

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

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

In attendance: Councillor Mr J Roger Mace and two residents

1	APOLOGIES FOR ABSENCE: There were no apologies
2	MINUTES: It was RESOLVED that Minutes of the meeting held on Wednesday 07 th February 2018 be approved.
3	DECLARATION OF INTERESTS: There were no declarations of interests or dispensations in respect of items on the Agenda.
4	<p>ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:</p> <p>Public discussion: A resident described a recent experience that he and his wife recently had when attending a hospital appointment. He spoke passionately about the great work that our nurses do, often under very difficult circumstances due to a lack of funding and available resources. It was claimed that Nurses are so dedicated to their patients that they often work additional hours, unpaid. Members advised that he could raise the matter with the MP for Morecambe and Lunesdale and agreed to mention his comments in the Parish Council's section of the April edition of <i>Round and About</i>.</p> <p>Clerks report on activities and actions: The Clerk presented his report on activities during February including several follow up requests received from Fixmystreet.com of matters reported during January. The Clerk requested that Members monitor these and advise whether the City or County Council has addressed them so that any outstanding matters can be followed up.</p> <p>It was reported that a resident has raised concerns about several blocked drains along Shaw Lane, providing information and photographs of the problem drains, which have since been passed on to Lancashire County Council. The resident points out that the failure of these drains to cope with large quantities of surface probably contributed to several properties being flooded along Halton Road in November 2017 and that the problems need to be addressed to avoid further flooding in this part of the village.</p> <p>The Clerk informed Members that, as requested, a bid had been submitted to the National Association of Local Council's (NALC) for funding towards meeting the requirements of the Smaller Authorities Transparency Code, including the purchase of computer equipment to ensure that the community website is compliant.</p> <p>As requested, further enquires had been made with the Parish Council's bank to secure a credit/debit card to enable the purchase of items online. Members were informed that the bank had recommended a debit card linked to the community account and signatories were requested to sign a mandate authorising this. Members sought assurances that the necessary controls will be put in place to ensure the proper management and security of funds and the Clerk advised that, subject to the debit card being accepted he would report back to Members on the controls in place for their approval.</p> <p>The Clerk also reported on a question that had been raised about the use of the 'Community Fund'; deadlines for funding opportunities available to local community groups and the ongoing work to find a solution to the problems with the defibrillator cabinet in the Village Hall.</p>

The Clerk also drew Members attention to the schedule of correspondence received and distributed in the last month.

There was a general discussion about the Community Fund and it was then **RESOLVED** that the Clerk's Report be noted and that there be a discussion on the purpose and planned use of the Community Fund at the next meeting of the Parish Council.

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

- a) **PACT** – The Chair provided an update on the community speedwatch scheme – a national initiative where members of the local community monitor, with the support of the Police, vehicle speeds using speed detection devices. It was reported that the two volunteer residents had attended a briefing at Morecambe Police Station and that subject to the appropriate level of security clearance and further training the being given the scheme will be ready to commence. There followed a discussion about the reliability of the speed indicator devices (SPID's) in the village and whether the battery operated SPID's could be replaced by those using solar power;
- b) **Quarry Matters:** Councillor Smith reported on the main matters arising from the bi-annual meeting held on 6th March for Dunald Mill and Leapers Wood quarries attended by Councillors from Over Kellet and Nether Kellet Parish Council's; Carnforth Town Council; the Ward Councillor, Councillor Mace and a representative from the Quarry. The meeting in respect of the Back Lane Quarry will be held on 27th March.

It was reported that that painting and planting restoration work is to be undertaken at Dunald Mill when the weather improves. With the purchase of a new crusher for use at Leapers Wood it had been hoped that the night shift would no longer be needed, but problems with the machine has prevented this, although it is hoped that this can be discontinued soon. Plans to relocate the offices and concrete plant have been delayed due to geological problems and exceptional rainfall. Two environmental complaints have made been in the last 6 months, although these were well within permitted limits – they may have resulted from work in the western quarry that has not been blasted for many years.

Concerns have been raised about the Quarry filling up with water and whether this had contributed to recent flooding and it was suggested that the quarry be contacted to seek assurances;

- c) **Twinning Association** – Councillor Bentham reported that there had been a 'Wine Tasting' event and she thanked both Nether Kellet and Over Kellet Parish Council's for their donations;
- d) **Fly-tipping:** Councillor Smith reported that there appeared to have been a downturn in the number of fly-tipping incidents since the siting of the mobile camera, although this has not been firmly established as the City Council had not yet provided any data from the camera;
- e) **PRoW:** It was reported that there are currently no significant issues with PRoW. Members were advised that £250 had been received from Lancashire County Council for opting in to the Public Rights of Way (PRoW) scheme in 2017.
- f) **Village Hall:** The Chair of the Village Hall Committee reported on activities in recent weeks including action taken to provide storage space for emergency equipment purchased as part of the community emergency plan. More 'proactive' action is needed to expediently and conveniently purchase necessary equipment and it was considered that the introduction of a debit card linked to the Parish Council's bank account would help this. The question was asked whether anything could be done to improve the amenity of the village green
- g) **Projects:** Good progress is now being made with the village information board and a mock-up should be available at the next meeting of the Parish Council.

- h) **BA4N:** Councillor Bentham reported that significant progress had been made in recent weeks including a route for the main fibre that will establish a connection between the Kellets with a cabinet to be erected in the Nether Kellet Village Hall car park. Wayleaves are being signed and once in place will be passed to the BA4N engineer to design the network for Nether Kellet. Some ducting for fibres will start to be laid in April
- i) **Lengthsman Report:** Due to poor weather conditions and an injury to the Lengthsman repairs to the noticeboards have not yet been completed. Swing shackles in the play area have been repaired.
- j) **Asset Register:** As requested, Members had commented on and updated the register of Parish Council assets

It was **RESOLVED** that Members updates be noted and that follow-up action be taken as necessary.

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 made comments neither objecting nor supporting the application. The Parish Council considers that the development would bring some benefits to the village but also empathises with concerns raised by local residents and asks that conditions are set / 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	No comment from the Parish Council / Awaiting decision
17/01352/ADV: Retrospective advertisement application for the display of 1 internally illuminated hanging sign, 2 externally illuminated fascia signs, 4 window graphics, 6 posters and 8 board sign – Post Office, Main Road, Nether Kellet, LA6 1E	No comment from the Parish Council / Awaiting decision

It was **RESOLVED** that the status of planning applications previously considered be noted and that no representation be made regarding application number 17/01352/ADV.

6 **ACCOUNTS FOR PAYMENT:**

100809	Campaign to Protect Rural England (CPRE) Annual Membership	£36.00
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It was **RESOLVED** that the above account(s) be paid.

- 7 **APPOINTMENT OF INTERNAL AUDITOR:** The Clerk informed Members that as set out in the *Governance Plan* previously reported he had approached and subsequently received an expression of interest from a qualified public service accountant to be the appointed Internal Auditor for the audit of the Parish Council accounts for the year ending 31st March 2018.

Members were advised that the individual has many years' experience as a local government Internal Audit Manager and is a qualified chartered public finance accountant.

After some discussion, it was **RESOLVED** that, subject to the receipt of a CV and confirmation of the cost of undertaking the internal audit, Derek Whiteway CPFA be appointed as Internal Auditor for the financial year ended 31st March 2018.

- 8 RISK ASSESSMENT 2018 / 2019:** The Clerk advised that as a local council it has a responsibility for ensuring that it's financial management is adequate and effective and that it must have a sound system of internal control that facilitates the performance of its statutory functions and powers and includes internal audit and the management of risk. This requires a review of the effectiveness of its system of internal control at least once a year.

Considering this, and the previous qualification of the council's accounts the Clerk presented an assessment of the work activities of the parish council, including the potential for things going wrong, the impact if they did and what controls are, or should be in place to eliminate or reduce the risks. The Clerk advised that as well as physical risks could be financial; legislative; technological; reputational or operational.

Members considered the risk assessment and asked questions and it was then **RESOLVED** that the Risk Assessment 2018/2019 be approved and reviewed in March every year.

- 9 LANCASTER DISTRICT COUNCIL LOCAL PLAN 2011-2031:** Members considered two key elements of the developing Local Plan being the Strategic Policies and Land Allocations Development Plan document (DPD) and a review of the Development Management DPD, originally adopted in 2014.

The Clerk advised that the Strategic Policies and Land Allocations DPD '*...sets out the strategic basis for plan-making within the Lancaster district up to 2031, it sets out the scale of growth required and how that growth will be delivered. The DPD [also] sets out a range of allocations which address the delivery of new development and the protection of land for its environmental, economic and social value*'. The Development Management DPD provides '*...updated advice and guidance to reflect any changing circumstances over recent years*'.

It was reported that the statutory eight-week period for making representations relating to both DPD's is **Friday 9th February to 5pm on Friday 6th April 2018**. Members were advised that only comments on the 'soundness' and/or 'legal compliance' of these documents will be considered.

Members noted the detail and evidence set out in the DPD's and that upon adoption they will be the key documents in Local Plan that will set out requirements, in planning terms, upon which all planning applications will be considered until 2031.

After a general discussion about the DPD's and the wider Local Plan, it was **RESOLVED** that no further representations be made.

- 10 EMPLOYMENT AND SKILLS SUPPLEMENTARY PLANNING DOCUMENT (SPD):** The Clerk reported that Lancaster City Council are currently consulting on this document which seeks to encourage and deliver more training opportunities and apprenticeships for local people through new development. Members were informed that the consultation period for this document is a four-week period from Monday 26th February to 5pm on Monday 29th March 2018

Members noted, favourably, that the implementation of this SPD will make it a condition that employment and skills form part of any planning permission to ensure that local labour will be used during the construction phase of schemes and that local people will be provided with the opportunity for training and apprenticeships. After some discussion, it was **RESOLVED** that principles of the Employment and Skills SPD be noted.

- 11 LOBBY DAY 2018:** The Clerk reported on the Lobby Day to be held on 20th March which the National Association of Local Council's (NALC) is promoting as a means of raising the profile of local councils with Members of Parliament, including Government Ministers. NALC are seeking to increase the influence of local councils with Government and to inform them of the achievements of local councils and to seek their support for changes that will help local councils to fulfil their potential and put 'communities back in control'. Members **RESOLVED** to note the aims of the Lobby Day and the proposals that NALC and the increased influence that they are seeking to achieve from Government.
- 12 GENERAL DATA PROTECTION REGULATIONS (GDPR):** The Clerk reported on the main concepts and principles of GDPR that will apply from 25th May 2018. Members were advised that, essentially, GDPR is an update and review of the Data Protection Act 1998 taking out of technological advances whilst placing a greater emphasis on more accountability and transparency when dealing with personal data and enhancing the rights of individuals should a breach occur. Members attention was drawn to a 12-step guidance provided by the Information Commissioners Office to prepare for the implications of GDPR. Members noted that not all steps are relevant to the activities of the Parish Council and that a sense of proportionality was needed. The Clerk reported that further guidance on the direct implications and actions needed to ensure compliance will be provided by the Society of Local Council Clerks (SLCC) in week commencing 26th March. This will include advice on whether Parish Clerks can be appointed as the Data Protection Officer for small councils. It was then **RESOLVED** that the Parish Clerk provide a further update on GDPR at the April meeting of the Parish Council.
- 13 DATE & TIME OF NEXT MEETING:** The next meeting of the Parish Council will be **Wednesday 4th April 2018 commencing at 7:00pm**. The meeting closed at 8:30pm



Clerk of the Council Date: 21st March 2018

Chair

Date: