

NETHER KELLET PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend Parish Council Meeting to be held on
Wednesday 2nd January 2019 at Congregational School Room, Nether Kellet at 7.00 pm**

A G E N D A

- 18095 To receive apologies
- 18096 To approve Minutes of the Meeting held on Wednesday 5th December 2018
- 18097 To receive Declarations of Interest
- 18098 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- (i) Public discussion
- (ii) Clerk's report on correspondence, activities and actions since last meeting
- (iii) Members updates and reports since the last meeting, including:

1) PACT	2) LALC	3) Quarry
4) Twinning Association	5) Fly-tipping	6) PRow
7) Village Hall	8) Projects	9) B4RN
10) Lodges Charity	11) Lengthsman	12) Other matters: Poplar Tree; Defibrillator

- 18099 To consider the list of planning applications/road traffic orders/consultations and decisions set out below:

Application No:	Description
18/0192/TCA	Fell two Willow Trees – 43 Main Road, Nether Kellet
18/01529/FUL	Erection of a detached garage – Nether Kellet Village Hall, Shaw Lane, Nether Kellet

- 18100 To receive an update on planning authority decisions on previously considered applications (papers enclosed)

- 18101 To authorise payment of the following accounts:

100831	Mr R Bailey; Parish Clerk Fees and Expenses – December 2019	£265.89
100832	Green Urban Technologies – Repair and re-installation of ecoPad and Cabinet (subject to 18101 above)	£255.30

- 18102 To consider precept for 2019/2020
- 18103 To consider draft Community Grant Fund application form
- 18104 To consider date and time of next meeting

Parish Clerk

30 December 2018

28 Wilson Grove

Heysham, Morecambe, LA3 2PQ

Tel: 07828254149; Email: netherkelletpc@gmail.com

PARISH OF NETHER KELLET
Draft Minutes of the Meeting of the Parish Council held at
Congregational Church School Rooms on Wednesday 5th December 2018 at 7-00 pm.

Present: Councillor Mr D Whitaker (Chair)
Councillor Mrs J Bentham
Councillor Mr C Halhead
Councillor Mr N Johnson
Councillor Mr P Riley
Councillor Mr G Smith
Councillor Mr I Williams

In attendance: Bob Baily, Clerk

18084 **APOLOGIES FOR ABSENCE:** Apologies were received from Councillor Mr I Williams and City Councillor Mr JR Mace

18085 **MINUTES:** It was **RESOLVED** that the Minutes of the meeting held on Wednesday 7th November be approved, following minor amendments received from Councillors Smith and Bentham.

18086 **DECLARATION OF INTERESTS:** There were no declarations of interests or dispensations in respect of items on the Agenda.

18087 **ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:**

1) **Public discussion:** There were no matters raised

Clerks report: The Clerks presented a revised format for his report, setting out updates on previous actions, activities and resolutions so that accountability is made clear and progress can be monitored.

Members attention was particularly drawn to the fact that the Clerk had again raised outstanding issues with Lancashire County Council, specifically the bulging wall in the play area and the white lining needed on Bolton Road.

Some progress has been made with the repair and reinstallation of the defibrillator. Despite requests the suppliers have consistently failed to provide an engineer / electrician to provide power to the defibrillator in its new location, so alternative arrangements are now being made.

It had been decided to retain the existing Speed Indicator Device with the lengthsman being asked to regular change the battery in the system.

Members were asked to provide personal details so that final arrangements can be made to change banks to Unity Trust.

The Clerk had advised that Value Added Tax legislation and implications would not allow for Village Hall purchases to be made through the Parish Council's accounts

2) **Members updates on issues arising since the last meeting:**

a) **PACT:** Nothing to report;

b) **LALC:** Nothing to report;

c) **QUARRY:** No meetings held. Members commented that there had been recent occasions when a large amount of lime dust had been deposited on roads and surrounding hedges;

d) **TWINNING ASSOCIATION:** Councillor Bentham reported that a recent quiz night had raised money for the association. Plans are being made for next year's visit, although it would not be possible to accommodate the number of people wishing to make the trip. A new Chair has been elected;

e) **FLY-TIPPING:** Nothing to report in addition to those raised during the presentation of Operation Peregrine;

- f) **PROW:** Report presented at the last meeting has been passed to the parish lengthsman to consider and, where necessary, take action;
- g) **VILLAGE HALL:** After many months of chasing the defibrillator cabinet and eco-pads had been repaired. A local electrician is to be employed to provide power to the defibrillator and it should be back in use soon. The Christmas Party at the Village Hall had raised money for the Village Hall but had not been as well attended as previous years. A good Christmas tree has been acquired. Plans are being made to provide an electrical connection room as part of the community emergency planning arrangements;
- h) **PROJECTS:** No further update;
- i) **BA4N:** Councillor Bentham reported that significant progress is continuing to be made with a distribution cabinet being installed and further lengths of ducting laid. The next stages of the project to commence early in the new year, mostly by engineers from BA4N;
- j) **LODGES CHARITY:** Nothing to report. Councillor Smith commented that the recent update on the charity in *Round and About* had not, in his opinion, provided sufficient detail on its history which he considered to be an important aspect that needed to be made clear. It was acknowledged that the article had at least made residents aware of the charity's its existence and current purpose. **ACTION:** Councillor Smith to provide more details on the history and original purpose of the charity for the next edition of *Round and About*;
- k) **LENGTHSMAN REPORT:** Councillor Smith reported on the work of the Lengthsman in the last month which included tidying an area around the 'peace stone' prior to Remembrance Sunday; some strimming, pruning, raking and disposal of vegetation, and work relating to the collection, erection and decorating of the Christmas tree;
- l) **GENERAL MATTERS:** Councillor Johnson commented on a developing environmental issue that may need to be raised with Lancaster City Council should the need arise.

It was then **RESOLVED** that the Clerk's Report and Members updates be noted, and that follow-up action be taken where necessary.

18088 **OPERATION PEREGRINE:** Lancaster City Council's Lead Environmental Enforcement Officer gave a presentation on Operation Peregrine. It was reported that in 2017, fly-tipping cost the Council £250k to investigate and clear up and is a significant blight on the local environment and general well-being. Operation Peregrine is a long-term strategy aimed at partnership working and collaboration with the local community to reduce incidents of fly-tipping.

The ways in which this is being done were explained, including increased and improved coverage in the local press and radio, newsletters and leaflets, signage and social media. The way in which the City Council currently works with partners was outlined and the enforcement action that can be taken, such as fixed penalties, vehicle seizures and prosecutions highlighted.

The various CCTV and surveillance cameras that can be used as a deterrent and to identify perpetrators was explained, as was the ways in which the community can get directly involved to reduce fly-tipping for the benefit of everyone.

Several questions were asked, and observations made, around the usefulness of the mobile CCTV camera's close to a fly-tipping hotspot in the parish and ways in which the parish council can effectively collaborate and use local intelligence to reduce fly-tipping.

It was then **RESOLVED** that the Lead Environmental Enforcement Officer be thanked for his informative presentation and that arrangements be made for a site meeting to discuss options to improve community collaboration and to make the best use of resources.

18089 **PLANNING APPLICATIONS/TRAFFIC ORDERS:**

Application No:	Description:
18/01449/ADV	Advertisement application for the display of a freestanding sign – 7 Main Road, Nether Kellet LA6 1HG
18/01490/FUL	Construction of dormers to the front and rear elevations and construction of a Juliet balcony to rear dormer – 85 Main Road, Nether Kellet LA6 1EF

After some discussion, it was **RESOLVED** that no representation be made.

18090 **PLANNING AUTHORITY DECISIONS:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning application previously deliberated by the parish council. It was then **RESOLVED** that the decisions of the Planning authority be noted.

18091 **ACCOUNTS FOR PAYMENT:**

100829	Mr R Bailey, Parish Clerk's Fees and Expenses – November 2018	£198.29
100830	Heaton-with-Oxcliffe Parish Council – Local Delivery Scheme funds	£250.00

The Clerk explained that the payment to Heaton-with-Oxcliffe Parish Council has arisen because Lancashire County Council paid that parishes Local Delivery Scheme to Nether Kellet in error. It was then **RESOLVED** that the above accounts be paid.

18092 **COMMUNITY FUND GRANT:** Members considered an application for funding received from Nether Kellet County Primary School to supplement the replacement and updating of school play equipment at the school. It was stated that this will benefit *'both the school children and younger children from the community during the school day and after school'*. There was some deliberation about whether the application met the general criteria for community funding being a County Primary School rather than a local group/organisations with a community project. There was also conjecture as to whether the wider community would directly benefit from the replaced / refurbished equipment.

It was then **RESOLVED** that the school be advised that the parish council had determined not to grant funding on this occasion on the basis that the project did not fully meet the requirements for community funding and the school has access to County Council funding. The parish clerk took the opportunity to present a draft *Community Fund Application Form* as Members had previously requested. The Clerk reported that he had aimed to keep the form relatively simple to complete whilst providing enough information on the planned project and the financial and governance arrangements of groups applying. This would allow Members to make an informed decision on the community benefits and eligibility and the groups capacity to deliver the proposed project.

Members discussed the content and format of the draft form, suggesting some small amendments and commenting on its practicality and usefulness, given the nature of this fund and the very few applications made to date. One Member considered that the application was unnecessary whilst others felt that it supported scrutiny of proposed projects for the benefit of the community. After some discussion, it was **RESOLVED** that the amendments be made, and the revised form, together with guidance on how to complete it, be further considered by Members at the January meeting.

18093 **BUDGET MONITORING & PLANNING:** The Clerk presented a budget monitoring and planning report setting out actual income and expenditure as at 31st October 2018 and the forecast outturn as at 31st March 2019. Considering planned income and expenditure for 2019/2020 the outturn as at 31st March 2020 was also estimated so that a precept for 2019/2020 could be calculated.

The Clerk advised that including cash balances brought forward (excluding community fund and land purchase funds), precept received in 2018/2019 (£7,500) and outturn as at 31st March 2018 balances carried forward are estimated as £12,950. Considering planned expenditure in 2019/2020 and contingencies, the total revenue required is estimated as £10,266. The Clerk reported that with the balances brought forward, this effectively meant that planned expenditure in 2019/2020 could be met without the need to demand a precept.

It was the Clerk's opinion, that this was due to the accumulation of funds over several years where the budget planning process has not been sufficiently based on specific and budgeted plans to improve the local community. The Clerk advised Members to use the document as an opportunity to think about where expenditure is needed going forward, both short-term and longer term so that informed and costed decisions can be made.

The Clerk informed Members that at the January 2019 meeting a decision will need to be made as to what (if any) precept will be demanded from the principal authority, Lancaster City Council.

Members welcomed the introduction of the budget monitoring and planning report and it was **RESOLVED** that Members would scrutinise the planned income and expenditure and consider future short-term and long-term plans so that a precept for 2019/2020 can be determined at the January meeting of the parish council.

18094 **DATE & TIME OF NEXT MEETING:** The next meeting of the parish council will be **Wednesday 2nd January 2019**. The Parish Council meeting closed at 8:20pm

Clerk of the Council:

Date:

Chair:

Date:

Clerk's Report – January 2019

Please see below updates on actions and parish council resolutions

Action/Resolution	Update
Clerk to produce draft guidance and application form for community fund grant requests	Considered at December 2018 meeting – being updated.
Grass cutting regime for Nether Kellet	Lancaster City Council have been asked to confirm how many cuts are in the planned programme per year
Photographs of the bulging wall in the play area to be forwarded to Lancashire County Council. The 'unfinished' white-lining works on Bolton Lane to be followed up	No further update
Chair of the Village Hall to liaise with the Clerk regarding the outstanding matters with the Village Hall defibrillator	Repaired defibrillator now re-installed at the Village hall. Invoice now received from Green Urban for the repair and installation of eco-pads and cabinet (See January Agenda)
Invite the lead officer of Lancaster City Council's Enforcement Team to a meeting of the Parish Council	David Vickers, Enforcement Officer gave a presentation at the December meeting on Operation Peregrine and the work of the Enforcement team.
Contact Lancaster City Council Environmental Services to request a meeting to discuss CCTV	Emailed Mark Davies, Director of Environmental Services
Investigate costs of adding a solar charging unit to the current SPiD. Consider multiple locations being established for current/future SPiDs	Members decided that they would retain the existing battery SPiD. Community Roadwatch in operation in the village – opportunities to expand with Carnforth Town Council and Over Kellet Parish Council.
Follow up arrangements to transfer the Parish Council accounts to Unity Trust Bank.	Application in progress.
Grant application received from Nether Kellet Primary School	Members decided not to award the grant on this occasion.

Nether Kellet Parish Council

Correspondence – January Meeting 2019



Date	Sender	Topic
07/12/2018	Lancashire County Council	Budget Consultation 2019/2020
07/12/2018	National Association of Local Councils (NALC)	Salary Scales 2019 /2020
07/12/2018	Lancashire Association of Local Councils (LALC)	Newsletter
11/12/2018	Campaign for the Protection of Rural England (CPRE)	Autumn/Winter Newsletter
11/12/2018	BHIB Insurance	Winter checklist
13/12/2018	Met Office	Yellow weather warning
13/12/2018	Lancashire Constabulary	Police urgent alert

Planning Application Comments & Decisions

January 2019 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
18/01310/CU: Change of use of amenity land for the siting of 6 static caravans and creation of an associated internal road - The Hawthorns Caravan Park, Main Road, Nether Kellet, LA6 1EA	No representation	Awaiting Decision
18/01318/FUL: Erection of stables/storage building retention of existing stables and construction of menage - Land to the North of Hallfield Lane Nether Kellet Lancashire	No representation	Application Refused
18/01350/FUL: Subdivision of single dwelling to form two dwellings, erection of a first-floor rear extension and installation of a door and window to the front elevation - 69 Main Road, Nether Kellet, LA6 1EH	No representation	Application Permitted
18/01280/FUL: Erection of two new dwellings with associated access - Land Adjacent 5 Briarlea Road, Main Road, Nether Kellet	Comment: Application should ensure the height of the dwellings does not negatively impact of the sightlines of nearby residents and that there is adequate and safe access to the dwellings	Application Refused

NETHER KELLET PARISH COUNCIL - COMMUNITY FUND APPLICATION FORM

Reference Number: _____ <small>Office use only</small>	Date of Submission: _____	
Project title		
Name of applying group		
Name of contact person and postal address		
	Postcode:	
Email Address		
Phone Number/s		
Charity/ Company No (if applicable)		
Does your group have its own bank account? Yes / No (Delete where applicable) (This cannot be an individual's account.).		
If 'No' to the above, give the name of the group or organisation, that has agreed to administer the money for you – please provide their full contact details.		
What does your group/organisation do?		
What is the total cost of the project?	Total cost of project =	
How much are you asking for?	Total amount requested =	
How do you know there is a need for this project? Describe the evidence you have and the source (e.g. survey, consultations, statistical data etc.)		

<p>What will the grant be used for? (please provide an itemised breakdown of how the money will be spent on a separate sheet if necessary)</p>	<p>Itemised & detailed breakdown:</p> <table border="1"> <thead> <tr> <th data-bbox="646 141 1289 185">Activity / Service Description:</th> <th data-bbox="1289 141 1516 185">Amount £:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table>			Activity / Service Description:	Amount £:																		
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<p>If you have applied for other grants for this work, tell us:</p> <ul style="list-style-type: none"> • how much; • where from; • if the grant has been awarded 	<p>Other funds applied for/ secured (including amount):</p> <table border="1"> <thead> <tr> <th data-bbox="646 611 1098 656">Funding source</th> <th data-bbox="1098 611 1294 656">Amount £</th> <th data-bbox="1294 611 1516 656">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 656 1098 779">(e.g. Lottery)</td> <td data-bbox="1098 656 1294 779"> (£5,000)</td> <td data-bbox="1294 656 1516 779">(Awaiting decision or confirmed)</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Funding source	Amount £	Status	(e.g. Lottery)	(£5,000)	(Awaiting decision or confirmed)														
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<p>Tell us about your project</p> <ul style="list-style-type: none"> • This should describe what you want to do with the money; • Planned timescales and start date of project; • Who the project will benefit and what age groups; • How it will meet one or more priority outcomes; • Location – where will your project be based 																							
<p>Partnership working What other partners are involved in the project and what are their contributions (e.g. monetary or 'in kind'?)</p>																							

<p>Equality of access How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have full access to the activity/service?</p>	
<p>Exit Strategy/ sustainability How will your project provide lasting benefit to the local area or group? If applicable how do you plan to sustain your project?</p>	
<p>Monitoring & evaluation After the project is completed we will need you to complete an evaluation form which will request the following information:</p> <ul style="list-style-type: none"> • evidence of delivery of the work • numbers of people benefiting • assessment of impact • receipts where appropriate • photos where appropriate – visual evidence 	
Signature of applicant	
<p>Parish Councillor supporting your application (Emails confirming councillor support will be accepted)</p>	
Name of Councillor: _____	Ward: _____
Signature: _____	Date: _____

NETHER KELLET PARISH COUNCIL - DRAFT BUDGET 2019/2020

Revenue Estimates	Outturn As at 31/03/18	Present Budget As at 31/10/18	Forecast Outturn 31/03/2019	Forecast Outturn 31/03/2020
Income (Receipts)				
Grant - Wind turbine	£1,062	£1,097	£1,097	£1,150
Grant - Aggregate Industries	£0	£850	£850	£0
Grant - Transparency Fund	£695	£0	£0	£0
Local Delivery Scheme	£250	£500	£500	£250
VAT Refund	£836	£923	£923	£75
Bank Interest	£4	£4	£6	£6
INCOME	£2,847	£3,374	£3,376	£1,481
Expenditure (Payments)				
Clerks Fee & Expenses	-£3,132	-£1,324	-£2,119	-£2,150
Subscriptions	-£76	-£163	-£163	-£175
Local Delivery Scheme	£0	£0	-£250	£0
Chairmans Allowance	-£297	-£100	-£100	-£100
Audit Fee	-£100	-£60	-£60	-£75
Insurance	-£360	-£324	-£324	-£350
Hire of Meeting room	-£288	-£54	-£300	-£350
Publications	£0	-£17	-£17	-£20
Christmas tree	-£65	£0	-£65	-£75
Emergency Plan	-£2,886	£0	£0	£0
Repairs & Grounds Maintenance	-£2,461	-£244	-£500	-£600
Lengthsman scheme	-£2,192	-£2,550	-£2,550	-£2,700
Computer Hardware/Software	£0	£0	£0	£0
Website	£0	£0	-£50	-£50
Printing & Stationery	-£60	-£105	-£150	-£175
Telephone & Internet	£0	-£105	-£180	-£180
Conference and Training	£0	£0	£0	-£50
Travelling Expenses	£0	-£61	-£100	-£100
Round and About Contribution	£0	-£1,092	-£1,092	-£1,100
VAT Recoverable	-£923	-£30	-£60	-£75
EXPENDITURE	-£12,839	-£6,230	-£8,080	-£8,325
NET EXPENDITURE	-£9,991	-£2,856	-£4,704	-£6,844

CALCULATION OF REVENUE POSITION AS AT 31/03/18

Cash Balance at at 01/04/18	£10,154
Add Precept for Current Year 2018/19 Received	£7,500
Available current year funds	£17,654
Less Current Year Revised Estimate (Outturn)	-£4,704
Net Revenue Position as at 31/03/19	£12,950

PRECEPT REQUIRED FOR 2019/20

Forecast Net Expenditure 2019/20	-£6,844
Contingencies	-£3,422
Total Revenue Resources Required	-£10,266
Add Estimated Carry Forward Balance as at 31/03/18	£12,950
BALANCE/PRECEPT REQUIRED	£2,684