

Minutes of the Meeting held on 13th August 2019 at 7.30pm

The Friends Meeting House, Meeting House Lane, Lancaster.

Present: Councillor Chris Norman (Chairman)
Councillors Denise Parrett and Brigid Letheren
Derek Whiteway, Parish Clerk
Two members of the public were also in attendance

19/25 Apologies for Absence

Apologies were received from Councillors Nick Webster and Kevan Walton and from City Councillors Joanna Young and Abi Mills.

19/26 Minutes of the previous meeting

The minutes of the previous meeting, held on 5th June 2019, were approved subject to two slight amendments.

Matters Arising:

- 1) **Min 19/17 Banking arrangements.** The new Current Account with the Unity Trust Bank was now open and operating efficiently.
- 2) **Min 19/22 Advice for walkers.** Action is still to be taken to publicise the Countryside Code and Dog Walkers Code.
- 3) **Min 19/22 (2) Potentially Hazardous Tree on Accommodation Lane.** The tree was reported to County Council Public Rights of Way (PRoW) Team through the Report-It online service on 26th June 2019, ref W409713. An acknowledgement was received from the PRoW Team on 9th July. As at the meeting date, there was no indication of action having been taken on the report.
- 4) **Min 19/22 (5) Highways – road safety issues with locals farms.** No further action taken or contact made with the Police on this matter.
- 5) **Min 19/22 (6) Amenity – footpath opposite Pinewood Close.** No further action taken re installing a feature to mark this as the entry to the Parish.
- 6) **Min 19/22 (10) Dog waste bins and bags.** The Clerk has contacted the City Council on this the enquiry has been passed to the relevant officer in Public Realm. A response is awaited and the Clerk will chase this up in another week's time.
- 7) **Min 19/22 (11) East Lodge.** No further action taken so far re the Landmark Trust or other organisations.

19/27 Declarations of Interest

No additional declarations of interest were made.

19/28 Neighbourhood Plan

Councillor Parrett reported that the Neighbourhood Plan Working Group (NPWG) had met, with consultant Louise Kirkup on 20th July. The meeting had resulted in the production of a first draft of the 'Issues and Options' document, which Cllr Parrett agreed to email to Councillors. More work was required to develop and finalise this document, including the addition of relevant maps and plans, etc. It was agreed that the City Council's designated support officer for the NP process should be able to supply maps within the terms of the signed Service Level Agreement.

A further meeting of the NPWG had been arranged for Monday, 19th August 2019. The key objectives for this meeting were to bring the Issues and Options document to near-finalisation and agree arrangements for consulting parishioners on the document.

Cllr Parrett reported on the timetable for the project and that good progress had been made recently. A target of late Spring/early Summer 2020 was now considered feasible for adoption of the Plan.

Action: That continued efforts are made to develop the residents contact database to help with effective promotion and publicity of the Neighbourhood Plan.

19/29 Future Scheduling of Meetings

The Parish Clerk reported on Councillors' responses and preferences for the future scheduling of Parish Council meetings.

It was discussed and agreed that, subject to the amount of business at any given time, meetings might be designated and used for other purposes, e.g. Councillor and/or resident workshops

Resolved: That, subject to room availability at the Meeting House, regular meetings be scheduled on the first Tuesday of each month, commencing on 1st October 2019.

19/30 Financial Matters – Section 137 powers

The Clerk presented a report setting out the range of powers to act and incur expenditure available to Parish Councils, including details of the 'last resort' option available under Section 137 of the Local Government Act 1972.

Resolved: That the Parish Clerk's report is noted and that, when considering any course of action, Councillors will consider and remain mindful of the powers available and the potential need to apply S137 powers in certain circumstances.

19/31 Review of Risk Register

The Parish Clerk presented a draft update of the Parish Council's risk register, adopted in April 2018. The update demonstrated that a great deal of progress had been made over the last 15 months and no identified risks were currently deemed to be 'high'. It was agreed that the Register should include the development of a Neighbourhood Plan as a separate item.

Resolved: That the draft Risk Register is approved, subject to the inclusion of a separate entry relating to the development of the Neighbourhood Plan. **Action:** The Clerk to draft an entry for consideration by Councillors.

19/32 Planning Applications

The following planning application was considered.

Application No:	Description
19/01025/FUL	Erection of a first floor side extension over existing garage and erection of a conservatory to the rear. 2 Craiglands Court, Aldcliffe.

Resolved: That a consultation response be submitted expressing no objection to the planned works and appreciation that the design is in keeping with the estate.

Councillors discussed recent activity on land to the East of Ashton Road (outside the parish), between the road and Lancaster Canal, which suggested that this area may again be being considered for development. The Clerk advised that a previous planning application in 2015 had been refused, with traffic and access issues being significant factors. The Parish Clerk suggested that the City Council be asked to inform the Parish Council if any proposals are forthcoming for this area.

Action: The Clerk will request that the City Council Development Management Team informs the Parish Council of any proposals arising on this area.

19/33 Public Discussion and Updates

Clerk's Report:

- 1) Planning issues, Solar Installation at Low Wood.** The Clerk had sent a letter of complaint to the County Development Control team on 5th August. An acknowledgement was received on 9th August saying that the case was being dealt with, site visits may be required, and a response would be sent by 2nd September 2019.
- 2) Polling District Review for the Lancaster City Council area 2019.** An email had been received from City Council advising of a review of election arrangements and seeking the Parish Council's views. The Parish's polling station is the Methodist Church, off Kensington Road, Scotforth. Councillors discussed the matter, acknowledging the absence of suitable facilities in close proximity to the parish.

Councillors therefore resolved to submit a response to the City Council which does not express any issues over current arrangements or make any suggestions for alternative arrangements.

Resolved: That the Clerk should submit a response to the City Council which does not express any issues over current arrangements or make any suggestions for alternative arrangements.

- 3) Local Plan Main Modifications.** The Clerk had received an email from the City Council inviting comments on main modifications to the Local Plan.

Action: The Clerk to forward the email to Councillors for their consideration.

- 4) 'Big Lunch' - suggestion from a resident.** The Clerk had received an email from a resident suggesting that a community 'Big Lunch' event might be held, for which the resident was offering the use of a marquee. It was agreed that this offer should be gratefully received and an event considered during 2020.

Action: The Clerk to reply to the resident expressing the Council's thanks for the suggestion and offer and that consideration be given to staging a community event during 2020.

Members' Updates

- 5) Highways** (Councillor Norman)

No further substantive developments to report.

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

In Councillor Webster's absence, there was a brief discussion about the impact of the Lengthsman's work and agreement that the Council should continue to publicise his activities.

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

Nothing further reported.

- 8) BT Openreach** (Councillor Webster)

Cllr Norman reported, on behalf of Cllr Webster, that BT Openreach had completed work on Aldcliffe Hall Drive. Progress elsewhere in the parish was uncertain at this stage.

A resident in attendance referred to the 'Broadband Universal Service Obligation' (USO) legislation introduced by the Government in March 2018 and the potential for entering into a 'Community Fibre Partnership' (CFP) with Openreach.

The USO, administered by OFCOM, will give eligible residents and businesses the right, from 2020 to request a decent and affordable broadband connection.

The CFP involves a joint funding arrangement, with Openreach contributing some of the costs and the community funding the remainder. Openreach aim to build the most affordable solution that meets the community's needs. Actual costs to the resident depend on several factors, including the solution reached, and the availability of grants from local authorities or the Government.

Cllr Parrett confirmed that broadband availability was recognised as a community issue in the Neighbourhood Plan. It was agreed that the Parish Council should seek to develop its understanding of the USO and the CFP option and consider whether it would be beneficial to register an interest with BT Openreach.

City and County Councillors' Reports

9) No further reports were received.

Public Discussion:

10) No further matters were raised.

19/34 Payments

Payee & Detail	£
Friends Meeting House – hire of room 13/08/19	19.00
Greg Robinson – Lengthsman Service, May 2019 * note	270.00
Greg Robinson – Lengthsman Service, June 2019 * note	180.00
Greg Robinson – Lengthsman Service, July 2019 * note	210.00
Stewart Hirst – Production of an Ecology Survey	200.00
PKF Littlejohn – External Audit Fees, 2018/19 Audit	240.00

* note: these invoices had been paid under delegated authority and were presented for information only.

Resolved: That the above accounts be approved for payment.

19/35 Date and venue for next meeting

The next Parish Council meeting was scheduled for Tuesday, 1st October 2019 at the Friends Meeting House, Lancaster at 7.00pm.

The meeting closed at 9.15pm

Derek Whiteway

Clerk of the Council

[Signature]

Chair

Date: 8th October 2019