

OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 8th September 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, 14th July 2026** (circulated previously).
3. **Parish Councillor Vacancies.** To consider co-opting to the two vacant Parish Councillor positions.
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. **Retirement of the Parish Clerk.** Update.
7. **Planning Applications.**
 - a) To consider and comment on the following new planning application consultations received since the last meeting.

Application No:	Description
26/00770/FUL	Part removal of existing wall to create off road parking. The Homestead, Capernwray Road, Over Kellet. Consultation Deadline: 19th August 2026 No comments submitted
26/00760/FUL and 26/00761/LB	Demolition of part of existing side extension, erection single storey side extension including canopy area, replacement windows, doors and garage door, erection of courtyard wall, refurbishment to gates and gateposts and infill of swimming pool. Hall Garth, Capernwray Road, Over Kellet. Consultation Deadline: 12th September 2026
26/00852/FUL	Erection of a side extension to existing storage building. Kirk House Farm, Main Road, Over Kellet. Consultation Deadline: 18th September 2026
26/00024/REF (Appeal against refusal of 25/01109/FUL	Erection of 37 dwellings with associated development including internal access roads and drainage infrastructure. Land North East of Old Hall Farm, Kirkby Lonsdale Road, Over Kellet. Deadline for representations: 21st September 2026 Appeal Hearing scheduled for 24th November 2026

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

8. Community Facilities and Engagement. To further consider arrangements to improve the community facilities and engagement within the parish.

9. Parish Council Projects. Update reports.

10. Consultations.

- 1) Local Government Reorganisation in Lancashire – Future election arrangements. (Informal request for views issued by LALC local committee)

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
3rd September 2026

Tel: 01524 64908
Email: clerk@overkelletpc.org

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

Present: Councillor Graham Agnew – Chair
Councillors David Burns, Josie Candlin and Jonathan Perruzza

Derek Whiteway, Parish Clerk

In attendance: 5 members of the public.

26/044 Apologies For Absence

Apologies were received from Councillor Cliff Davies.

26/045 Minutes of the Meeting of the Parish Council held on Tuesday, 9th June 2026

Resolved: That the minutes of the Meeting of the Parish Council, held on Tuesday, 9th June 2026 be approved and signed.

Matters Arising from the Minutes

1) 26/032(1) Potholes on Nether Kellet Road.

Councillor Davies had circulated a briefing note prior to the meeting, which gave an update on the potholes and recommended that the Parish Council take up ongoing issues with County Councillor Graham Dalton.

Action: The Chairman will consider Councillor Davies' report.

2) 26/032(2) Dangerous pooling of water on J35 roundabout.

No recent updates, but this is still regarded as an issue.

Action: The Clerk will make a report to Lancashire County Council.

3) 26/032(3) Church Bank Green Status and Maintenance

No further progress made. Councillors agreed that a formal letter should be submitted to Lancaster City Council asking that they voluntarily designate the Green as a Village Green.

Action: The Clerk will engage with City Councillor James Sommerville and submit a formal request to Lancaster City Council that they voluntarily designate the Church Bak Green as a Village Green.

4) 26/032(4) Top Green Footpath Signage.

No further developments.

Action: The Chairman will take up matters relating to signage with the Parish Lengthsman.

5) 26/032(5) Road Safety Stickers

Several batches of stickers have been distributed by Councillors. A mention in the July issue of OK View that stickers were available had produced no enquiries.

6) 26/034(1) Road Safety Measures

Councillor Davies' briefing note, circulated prior to the meeting, gave a report into several options for road safety and traffic calming measures. Councillors agreed that this needed further consideration and should be discussed over the Summer.

Action: Arrangements will be made for Councillors to discuss Councillor Davies' report and the overall issue of road safety, over the Summer.

7) 26/034(2) Public Footpath Safety Issues

Councillor Davies' briefing note, circulated prior to the meeting, gave a report into his investigation into concerns raised about the safety of exits from the Kirklands footpath (ref FP0124009) at both the Kirkby Lonsdale Road and Nether Kellet Lane ends. The Clerk advised that this was an item included in the Council's 'Parish Projects' programme, which was due for review. Councillors agreed that this needed further consideration and should be discussed over the Summer.

Action: Arrangements will be made for Councillors to review the Parish Projects programme, including this item, over the Summer.

8) 26/034(3) Kirklands Road handrail

The Clerk reported on a complaint received from a third party following a visit by the Footpaths Officer to a resident to request hedge trimming work. Councillors agreed that some minor measures were required to guide and assist the Footpaths Officer in his role and that the Clerk should reply fully to the complainant.

Action: The Clerk will reply fully to the complainant and draft further Footpaths Officer guidance for consideration by Councillors.

9) 26/034(5) Garden Plot at the Junction of Greenways and Craggs View.

No further progress.

Action: Councillor Davies will make enquiries with Craggs View residents about the offer of assistance with maintaining the plot.

26/046 Parish Councillor Vacancy.

The Clerk reported that Parish Councillor Liz Moody had recently tendered her resignation from the Council. This had resulted in there now being two casual vacancies on the Parish Council. Following advertisement of the first vacancy in Over Kellet View, two residents had expressed an interest in becoming a Councillor.

Councillors agreed that it would be useful to hold an informal meeting over the Summer, with the two prospective Councillors in attendance.

Action: The Clerk will liaise with Councillors to arrange an informal meeting over the Summer, prior to the September meeting of the Council.

26/047 Declarations of Interest

None

26/048 Public Participation.

Residents expressed concerns about the impact of ongoing road works on the Capernwray Road and the closure of Kellet Lane due to the recent damage to the canal bridge. Residents held a view that Capernwray Road was not suitable as a main diversion route. Following discussion, Councillors did not identify any specific course of action at this stage.

26/049 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
26/00660/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. Resolved: Councillor Burns proposed, seconded by Councillor Perruzza and carried unanimously that no response be submitted.
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. Resolved: That no response be submitted.

2) Planning Authority Decisions

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

The report included notice of the City Council's refusal of planning application 25/00562/FUL for the erection of drive-thru restaurant (McDonalds) on land at Electric Drive, Carnforth.

Resolved: That the Clerk's report is noted.

3) Other Planning Matters

No further matters arising

26/050 Community Facilities.

Councillors agreed that this item be deferred until the September meeting of the Council.

26/051 Review of Council Policies and Procedures.

Councillors agreed that this item be deferred until the September meeting of the Council.

26/052 Parish Council Projects.

- 1) **Village Gates Proposal.** Councillor Candlin reported that she was still awaiting a further response from Lancashire County Council. It was agreed that Councillor Burns would replace Councillor Moody as a contributor to this project.
- 2) **Village Green Edging.** Councillor Burns reported that investigations were ongoing, with an official quotation for the work awaited.
- 3) **Village Seating.** The Chairman proposed that the now dilapidated seat at Moorclose Lane should be removed.

Action: Arrangements will be made for Councillors to review the Parish Projects programme, over the Summer.

26/053 Consultations.

- 1) Lancaster City Council-Local Plan Review. Councillors had been invited to a Local Plan Forum meeting on 1st September 2026.

26/054 Update Reports:

Clerk's Report:

Nothing further to report

Members' Reports:

1. LALC.

The next meeting of the LALC Local Area Committee is scheduled for 29th July. The Chairman is planning to attend.

2. Quarries.

Nothing to report

3. Allotments.

The Allotments Association have been considering a site for the Lengthsman to dispose of grass cuttings. At this time, the Lengthsman is unable to manoeuvre his trailer into the site. Councillor Burns enquired whether the entrance could be widened to give access.

There had still been no word from Lancaster City Council about the lease renewal.

4. Village Hall.

The Village Hall Committee's next meeting was the AGM, scheduled for 5th October 2026. It was noted that the Hall's Fire Safety Risk Assessment had recently been reviewed.

5. Lengthsman. (Chairman)

The Chairman is chasing up the supply of new roundels for siting at Top Green.

6. Biodiversity and Environment.

Councillor Candlin reported that no volunteers had come forward for the proposed Top Green maintenance project. A resident advised that the Bee Orchids

had recently reappeared on the Village Green.

7. Other Matters.

None reported.

City and County Councillors' Reports:

1. County Council

None.

2. City Councillor.

None.

26/055 Finances.

The Clerk presented a financial monitoring and banking update as at 30th June 2026. There were no significant matters arising and no interventions required.

Resolved: That the Clerk's report is noted.

26/056 Payment of Accounts

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).

Resolved: That payment of the above accounts is approved.

26/057 Date & Time of Next Meeting

The next Council meeting is to be held on Tuesday, 8th September 2026

The meeting closed at 20:35.

Clerk of the Council

Chairman

Date:

Agenda Item: 7(b)

Planning Application Comments and Decisions

Update for July – September 2026

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
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.	A response is to be agreed and submitted. (Minute 25/054).	Appeal Allowed (23/04/26)
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.	Response 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)	Appeal Dismissed (18/05/26)
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.	No comments submitted (Minute 26/049(1)).	Application Permitted
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.	No comments submitted (Minute 26/049(1)).	Prior Approval Is Granted
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.	To submit a response expressing support for the application. (Minute 25/042).	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. Dunald 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.

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 26/035(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 31/08/2026

Key messages:

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

Heading	Budget	Actuals to 31/08/26	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	-	326	326	156
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	1,046	13,307	296
Payments					
Meetings & Administration					
Parish Clerk Salary	- 3,020	- 1,192	- 1,828	- 3,020	-
PAYE	- 760	- 298	- 462	- 760	-
Councillor Training	- 50	- 70	- 100	- 170	- 120
Parish Clerk Training	- 200	- 25	- 175	- 200	-
Parish Clerk Expenses	- 60	-	- 60	- 60	-
Councillors Expenses	- 50	-	- 50	- 50	-
Meeting Room Hire	- 180	- 70	- 110	- 180	-
Subscriptions	- 200	- 208	-	- 208	- 8
ICO Registration	- 50	- 47	-	- 47	- 3
Insurance	- 900	-	- 900	- 900	-
Printing & Stationery	- 150	-	- 150	- 150	-
IT Services	- 130	- 50	- 80	- 130	-
Internal Audit	- 80	- 68	-	- 68	- 12
Bank Charges	- 90	- 35	- 55	- 90	-
Local Services and Events					
Lengthsman Services	- 4,000	- 1,017	- 2,983	- 4,000	-
Act of Remembrance	- 75	-	- 75	- 75	-
Bus Shelter Site Rental	- 10	- 10	-	- 10	-
Post Office Outreach Service	- 380	- 245	- 135	- 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	-	- 137	-	- 137	- 137
Assets					
Contributions to Reserves	-	-	-	-	-
Transfer to Parish Plan Reserve	-	- 1,750	-	- 1,750	- 1,750
C. Total Payments	- 13,075	- 7,234	- 7,840	- 15,074	- 1,999
D. Net Receipts/Payments (B-C)	- 853	5,026	- 6,794	- 1,767	- 1,703
E. Balance Cfwd (A+D)	7,974	14,856	- 6,794	8,062	- 1,703

Part 2 –General Account and Earmarked Reserves Summary

Key messages:

- The Parish Plan Support Reserve balance (£9,276), Wind Turbine CBF (£6,974), and Kellet Quarries CBF (£319) provide just over £16.5k to support projects within the Parish.
- Based on previous discussions, it is recommended that the Gala Fund is closed and the balance of £270 transferred to the Parish Plan Support Reserve.

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 b/wd 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	1,623	-	15,634
Payments from the Reserve	-	7,234	-	-	-	-	-	-	86	7,320
Current Balance	14,856	440	516	1,000	819	270	9,276	6,974	319	34,469

Part 3 – Bank Reconciliation as at 31st August 2026

Key messages:

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

Bank Balance	31/08/2026	Unity Trust Instant Access	29,088.72
		Unity Trust Current	5,380.28
		Total	34,469.00
			Agreed

Cash Book Summary:			
Row Labels	Sum of £ Gross	Sum of Cleared Amt	Unpresented Items
Balance b/wd	26,155.87	26,155.87	0.00
Receipt	13,883.62	13,883.62	0.00
Payment	-5,570.49	-5,570.49	0.00
Grand Total	34,469.00	34,469.00	0.00

Unpresented Items:	
Presented	(blank)

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

OVER KELLET PARISH COUNCIL

Parish Council Meeting, 8th September 2026

Agenda Item 12 - Payments for approval.

Payee & Detail	£
Mike Ashton – Lengthsman services	Tbc
Information Commissioners Office – Data Protection Registration 2026/27 (paid by Direct Debit on 17 th July 2026)	47.00
Derek Whiteway – Parish Clerk salary and expenses, August 2026	237.20
HMRC – PAYE deductions, August 2026	59.20
Hudson Hill. Website hosting services, October 2026 (not yet received)	11.99