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. 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

No further updates.

26/036 Community Facilities

Councillor Davies had circulated a letter to all Councillors prior to the meeting, setting out ideas to develop community facilities within the village. A main consideration in Councillor Davies' was the establishment of a community body to work alongside the Parish Council.

Councillors agreed that the proposals should be considered formally at the July meeting of the Council.

Action: An item will be included on the agenda for the July meeting, with Councillor Davies to submit a motion for decision by the Council.

Action: The Clerk will request an update from Lancaster City Council on the amounts and application of s106 monies arising from housing developments in the Parish.

26/037 Review of Council Policies and Procedures.

The item was deferred until the July meeting.

26/038 Parish Council Projects.

- 1) **Village Gates.** Councillor Candlin reported that a response received from County Highways had been very negative about the proposals, but that LALC had suggested a possible way forward. County Councillor Dalton suggested that the Parish Council might benefit from stressing a 'Civic Pride' element to the proposals.
- 2) **Village Green Surrounds.** Councillor Burns reported that this was ongoing, with an official quotation awaited.

26/039 Consultations.

None received

26/040 Update Reports:

Clerk's Report:

1. Local Plan Forum.

Lancaster City Council had invited Parish Councillors to attend a Parish Council Planning Forum at the Storey Institute on Tuesday 16 June 2026.. Councillor Burns and possibly Councillor Davies were available to attend.

2. Clerk's Retirement.

No progress since the last meeting. Now realistically looking at the summer recess to allow time to organise.

Members' Reports:

3. LALC.

No further reports.

4. Quarries.

No further reports.

5. Allotments.

The Allotments Association's AGM is scheduled for 18th June 2026. The Association is still looking for a new Secretary. The Association is to discuss whether a site can be designated for the Lengthsman to dispose of grass cuttings.

6. Village Hall.

The Village Hall is in need of a gardener and is seeking volunteers. A new Health and Safety notice board and file has been established. The smoke alarm needs replacing. It was noted that the village School's consultation about establishing a nursery was running during June 2026.

The next meeting (AGM) of the Village Hall Committee was scheduled for October 2026.

7. Lengthsman.

No further reports.

8. Biodiversity and Environment.

Councillor Candlin provided an update on discussions regarding the status of the Top Green. Discussions had been held with the Lengthsman, the Hermitage project (Caton) and an interested local resident. Proposal for a management plan are being developed, which will require volunteers. An article is planned for inclusion in Over Kellet View regarding the project and future needs.

9. Other Matters.

Councillor Davies enquired whether the Village Hall defibrillator was now working. Councillor Moody confirmed that it was.

City and County Councillors' Reports:

1. County Council (County Councillor Graham Dalton)

Fire Hydrants. Councillor Dalton passed on Councillor Davies' conclusions regarding local fire hydrants to County Councillor Gerald Mirfin, Chair of the Audit, Risk and Governance Committee. Councillor Mirfin had arranged for a new fire hydrant inspection for the parish.

Civic Pride. The theme of Civic Pride had been adopted by the County Council and is worth considering in any Parish proposals involving County Council input.

Lancashire Local Government Reorganisation. There remains a lack of clarity, but there will be major changes for Parish Councils in terms of their communications and relationships with the new authorities.

Highways. The County Council's capital works budget (including repairs and improvements) for 2026/27 is £78m. The overall County Council revenue budget is £1.2bn. Councillor Dalton advised that all parishes in his division were experiencing similar issues with highways and traffic and that a clear plan of attack on these issues was needed.

2. City Council.

No report received.

26/041 Finances.

The Clerk presented a budget update report, which was accepted.

26/042 Payment of Accounts

Payee & Detail	£
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
ICO Data Protection registration due by DD on 17 th July 2026	47.00

Resolved: That payment of the above accounts is approved.

26/043 Date & Time of Next Meeting

The next Council meeting is to be held on Tuesday, 14th July 2026

The meeting closed at 9.12pm.

Clerk of the Council

Chairman

Date:

Agenda Item: 6(b)

Planning Application Comments and Decisions

Update for June – July 2026

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
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.	No comments submitted (Minute 26/026(1)).	Application Permitted
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.	That the Parish Council respond seeking refusal of the application. (Minute 25/030)	Application Refused
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.	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)	Application Refused

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. Dunalld Mill Quarry, Long Dales Lane, Nether Kellet. PC Response: No comments to be submitted (Minute 21/118)	
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.	

Part B – Undecided Applications

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)

25/00704/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).

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)).

26/00490/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)).

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 26/035(1)).

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.

PC Response: No comments submitted (Minute 26/035(1)).

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Agenda Item 12 – Finance Update

Part 1 – General Account Budget Update as at 30/06/2026

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 30/06/26	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	124	300	424	124
VAT Refund	332	348	-	348	16
B. Sub-Total- Receipts	12,222	12,261	890	13,151	140
Payments					
Meetings & Administration					
Parish Clerk Salary	- 3,020	- 712	- 2,308	- 3,020	-
PAYE	- 760	- 178	- 582	- 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	- 42	- 138	- 180	-
Subscriptions	- 200	- 208	-	- 208	- 8
ICO Registration	- 50	-	- 50	- 50	-
Insurance	- 900	-	- 900	- 900	-
Printing & Stationery	- 150	-	- 150	- 150	-
IT Services	- 130	- 30	- 100	- 130	-
Internal Audit	- 80	- 68	-	- 68	- 12
Bank Charges	- 90	- 21	- 69	- 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 Kelleys Twinning Association	-	-	-	-	-
Miscellaneous					
Repairs & Maintenance	- 50	-	- 50	- 50	-
Section 137 Expenses	-	-	-	-	-
Miscellaneous	- 60	-	- 60	- 60	-
Xmas Tree Electricity & Supplies	- 40	- 14	- 26	- 40	-
Recoverable VAT	-	- 99	-	- 99	- 99
Assets					
Contributions to Reserves	-	-	-	-	-
Transfer to Parish Plan Reserve	-	- 1,750	-	- 1,750	- 1,750
C. Total Payments	- 13,075	- 5,729	- 9,211	- 13,190	- 115
D. Net Receipts/Payments (B-C)	- 853	- 6,532	- 8,321	- 39	- 25
E. Balance Cfwd (A+D)	7,974	16,362	- 8,321	9,790	25

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	12,261	-	-	-	-	-	1,750	-	-	14,011
Payments from the Reserve	- 5,729	-	-	-	-	-	-	-	86 -	5,815
Current Balance	16,362	440	516	1,000	819	270	9,276	5,351	319	34,352

Part 3 – Bank Reconciliation as at 30th May 2026

Key messages:

- a) No matters arising. Balances in each account are appropriate at this stage in the financial year.

Bank Balance	30/06/2026	Unity Trust Instant Access	29,088.72
		Unity Trust Current	5,263.15
		Total	34,351.87
			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	12,260.72	12,260.72	0.00
Payment	-4,064.72	-4,064.72	0.00
Grand Total	34,351.87	34,351.87	0.00

Unpresented Items:	
Presented	(blank)

Unpresented			
Receipt / Payment	Ref	Payee/Source	Total
Grand Total			-

OVER KELLET PARISH COUNCIL

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Agenda Item 12 - Payments for approval.

Payee & Detail	£
Mike Ashton – Lengthsman services, weeks 3 – 14, 2026/27	473.92
Over Kellet Village Hall – Hire of hall on 09/06/2026 and 14/07/2026	28.00
Over Kellet Village Hall – Post Office Hires for April-July 2026 17 days x 2 hours @ £3.50/hour	119.00
Derek Whiteway – Parish Clerk salary and expenses, June 2026	243.01
HMRC – PAYE deductions, June 2026	60.80
Derek Whiteway / HMRC. Gross salary for July 2026 (see note 1)	296.40
Hudson Hill. Website hosting services, August 2026	11.99
Hudson Hill. Website hosting services, September 2026 (see note 2)	11.99

Note 1. The Clerk's salary for July is due to be paid on 31st July 2026. Net pay and PAYE are yet to be calculated and the amounts will be confirmed with the Chairman prior to payment.

Note 2. The Hudson Hill invoice for September 2026 is expected to arrive in mid-August and payment will be due by 31st August (before the next meeting of the Parish Council).