

PARISH OF NETHER KELLET
Minutes of the Meeting of the Parish Council held at
Congregational Church School Rooms on Wednesday 07th February 2018 at 7-00 pm.

Present: Councillor Mr David Whitaker - Chair
Councillor Mrs Judith Bentham
Councillor Mr C Halstead
Councillor Mr Nick Johnson
Councillor Mr Peter Riley
Councillor Mr George Smith
Councillor Mr Ian Williams

In attendance: Councillors Mrs P Williamson & Mr J Roger Mace (Part)

1 APOLOGIES FOR ABSENCE: There were no apologies

2 MINUTES: Subject to some minor amendments, it was **RESOLVED** that Minutes of the meeting held on Wednesday 03rd January 2018 be approved.

3 DECLARATION OF INTERESTS: Cllr Mrs J Bentham declared an interest in the payment of the annual contribution to the Kelllets Twinning Association (Agenda Item ^ refers)

4 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

Public discussion: The following matters were raised:

- a) Standing water on Gardeners Hill that Cllr Whitaker will personally deal with;
- b) Hay from a feedbag used to feed horses has been blowing into residents gardens. The person responsible for the horses will be approached to find an amicable solution;
- c) County Councillor Williamson reported that Lancashire County Council has recently approved a package of road safety schemes, including works on the A6 around the area passing the Yealand's junction. County Highways have scoped a project to repair the A6 in Carnforth from Tesco's to the junction with Market Street, including a 200M section of Market Street.

Clerks report on activities and actions: The Clerk presented his report on activities during January that are not otherwise covered by the Agenda including issues reported using via <https://www.fixmystreet.com/> that are automatically sent to Lancaster City or Lancashire County Council dependent on the nature of the service request.

A response to the Community Governance Review being led by Lancaster City Council has been submitted stating that this Parish Council is satisfied with the current arrangements. Twitter and Facebook pages have been set up and the Clerk has submitted his first report to *Round and About*.

An order has been placed for a range of plants to be placed in the village in the summer. The Clerk joined a webinar provided by the newly appointed external auditors on the audit implications and requirements for the year ending 31 March 2018.

Members provided the following updates on issues arising since the last meeting:

- a) PACT – Nothing to update;
- b) LALC – Issues debated and discussed at the recent meeting of LALC included Parish Precepts, the lessons from the Galgate flooding, neighbourhood planning and the reporting of crime and crime updates via Lancashire Constabulary website <https://www.lancashire.police.uk/> and a new text messaging service supported by Lancashire Police, Fire & Rescue Service and Lancashire County Council called *In the Know* <https://www.stayintheknow.co.uk/>;
- c) Quarry Matters – The next quarry liaison meetings are scheduled for 06 March 2018. A ring was found at the quarry, details of which were posted on the community website and the Parish Council's Facebook and Twitter pages;

- d) Twinning Association – The Annual General Meeting and a successful Quiz Night were held in January. A Wine Tasting will be held on March 10th. The twinning visit to France will be 17 – 22 August 2018. A donation of £50 from both Nether Kellet and Over Kellet Parish Council's is being requested;
- e) PRoW – The white substance found on the footpath was found to be flour! There have been some issues with dogs being kept off a lead and dog fouling
- f) Village Hall – Plans to move the bar have been shelved and a solution is needed to resolve storage problems;
- g) Projects – Work is ongoing to develop the Village Information Board. Photographs have been done and the history of the village and local buildings is being written up. Assistance from residents and Members in putting this together is welcomed;
- h) B4RN.org – Some progress has been made. Wayleaves have been signed; agreement from the Church is awaited;
- i) Emergency Plan – A meeting of the Emergency Plan Group is scheduled for 26th February. Procurement of equipment outlined in the plan is continuing but a workable and fair solution for the purchase of high value items is needed.

Correspondence: The Clerk presented correspondence received including a Chairmanship Workshop on the management of effective meetings; an enforcement scheme to tackle poor driver behaviour around schools, and the offer of a free application that provides automated alerts for major weather events.

5 **PLANNING APPLICATIONS/TRAFFIC ORDERS:**

Application No / Description	Parish Council Comment / Application Decision Status
17/01410/FUL: Erection of 8 detached dwellings with associated access and landscaping; Land North East of Briarlea Road, Nether Kellet	Parish Council commented that the development would bring some benefits to the village but support the concerns raised by residents that conditions be placed on the application / Awaiting decision
18/00021/FUL: - Retrospective application for the retention of a stable building; Mr R Barker, Woodside Holdings, Swarthdale Road, Over Kellet LA6 1DY	Not applicable – new application / Awaiting decision
Temporary prohibition of through traffic – Addington Road, Nether Kellet	Prohibition operative from 0930 Monday 19th March to 1530 Tuesday 20th March or until completion

It was **RESOLVED** that the new format for the review of planning applications and traffic orders be accepted. No representations were made.

6 **ACCOUNTS FOR PAYMENT:**

100806	Hire of Congregational School Room from Nov 2016 to March 2018 (16 meetings @ £18 per hour)	£288.00
100807	Presentation / Gift to Mr M Watson (former Clerk)	£297.00
100808	Annual contribution – Twinning Association	£50.00

Members agreed to the payment of cheque number 100807 under 'Chairman's Allowance' and it was then **RESOLVED** that the above account(s) be paid.

7 QUALIFICATION OF ACCOUNTS: The Clerk informed Members that during the review of the Annual Return for the year ending 31st March 2017 the external auditors had raised some shortcomings that must be reported to a full meeting of the Parish Council as soon as practicable. This had not happened to date.

The Clerk reported that the matters raised by the external auditor had resulted in the annual return being qualified. An explanation of what issues had been raised and why, and the recommendations of the external auditor were provided.

The Clerk emphasised that whilst these matters related to non-compliance with legislation they were accounting and administration errors that could be addressed relatively quickly. The Clerk had previously circulated an 'Action Plan' setting out several other areas of financial management and governance that would benefit from improvements being made. For each action a proposed date for completion/implementation was identified allowing Members to monitor progress.

Members asked questions on the reasons for the qualification and the proposed action plan. It was then **RESOLVED** that the qualification of the 2017/18 Annual Return be noted and that the proposed Action Plan be approved and progress reported.

8 SHARED LENGTHSMAN SCHEME: Councillor Smith reported that a meeting had been held with Councillor representatives from Bolton-Le-Sands, Over Kellet and Nether Kellet to review the shared Lengthsman scheme arrangements and the Lengthsman's remuneration. The scheme continues to work satisfactorily and the quality of the services provided by the Lengthsman remains high. It was felt that the Lengthsman would benefit from improved cooperation and partnership working with Lancaster City Council and the Scheme Secretary is writing to the City Council to take this forward.

The hourly rate paid to the Lengthsman was last increased in 2012 and it was felt that this should now be increased by £2 per hour which equates to an additional payment of £384 per annum for the Parish Council.

Councillor Smith also provided an update on the work of the Lengthsman in the last month which included an assessment of the play area equipment following a recent inspection by Lancaster City Council.

It was **RESOLVED** that the increased hourly rate of pay for the Lengthsman be endorsed and that the report be noted.

9 PARISH COUNCIL NOTICEBOARDS: The Clerk reported that as requested he had obtained quotations for the complete replacement of the Parish Noticeboards, subject to an assessment by the Lengthsman. Councillor Smith reported that the Lengthsman had inspected the Noticeboards and had removed one requiring repair and restoration and that it is almost ready to be reinstalled.

It was **RESOLVED** that the update on the re-installment of the Parish Noticeboards be noted.

10 CONSULTATION – VOLUNTEER OFFER: The Clerk reported that Lancashire Countryside Service are consulting on a proposed new volunteer offer in response to the *'...unprecedented change due to the financial challenges facing the County Council'*.

A number of *'proposed opportunities'* are on offer and the new approach is planned to start in April 2018, subject to consultation on the proposals and any suggestions/ideas coming forward.

After some discussion, it was **RESOLVED** that the proposals be noted and details posted on the community website.

11 BEST KEPT VILLAGE COMPETITION: The Clerk reported that the Parish Council had been invited to enter Nether Kellet into the Lancashire Best Kept Village Competition 2018 and that entries must be submitted by 31st March 2018.

Members discussed the competition and provided an insight into the villages previous experience and it was **RESOLVED** that no application would be made to enter the Lancashire Best Kept Village Competition 2018.

12 SMALLER AUTHORITIES TRANSPARENCY FUND: The Clerk reported that following urgent consultation with Members a submission had been made for grant funding aimed at helping smaller authorities (with an annual turnover of less than £25k) to meet the requirements of the Transparency Code as set out in the Local Audit and Accountability Act 2014.

The Clerk advised that the funding programme is being delivered through the National Association of Local Councils (NALC) and aims to provide support, training and guidance to authorities to move to online publishing of information, be more accountable to their communities and establish online transparency by publishing key information on a timely basis.

It was **RESOLVED** that the Clerk's agreed action to submit a request for funding to ensure compliance with the Transparency Code be noted and that the outcome of the submission be reported in due course.

13 DATE & TIME OF NEXT MEETING: The next meeting of the Parish Council will be **Wednesday 7th March 2018 commencing at 7:00pm**. The meeting closed at 8:20pm



Clerk of the Council