

ALDCLIFFE WITH STODDAY PARISH COUNCIL



MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held on Wednesday 5th June 2019
in Room 1, the Friends Meeting House, Lancaster commencing at 7.00pm**

A G E N D A

1. **Apologies:** To receive apologies
2. **Minutes:** To consider and approve Minutes of the Meeting held on Tuesday, 7th May 2019
3. **Declarations of Interest:** To receive any changes to Declarations of Interest of Parish Councillors
4. **Neighbourhood Plan:** To receive an update on arrangements
5. **Banking Arrangements:** Clerk to report
6. **Review of Standing Orders and Financial Regulations:** Clerk to report
7. **Review of Risk Register:** Clerk to report
8. **Financial Report 2018/19:** (Clerk to report)
9. **New Planning Applications:** To consider and comment on new planning applications received since the last meeting, as set out below (details previously circulated):

Application No:	Description
None received to date	

10. **Public Discussion and Updates:** To adjourn the meeting for a period of public discussion and to provide any '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)

- a) Clerk's report on activities and correspondence since last meeting
- b) Members' updates and reports since the last meeting, including:

Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
PRoW Aldcliffe Hall Drive	Ancillary	BT Openreach

- c) Report of District and County Councillors
- d) Public discussion

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11. Payments: To authorise payment of the following accounts:

Payee & Detail	£
Friends Meeting House – hire of room 05/06/19 (not yet received)	25.00
Greg Robinson – Lengthsman Service, April 2019	202.50
Derek Whiteway – Parish Clerk Salary April-June 2019	263.20
Derek Whiteway – Parish Clerk Expenses April-June 2019	29.72
HMRC – PAYE April-June 2019	56.60

12. Date of Next Meeting: To consider date and time of next meeting (Clerk to Report)

Derek Whiteway
Parish Clerk

29th May 2019

Tel: 01524 64908

Email: clerk@aldcliffewithstoddaypc.org

Minutes of the Meeting held on 7th May 2019 at 7.00pm

The Friends Meeting House, Meeting House Lane, Lancaster.

Present: Councillor Chris Norman (Outgoing Chairman)
Councillors Denise Parrett, Kevan Walton and Nicholas Webster (Incoming Chairman)
City Councillor Tim Dant
Derek Whiteway, Parish Clerk
Two members of the public were also in attendance

19/1 Apologies for Absence

No apologies were received.

19/2 Minutes of the previous meeting

The minutes of the previous meeting held on 27th March 2018 had not yet been finalised.

19/3 Election of Officials 2019/20:

- a) **Chair of the Parish Council:** it was proposed by Councillor Norman, seconded by Councillor Parrett and carried unanimously that Councillor Webster be elected as Chair for the 2019/20 municipal year.
- b) **Vice-Chair of the Parish Council:** it was proposed by Councillor Walton, seconded by Councillor Webster and carried unanimously that Councillor Norman be elected as Vice-Chair for the 2019/20 municipal year.
- c) The Chairman signed the **Declaration of Acceptance of Office of Chair** for 2018/19.

19/4 Declarations of Interest

No additional declarations of interest were made.

19/5 Councillors' Roles

The following roles were discussed and agreed for the 2019/20 municipal year:

- | | |
|--|--------------------|
| a) Highways matters | Councillor Norman |
| b) Amenity, including Lengthsman liaison | Councillor Webster |
| c) Stakeholder liaison, including United Utilities | Councillor Walton |
| d) BT Openreach liaison | Councillor Webster |
| e) Ancillary/projects | Councillor Parrett |

It was agreed that ongoing matters in relation to the Aldcliffe Hall Drive Public Right of Way determination should be rolled into the remit of the Neighbourhood Plan Working Group (NPWG).

19/6 Chairman's Report 2018/19

Councillor Norman presented a verbal report summarising the Parish Council's activities and achievements during the year. On the subject of the Neighbourhood Plan, it was agreed that, following the Parish Council election there was a need to strengthen the NPWG with additional members and for the group to report formally to the Parish Council. **Action:** It was agreed that Councillor Norman would assume the role of Chair of the NPWG and that a meeting of the Group should be arranged as soon as possible.

At this point, Councillor Webster left the meeting and Councillor Norman assumed the role of Chair (7.45pm)

19/7 Annual Governance and Accountability Return (AGAR)

The Clerk introduced a report into the drafting of the Annual Governance and Accountability Return (AGAR) for 2018/19, referring in turn to the following elements of the return:

- (1) The Internal Auditor's report for 2018/19 had concluded that the Council had complied with all areas set out in the required statement.
- (2) The Clerk reported that the Council could demonstrate compliance with all requirements in the Governance Statement for 2018/19. It was resolved that the Governance Statement be approved
- (3) The Clerk then introduced the Annual Statement of Accounts 2018/19 with an accompanying bank reconciliation statement and statement of significant variances against the previous year. It was resolved that the Statement of Accounts be approved
- (4) The Clerk proposed that the period for public inspection be set as being from Monday, 3rd June to Friday, 12th July 2019.

Following approval, the Clerk would be submitting the AGAR to the appointed auditors, PKF Littlejohn, with the audit report due to be received in time for formal publication of the audited accounts by the end of September 2019.

RESOLVED:

- (1) the Annual Internal Audit Report 2018/19 is noted and accepted.
- (2) Section 1 of the AGAR – the Annual Governance Statement 2018/19, is approved.
- (3) Section 2 of the AGAR – Accounting Statements 2018/19, is approved.
- (4) the period for the exercise of public rights to inspect the accounts is set as Monday, 3rd June to Friday, 12th July 2019.

19/8 New Planning Applications

The following planning applications were considered and it was **Resolved** that the Parish Clerk should submit comments as indicated:

Application No:	Description	Comments
19/00451/FUL	Erection of a single storey rear extension, erection of an outbuilding and associated landscaping works. Snuff Mill, Snuff Mill Lane.	The Council welcomes the sympathetic and positive design of the proposed works.
19/0058/TPO	Crown reduce by 15% and selective branch removal on 2 Sycamore and 1 Beech tree. 7 Craiglands Court, Aldcliffe.	The Council supports the work as a necessary measure for the ongoing health of the trees

19/9 Update on Planning Applications

There were no updates to report.

19/10 Public Discussion and Updates

Clerk's Report:

- a) **Parish Council Election.** Following the election, the Parish Council has one vacancy. Under legislation, the Parish has 35 working days from the date of the election to co-opt to the vacancy.

Members' Updates

b) **Highways** (Councillor Norman)

Improved heavy vehicle signage has been installed by the County Council at the junction of Aldcliffe Road and Aldcliffe Hall Lane. City Councillor Dant advised that County Councillor Dowding had written to the County Council about the signs being poorly located and facing the wrong direction.

Cllr Norman advised that the Canal and Rivers Trust (C&RT) were entering into a contract with a car parking organisation to introduce parking restrictions along the canalside stretch of Aldcliffe Road between the Haverbreaks bridge and Aldcliffe Hall Drive.

Action: It was agreed that the Council should contact the C&RT to enquire whether some disabled parking spaces could be provided on the space opposite the entrance to Aldcliffe Hall Drive.

Cllr Walton commented on road safety issues in the Parish created by farm vehicles during the 'silage season'. **Action:** It was agreed that the Parish Clerk should contact the local PCSO with the names of local farms to be contacted on the subject of road safety.

c) Amenity, including the Lengthsman (Councillor Webster)

In Cllr Webster's absence, Cllr Norman reported that on investigations carried out by the Lengthsman into the drain blockage on the Lune Estuary Footpath between Snuff Mill Lane and the Cycleway. The conclusion had been reached that the blockage was most probably on United Utilities land. The Lengthsman had suggested that the silted dyke alongside the lane leading to the footpath should be cleared and he had identified a contractor able to undertake the work at a day rate of £250. It had been suggested that, with the Lengthsman working alongside the contractor, the work could be done in one day at a cost of £350. The Clerk indicated that this cost could be met from savings to date in the Lengthsman budget and it was **Resolved** that this work should be undertaken. It was agreed that local residents needed to be informed of the work as well as County Councillor Dowding and United Utilities. Cllr Walton advised that he now had a contact at United Utilities for such purposes.

Cllr Norman summarised the Lengthsman's other activity around the Parish, including tidying of verges and weed spraying/clearing along the stretch of footpath around the A588 Ashton Road bus-stop.

Action: It was agreed that measures to publicise the Lengthsman's work should be considered.

The route of the footpath (number 56) from Stodday (adj Westerley) to the A588 Ashton Road was discussed in light of the dangerous exit onto the A588. **Action:** It was agreed to make informal enquiries with the landowner as to the possibility of re-routing the path to the North towards the pavement and bus-stop.

d) Stakeholder Liaison, including United Utilities (Councillor Walton)

A resident had reported to Cllr Walton issues experienced with United Utilities' solar installation, with contractors failing to implement agreed changes to the plans. No action was identified for the Parish Council.

On the ongoing issue of solar installation site screening, Cllr Walton reported that there had been significant die-back by the end of summer 2018 and that the success of a management scheme for hedge replacement remained to be seen. **Action:** It was agreed that Cllr Walton should draft a letter to the enforcement body (City or County Council – to be clarified) and channel the letter via the Parish Clerk.

e) BT Openreach (Councillor Webster)

Cllr Norman reported on work by Cllr Webster to seek a resolution to broadband service failures to residents on Craiglands Court and Oaklands Court. Agreement has now been reached with Aldcliffe Hall Estates to allow trenching to be carried out along the drive. The installation of new cabling would continue to the bottom of the Drive, where it joins Aldcliffe Hall Lane. Once done, Oaklands and Craiglands should see an improvement in their service.

City and County Councillors' Reports

f) No further reports were received.

Public Discussion:

- g) A resident questioned arrangements for publicising Parish Council meetings and other activities. **Action:** It was agreed that the Clerk should seek to establish a properly constituted contact list for this purpose and that efforts should continue to encourage residents to use the Parish's website.

19/11 Payments

Payee & Detail	£
Friends Meeting House – hire of room 07/05/19 (not yet received)	32.00
Greg Robinson – Lengthsman Service, March 2019	142.50
LALC – Subscription 2019/20	50.52

The above accounts were approved for payment.

19/12 Date and venue for next meeting

The next Parish Council meeting was scheduled for Wednesday, 5th June 2019 at the Friends Meeting House, Lancaster at 7.00pm.

The meeting closed at 9.05pm

Clerk of the Council

Chair

Date: