

Minutes of the Meeting held on 5th June 2019 at 7.00pm

The Friends Meeting House, Meeting House Lane, Lancaster.

Present: Councillor Nick Webster (Chairman)
Councillors Chris Norman, Denise Parrett and Kevan Walton
Derek Whiteway, Parish Clerk
Four members of the public were also in attendance

19/13 Apologies for Absence

Apologies were received from City Councillors Tim Dant and Abi Mills.

19/14 Minutes of the previous meeting

The minutes of the previous meeting, held on 7th May 2019 were approved without further amendment.

19/15 Declarations of Interest

No additional declarations of interest were made.

19/16 Neighbourhood Plan

Councillor Parrett reported that she was due to meet on Friday, 7th June with former Councillor Colin Rogers to arrange a 'hand-over' of the Lead Councillor role on the Neighbourhood Plan Working Group (NPWG).

NPWG members Heather Ward and Brigid Letheren (both in attendance) advised that they had made good progress with an initial draft of the Plan.

It was agreed that progress was now needed to aim for an initial open meeting with parishioners at the earliest opportunity.

Action: Councillor Parrett to liaise with members of the NPWG with a view to refreshing the project and arranging an early 'open meeting' with parishioners.

Councillor Norman reported that he had been provided with the Housing Needs Assessment report which had recently been submitted to Locality. Councillor Norman clarified that this piece of work was being directly funded by Locality. A copy of the report would be made available to all Councillors and members of the NPWG.

Councillor Norman reported that a further 'Late Spring' ecological survey of the Parish's stretch of canal had recently been carried out by consultant Stewart Hirst, at a cost of £200. There had also been discussion about a possible survey of wetlands on land between Lunecliffe Road and the canal.

Resolved: That the commissioning of further ecological surveys of this nature be approved in principle, costs to be funded from the Environmental Support Reserve.

19/17 Banking Arrangements

The Parish Clerk presented a report which highlighted inefficiencies in the Parish Council's current banking arrangements. The Clerk recommended the opening of a new Current Account with online bank Unity Trust to deal with day-to-day banking, and the retention of the Skipton Building Society 'Community Account' to act as a deposit account. In line with financial regulations, the Unity Trust account would enable the Parish Clerk to administer the account, with payments being subject to online approval by two nominated Councillor signatories.

Resolved: That a current account be opened with Unity Trust bank, with a minimum of three Councillors being nominated as signatories to the account.

19/18 Review of Standing Orders and Financial Regulations

The Clerk reported verbally on an annual review undertaken of the Council's Standing Orders and Financial Regulations, which had both been drafted following standards issued by the National Association of Local Councils (NALC). The review had concluded that both documents remained appropriate and fit for purpose and no changes were recommended.

The Clerk did advise that some minor changes to Financial Regulations might be required to accommodate new banking arrangements and payment processes once these are introduced.

RESOLVED: That the Parish Clerk's report is noted and the existing Standing Orders and Financial Regulations are re-adopted without amendment.

19/19 Review of Risk Register

At the request of the Parish Clerk, it was agreed to defer this item to the next meeting.

19/20 Financial Report 2018/19

The Parish Clerk presented a summary report into the financial outturn for 2018/19. General Fund balances at 31st March 2019 had exceeded those projected by £527. The Clerk recommended that £500 be transferred into the Elections Reserve, which had been created in setting the budget for 2019/20.

RESOLVED: That £500 be transferred from General Fund balances to the Elections Reserve to help meet future election costs.

19/21 New Planning Applications

No new planning application consultations had been referred to the Parish Council

19/22 Public Discussion and Updates

Clerk's Report:

- 1) **Co-option of Councillors.** Following the election on 2nd May 2019, the Parish Council had one vacancy. The Parish Council had received two expressions of interest in being co-opted on to the Council. Councillors considered the submissions made by the two parishioners.

RESOLVED: That Mrs Brigid Letheren of Stodday be appointed as a co-opted Member of the Parish Council.

- 2) **Advice for Walkers.** An email had been received from a resident suggesting that, following the establishment of a 'restricted byway' along Aldcliffe Hall Drive, the Parish Council take steps to publicise the Countryside Code and the Dog Walkers' Code.

Action: The Parish Clerk to organise publicity of the Codes via the website, noticeboards and in a future Parish Newsletter.

- 3) **Potentially Hazardous Tree.** City Councillor Tim Dant had submitted an email passing on concerns from a landowner about the safety of a tree adjacent to the 'Accommodation Lane' footpath below properties on Aldcliffe Mews.

Action: The Parish Clerk to investigate ownership of the land in question and seek appropriate advice on assessing the safety of the tree.

- 4) **Communication with Parishioners.** The Clerk had added some new names to his contact list. It was agreed that the development of a contact list should be publicised in the next Parish Newsletter, planned to be issued in July 2019.

Members' Updates

- 5) **Highways** (Councillor Norman)

Cllr Norman had sent a message to the local PCSO asking for assistance with highlighting road safety issues to local farms. He had not yet received a response on this matter.

Action: The Parish Clerk to follow up on this with the local PCSO.

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

- 6) **Amenity, including the Lengthsman** (Councillor Webster)

Cllr Webster provided details of a new noticeboard that he had purchased and installed on Aldcliffe Hall Road by the entry to Oaklands Court. It was suggested

that Stodday members consider options for procuring a suitable noticeboard for the hamlet.

Cllr Webster advised that the Lengthsman and a contractor had been engaged to clear the silted dyke alongside the lane leading from Snuff Mill Lane to the Cycleway on Friday, 7th June.

The Lengthsman had now cleared approximately 75% of the weeds and debris from the stretch of footpath alongside the A588 Ashton Road opposite Pinewood Close. Cllr Webster suggested that the Parish might wish to position an item (flower planter or rural feature) on this footpath to 'introduce' traffic to the Parish.

Action: Cllr Webster and the Parish Clerk to investigate possible features to mark this entry to the Parish.

Cllrs Webster and Walton were scheduled to meet with a spokesperson from United Utilities on Thursday, 13th June to discuss the blockage.

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

Cllr Walton had been in contact with Greencoat Renewables to request a meeting with a senior representative of the company. A response was awaited.

8) BT Openreach (Councillor Webster)

Cllr Webster reported that there had recently been 15 Aldcliffe properties 'out of service'. BT Openreach had now completed the installation of pipework and were aiming to install the cablework and connectors by the end of the week. This should then mean that all properties would be reconnected.

City and County Councillors' Reports

9) No further reports were received.

Public Discussion:

10) Cllr Webster reported that a resident had suggested the Parish Council might investigate the availability of free 'poo bags' and bins from the City Council.

Action: The Parish Clerk to investigate the services available from the City Council.

11) The same resident had also suggested that an approach might be possible to the Landmark Trust regarding East Lodge, with a view to having the property renovated.

Action: The Parish Clerk to investigate the potential for approaching the landmark Trust, or other organisation regarding the future of East Lodge.

19/23 Payments

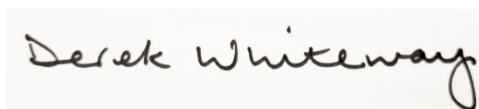
Payee & Detail	£
Friends Meeting House – hire of room 05/06/19	25.00
Greg Robinson – Lengthsman Service, April 2019	202.50
Derek Whiteway – Parish Clerk Salary April-June 2019	263.20
Derek Whiteway – Parish Clerk Expenses April-June 2019	29.72
HMRC – PAYE April-June 2019	56.60
Councillor Nick Webster – Reimbursement for new notice board and stationery materials	40.97

Resolved: That the above accounts be approved for payment.

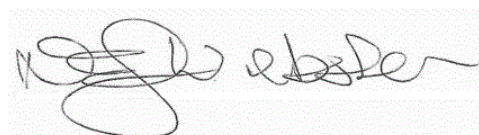
19/24 Date and venue for next meeting

The next Parish Council meeting was scheduled for Tuesday, 30th July 2019 at the Friends Meeting House, Lancaster at 7.00pm.

The meeting closed at 8.45pm



Clerk of the Council



Chairman

Date: 13th August 2019