

ALDCLIFFE – WITH – STODDAY PARISH COUNCIL

Minutes of the Inaugural Meeting held on 18 May 2017 at 7pm in the

Council Chamber, Lancaster Town Hall

Present: Councillor Chris Norman (Chairman)
Councillor Kevan Walton
Councillor Nicholas Webster
Councillor Emma Wolstencroft
Debbie Chambers, Democratic Services Manager, Lancaster City Council
(Clerk for the first meeting)

Apologies: Councillor Colin Rogers

Before the meeting commenced, Councillors Norman, Walton, Webster and Wolstencroft declared their acceptance of office. The resolution at minute number 5 applies regarding Councillor Rogers.

1. Appointment of Chairman for 2017/18

Councillor Norman was nominated by Councillor Webster, seconded by Councillor Wolstencroft. There were no further nominations and Councillor Norman was appointed Chairman of the Parish Council for the 2017/18 municipal year.

(Councillor Norman took the Chair).

2. Appointment of Vice-Chairman for 2017/18

Councillor Nicholas Webster was nominated by Councillor Wolstencroft, seconded by Councillor Norman. There were no further nominations and Councillor Webster was appointed Vice-Chairman of the Parish Council for the 2017/18 municipal year.

3. Declarations of Interest

No declarations of interest were made.

4. Adoption of a Code of Conduct

The Clerk circulated a copy of Lancaster City Council's Code of Conduct for Members which she had adapted for a Parish Council. Similar adapted models were in operation in several parish councils in the Lancaster district.

Members decided that they would like further time to consider the content of the Code, and for all Parish Councillors to have input, before formally approving a Code of Conduct. They agreed to adopt the draft Code, in principle, to be considered further at the next meeting.

Resolved:

That the draft Code of Conduct (attached) be adopted in principle, subject to further consideration at the next meeting.

5. Issues related to the establishment of the Parish Council.

Several issues relating to the new Parish Council were discussed including:-

- Clerking – it was agreed that the Council should seek to appoint a clerk, rather than one of the Parish Councillors taking notes at each meeting.
- The Lancashire Association of Local Councils (LALC) – the Clerk emphasised how useful LALC would be to the new Parish Council in offering legal and procedural advice and other resources. The Chairman agreed to find out how much the subscription would be for Aldcliffe-with-Stodday.
- The possibility of appointing a Lengthsman to carry out small jobs in the parish; weeding, grass cutting, mending fences, etc.
- Whether a timetable of meetings should be fixed in advance and if the start time should vary or be fixed.
- Possible venues for future meetings – the Toll House seemed to be the most suitable venue. The Clerk advised that it was her understanding that parish councils should not meet in premises that served alcohol, so the Chairman might like to check this with LALC before booking. Other possible venues were discussed as well.
- Banking – the Chairman would consult LALC. Once the Parish Council had its own bank account, the details would be passed to the City Council's Democratic Services Manager to relay to the Finance department so that the parish precept of £3,459 for 2017/18 could be transferred across.
- Parish notice boards. Ideally there would be two boards, one in Aldcliffe, one in Stodday for posting notices relating to the parish council. The Chairman agreed to investigate costs and availability as he understood that similar boards had cost around £600 each. Councillor Walton suggested making the boards himself if the costs were so high.
- Concerns that the new parish was not showing up on the City Council's mapping system and that the Planning Department might not pick this up regarding future planning applications in the parish.

Action Points:

The Chairman to contact LALC to find out:

- the cost of a subscription for the Parish Council
- best practice regarding hiring a clerk and setting up a banking account
- whether the Toll House would be a suitable venue for a parish council to hold meetings.

The Chairman to investigate costs of producing parish notice boards.

The Clerk to chase up inclusion of the parish on the mapping system and contact the Planning Department to ensure that the Parish Council was included as a consultee for any future planning applications or issues in the parish area.

Resolved:

That, because Councillor Rogers was not available for the first meeting, the Parish Council agree to allow him to declare his acceptance of office on or before the next meeting.

6. Date and venue for next meeting

7 June 2017 at 7pm with the provisional venue to be the Toll House.

The meeting ended at 7.50pm.