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# QUERNMORE PARISH COUNCIL

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To: All Parish Councillors

27th September 2024

GC/QPC/24.10

Dear Councillor,

A meeting of Quernmore Parish Council will be held on Monday 7<sup>th</sup> October 2024 at 7.30 at Quernmore Recreation Club. The agenda is set out below.

Yours Sincerely



G. Catterson, Clerk to the Council

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## **AGENDA**

**24/033 APOLOGIES FOR ABSENCE (if any)**

**24/034 OPEN SESSION**

**24/035 MINUTES**

The Minutes of the previous Parish Council meeting held on 13<sup>th</sup> May 2024 will be submitted for confirmation as a correct record.

**24/036 MATTERS ARISING & REVIEW OF ACTIONS**

**24/037 POLICE AND COMMUNITY**

**24/038 AUDIT 2022**

**PKF Littlejohn** have accepted our Certify of Exemption, and the Audit is deemed to be complete.

## **24/039 FINANCIAL MATTERS**

The Balance remaining is £ 2829.03

Councillors are asked to retrospectively approve the payment below for the Council's annual insurance, the premium for which was due by the 1<sup>st</sup> October 2024

|                                                                                                                              |          |
|------------------------------------------------------------------------------------------------------------------------------|----------|
| Zurich Insurance Policy (QPC's Annual Insurance Policy)                                                                      | £ 214.00 |
| G Catterson – reimbursement for the cost of the defibrillator battery & pads<br>(paid as a donation to NW Ambulance Charity) | £ 89.00  |

## **24/040 PLANNING MATTERS – see Appendix 1**

## **24/041 DISTRICT COUNCILLORS' REPORTS**

## **24/042 WEBSITE ISSUES – see Appendix 2**

## **24/043 DEFIBRILLATOR AT QUERNMORE SPORTS CLUB – see Appendix 3**

## **24/044 DOCUMENTS & CORRESPONDENCE RECEIVED – see Appendix 4**

## **24/045 ITEMS INTRODUCED BY MEMBERS (if any)**

## **24/046 DATE OF NEXT MEETING**

If the usual pattern is followed the next meeting will be held on Monday, 4<sup>th</sup> December 2023 at 7.30 pm at Quernmore Recreation Club.

## **APPENDIX 1 - 24/040 PLANNING MATTERS**

The following are reported (as at 27.09.23):

|              |                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 24/01271/FUL | <b>Ty Nant, Wyresdale Road, Quernmore</b><br>Listed building application for the installation of solar panels to south roof slope                                                                                                                                                                                                                                                                                     | Appeal Refused        |
| 24/00324/FUL | <b>Land Adjacent To Grab Lane Lancaster</b> - Demolition of Oatlands Farmhouse and associated outbuildings and erection of 232 dwellings with associated open space, landscaping, car parking, access and supporting infrastructure                                                                                                                                                                                   | Awaiting decision     |
| 23/01202/FUL | <b>Moorside Farm Grimeshaw Lane Quernmore</b> - Demolition of existing farmhouse and link buildings to the attached stone barn, demolition of garage, erection of a replacement dwelling (C3) incorporating balcony, change of use of attached agricultural barn to ancillary domestic use (C3) and erection of a garage                                                                                              | Application permitted |
| 24/00627/FUL | <b>Lune Aqueduct Car Park Caton Road Lancaster</b> - Reconfiguration of existing car park, installation of 12 electric vehicle charging stations, construction of an area of hardstanding for associated infrastructure including substation and cabinets, construction of internal access road, new parking area and relocation of existing container, and erection of boundary fencing, gates, and lighting columns | Application permitted |
| 24/00584/LB  | <b>Dam Head Farm Procter Moss Road Ellel</b> - Listed building application for the demolition of existing outbuildings to the rear, removal and relaying of stone flag floor, re roofing of the barn, rebuilding of the shippon, erection of a double garage and high stone wall, installation of new window/door openings, rooflights, concrete yard, planting and new gate access to field                          | Application permitted |
| 24/00583/FUL | <b>Dam Head Farm Procter Moss Road Ellel</b> - Partially retrospective application for the conversion of existing barn and shippon to a dwelling (C3) and holiday cottage including reroofing of the barn, rebuilding of the shippon and erection of a double garage to the rear                                                                                                                                      | Application permitted |
| 24/00746/LB  | <b>Quernmore Old School Bay Horse Road Quernmore</b> - Listed building application installation of a package treatment plant, vent to the front elevation, insertion of pod to form bathroom/ kitchenette and associated landscaping                                                                                                                                                                                  | Application permitted |
| 24/00746/FUL | <b>Quernmore Old School Bay Horse Road Quernmore</b> - Change of use of former school (f1) to a holiday let (sui), installation of a package treatment plant, vent to the side elevation and associated landscaping                                                                                                                                                                                                   | Application permitted |
| 24/00748/FUL | <b>Stanley Farm Quernmore Road Quernmore</b> - Change of use and conversion of agricultural building to 2 residential dwellings, including vehicular access works, parking provision, landscaping and boundary treatment, refuse storage, and package treatment plant                                                                                                                                                 | Application permitted |
| 24/00904/FUL | <b>Quernmore House Littledale Road Quernmore</b> - Change of use of two dwellings (C3) and office (use class E) into one dwelling (C3) including demolition of conservatory and porch, erection of a two                                                                                                                                                                                                              | Application permitted |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|              | storey side extension, construction of a raised roof, installation of rooflights to the front and rear, conversion of detached building to create two storey ancillary accommodation, erection of detached garage, alterations to land levels, installation of sewage treatment plant, ground source heating system, creation of associated access and parking area                                                                                                                                                                                                                                                                          |                       |
| 24/01101/FUL | <b>The New Bungalow Quernmore Road Quernmore</b> - Installation of an air source heat pump to the rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Application permitted |
| 24/00120/DIS | <b>Proposed Solar Farm Grimeshaw Lane Quernmore</b> - Discharge of condition 4,5,6,7,8,9,10,11,12,13,14,15,16,19,20 on approved application 22/00017/FUL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Awaiting decision     |
| 24/00085/FUL | <b>Land Alongside The Highway From Lancaster Sub Station To Proposed Solar Farm On Grimeshaw Lane, Quernmore</b> - Installation of an underground electricity cable                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Awaiting decision     |
| 22/00186/FUL | <b>Lancaster Business Park Cottams Farm Caton Road Quernmore Lancashire</b> - Erection of coffee shop (Use Class E) with associated drive-thru, erection of two commercial units with associated access, car parking, electric vehicle charging points, sub station, power cabinet and landscaping                                                                                                                                                                                                                                                                                                                                           | Application permitted |
| 24/00372/FUL | <b>Stanley Farm Quernmore Road Quernmore Lancaster Lancashire LA1 3JN</b> - Change of use of part of existing agricultural building to residential dwelling, including parking, landscaping and boundary treatment, refuse storage and sewage treatment plant                                                                                                                                                                                                                                                                                                                                                                                | Application permitted |
| 23/01329/FUL | <b>Old Parkside Farm Denny Beck Lane Quernmore Lancaster Lancashire LA2 9HH</b> - Partially retrospective application for the demolition of a stone barn and erection of an agricultural building                                                                                                                                                                                                                                                                                                                                                                                                                                            | Application permitted |
| 22/00185/FUL | <b>Lancaster Business Park Cottams Farm Caton Road Quernmore</b> - Erection of six buildings comprising of 10 units for general industrial or storage and distribution uses (Use Classes B2 and B8), with associated infrastructure, attenuation pond, access, parking, electric vehicle charging points, service yards, landscaping and boundary treatments                                                                                                                                                                                                                                                                                 | Application permitted |
| 24/00708/LB  | <b>Clougha Cottage Quernmore Brow Quernmore</b> - Listed building application for replacement of uPVC door and window with timber door and window                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Awaiting decision     |
| 24/00294/VCN | <b>Sofidel UK Caton Road Quernmore</b> - Demolition of part of existing warehouse building (B2) and detached outbuilding, refurbishment and recladding of remaining warehouse, installation of solar panels to the roof, erection of 2 storey rear office extension, associated access, parking, service yard, refuse storage, landscaping and drainage infrastructure (pursuant to variation of conditions 2, 4, 14 and 15 to amend plans, flood risk assessment and alterations to the construction and traffic management plan on planning permission 23/00063/FUL and submission of details relating to surface water and foul drainage) | Application permitted |

## **APPENDIX 2 – WEBSITE ISSUES**

Councillors may be aware that the website has recently had to be changed to comply with audit requirements. The website now has to have either a “.org.uk” or “.gov.uk” address and must be coupled to a clerk’s email address so that any Councillor can access the email address.

The original website was set up and managed by Steve Smithson who I understand is a friend of Bruce and did this free of charge. Steve did the work to change the site and email to comply with audit requirements, and despite my asking for an invoice for his work he has very kindly not presented one. However, as a result of the changes I now receive on [clerk@quernmoreparishcouncil.org.uk](mailto:clerk@quernmoreparishcouncil.org.uk) over one hundred emails per day from bots, most of which are Russian, using the enquiry contact details on the site.

One of the new audit requirements, that I was not aware of, was that the website must score 100% on an “accessibility test”. Our website scores 85% which although it sounds like a high score, is not. Fortunately, this is not currently being checked rigorously but we are likely to fail an audit if it is not fixed before next year. Finally, NALC recommend a “.gov.uk” address, and my understanding is that it will only be a short time before this also becomes an audit requirement. When I discussed these issues with Steve he said that unfortunately he was no longer able to assist us owing to the amount of work required (he has a full time job with B4RN).

To fix these issues requires someone with a high proficiency in web design. Both LALC and Steve recommend using “easy WEB SITES” who already manage websites for LALC and 64 Parish Councils in the NW, as well as many commercial ventures. I have met with James Reilly, MD of ‘easy WEB SITES’ and his quote for managing QPC website is as follows:

### **Initial Build**

Initial Set Up Fee (normally £500)

|              |              |
|--------------|--------------|
|              | 0            |
| <b>Total</b> | <b>£0.00</b> |

| Number | Monthly Cost | Total Monthly Cost |
|--------|--------------|--------------------|
|--------|--------------|--------------------|

### **Monthly Management Fee**

|                                                     |   |              |               |
|-----------------------------------------------------|---|--------------|---------------|
| Basic Monthly Fee*                                  |   |              | 25.30         |
| Additional cost of .gov.uk (if required)            | 1 | 5.50         | 5.50          |
| email addresses for Councillors @ £2.20 per month** | 0 | 2.20         | 0.00          |
|                                                     |   | <b>Total</b> | <b>£30.80</b> |

Prices + VAT

\* Includes: .org.uk domain name, hosting, SSL certificate, clerk@ email address and helpline for the Clerk

\*\* includes remote set up (where possible) but I am happy to come to a meeting and set up all the Councillors emails on laptops, iPads and phones on the night

I can provide full details of the service provided for anyone who wishes to see them.

### **APPENDIX 3 – DEFIBRILLATOR AT QUERNMORE SPORTS CLUB**

The battery and pads for the defibrillator at the Recreation Club recently reached their expiry date and had to be replaced. The best price I could get on the internet was £240. However, the North West Ambulance Service NHS Trust have provided replacements for a 'donation' of £89. The Clerk has paid the donation and if the Councillors decide they do not wish to maintain the defibrillator the Clerk will bear the cost.

The expiry date for the new battery and pads is 1 February 2026. At this time the defibrillator will be at the end of its operational life and no longer be supported. The cost of a new defibrillator is currently between £900 and £1400. Before the expiry date the Council will need to decide whether they wish to:

1. Purchase a new defibrillator from Parish Council funds
2. Ask the community to pay for a new defibrillator
3. Not replace the defibrillator.

## **APPENDIX 4 - 24/030 DOCUMENTS & CORRESPONDENCE RECEIVED**

**The following correspondence has been received since the last meeting up to 3 May 2023: -**

### **1. Rural Services Network:**

- 1.1. The Rural Bulletin – weekly
- 1.2. Rural Funding Digest – May to September 2024 Editions

### **2. Lancaster City Council:**

- 2.1. Changes to Bus Services May to September 2024
- 2.2. Lancashire Trading Standards - Consumer Alerts – May to September 2024
- 2.3. Lancaster District Open Space Assessment (forwarded)
- 2.4. Views needed to help shape new Local Plan
- 2.5. Letter to all Parish and Town Councils - Proposed National Planning Reforms (forwarded)
- 2.6. Posters re eVisa (showing immigration status)

### **3. Lancashire County Council**

- 3.1. Changes to Bus Services May to September 2024
- 3.2. Lancashire Trading Standards - Consumer Alerts – May to September 2024
- 3.3. Planning Policy, Local Plan and Consultations Latest News
- 3.4. Weed spraying programme (forwarded)
- 3.5. Parish Summer Newsletter
- 3.6. Invite to apply now for the Lancashire Community Orchard Grant (forwarded)
- 3.7. Public rights of Way - Local delivery/biodiversity scheme 2024/25 (forwarded)
- 3.8. OPSS Community Engagement Information
- 3.9. 80<sup>th</sup> anniversary of D Day (forwarded)
- 3.10. OPCC Consultation (forwarded)
- 3.11. Press Release - UHMBT appoints colleagues to tackle domestic violence and violence among young people
- 3.12. Crime Prevention Expo
- 3.13. Round 3 of our Community Energy Fund
- 3.14. Parish and Town Council Survey 2024 (forwarded)
- 3.15. The King's Award For Voluntary Service - Nominations For The 2025 Awards (forwarded)
- 3.16. Climate Action webinars (forwarded)
- 3.17. Crowdfund Lancashire library drop in – Lancaster (forwarded)
- 3.18. Formal Notification: Lancaster Grand Prix 2024
- 3.19. Temporary closure Footpath FP0127015 Quernmore
- 3.20. TRN - Formal Notification - Rigg Lane, Quernmore 03.07.24 - 07.07.24
- 3.21. Parish and Town Council Conference – Saturday 2<sup>nd</sup> November 2024 in Preston followed by LALC AGM.
- 3.22. Parish and Town Council Newsletter

### **4. Community Connectors**

- 4.1. Online Community Conversations: Disability Access Funding Opportunity
- 4.2. Eden Project Morecambe - Tuesday June 4 at 1.30pm Cost of Living (forwarded)
- 4.3. Open Space Assessment in the District Consultation (forwarded)
- 4.4. Music Concert to raise funds for Cancer Research UK (forwarded)
- 4.5. Household Support Fund
- 4.6. New Tourism Website Launched
- 4.7. Your Pots 2024 'Possibilities Sharing Afternoon' Event
- 4.8. Share Your Views on a Draft Vision for the District (forwarded)
- 4.9. Lancashire Constabulary's position relating to ongoing support for Merseyside Police, and disorder and protests in Lancashire over the weekend.
- 4.10. NHS Winter Messaging 2024 Feedback
- 4.11. Meet Your Muslim Neighbours: Saturday 31st August 10am - 4pm

**5. LALC**

- 5.1. Town & Parish Councils & D-Day 80 - 6th June 2024
- 5.2. Planning for Parish & Town Councils Training Course.

**6. County Cllr Matthew Maxwell-Scott**

- 6.1. Reply from Lancashire County Council re Trees at Quernmore Brow
- 6.2. Verges on Rigg Lane

**7. Other correspondence**

- 7.1. The Christmas Decorators
- 7.2. Lancashire Fire and Rescue Service's - Hot Topics - The latest from LFRS
- 7.3. Devcomms - East Lancaster Strategic Site, Persimmon (forwarded)
- 7.4. Easy Web Sites Ltd- Quotation for Website
- 7.5. Zurich Insurance – Renewal Reminder – 7<sup>th</sup> October 2024 - £214
- 7.6. Forest of Bowland National Landscape - Woodland off Quernmore Brow (forwarded to the Chair)
- 7.7. Halton-with-Aughton - Regulation 14 Consultation: Halton-with-Aughton Neighbourhood Development Plan