

**Parish Council Meeting to be held on Tuesday, 5th November 2019
in the William Stout Room, 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, 1st October 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 and progress with the project. Councillor Parrett to report.
5. **Blocked Drain adjacent to Snuff Mill Lane footpath.** To consider an update on the condition of the drain and on negotiations held with United Utilities. To determine any further course of action. Chairman to report.
6. **Budget Monitoring.** To consider a monitoring report from the Parish Clerk (attached)
7. **Planning Applications.** To consider and comment on planning matters, including new planning applications and an update on decisions. New applications received since the last meeting are as set out below (details previously circulated):

Application No:	Description
None received to date	

8. **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 normally 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

ALDCLIFFE WITH STODDAY PARISH COUNCIL



MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

9. **Payments.** To authorise payment of the following accounts:

Payee & Detail	£
Friends Meeting House – hire of room 05/11/19 (not yet received)	23.00
Greg Robinson – Lengthsman Service, September 2019 *note	202.00
Lancaster City Council – Election costs, May 2019	144.00
Hiscox – Insurance Premium 2019/20	218.00

* note: this invoice has been paid under delegated authority and is presented for information only.

10. **Date of Next Meeting.** To confirm the date and time of next meeting.

Derek Whiteway

Parish Clerk

Tel: 01524 64908

Email: clerk@aldcliffewithstoddaypc.org

30th October 2019

Minutes of the Meeting held on 1st October 2019 at 7.00pm

The Friends Meeting House, Meeting House Lane, Lancaster.

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

19/36 Apologies for Absence

Apologies were received from Parish Councillors Chris Norman and Kevan Walton and from City Councillor Tim Dant.

19/37 Minutes of the previous meeting

The minutes of the previous meeting, held on 13th August 2019, were approved without further amendment.

Matters Arising:

- 1) Min 19/26 (6) Dog waste bins and bags. The Clerk has received a response regarding the provision of bags and bag dispensers and was awaiting information about the waste bins. It was decided not to make any decision until full information was held. It was noted that an existing bin at 'weeping corner' on the canal towpath was generally overflowing.

Action: The Clerk to continue to liaise with the City Council to resolve these matters.

- 2) Min 19/29 Room bookings. The Clerk had booked the William Stout room at The Meeting House for the first Tuesday in each month up to April 2020.
- 3) Min 19/33 (1) Solar Installation, Low Wood. A response to points raised by the Parish Council had been received from the County Council. Given the response received, it was agreed that there were no further steps for the Parish Council to take on the matter at this time.

Action: That the Clerk should write to the owners of Low Wood Barn advising them of the outcome of the representations to the County Council.

19/38 Declarations of Interest

No additional declarations of interest were made.

19/39 Neighbourhood Plan

Councillor Parrett reported that the Neighbourhood Plan Working Group (NPWG) had met twice since the last Parish Council meeting, on 19th August with consultant Louise Kirkup present, and on 23rd September, without Louise.

The meetings had been instrumental in developing the 'Issues and Options' document to a stage where this was almost complete and ready to be issued to parishioners for consultation. The strategy for the consultation process was discussed, with agreement that a variety of consultation and publicity channels should be considered and that arrangements must seek to ensure effective engagement with all residents. Several options for consultation meetings were discussed and it was agreed that further information on venues and potential costs was required. It was agreed that the aim should be to hold the consultation process during November 2019.

Councillors discussed the Housing Needs Assessment (HNA) report produced by AECOM. It was agreed that the current report, which was based on a 'desk-top study', was flawed and, in its current form, not suitable to be used in support the Neighbourhood Plan. The Chairman reported on an HNA produced and published by Wennington Parish Council in support of their now adopted Neighbourhood Plan. Following discussion, it was agreed that Wennington PC should be contacted to discuss the process they had followed, with a view to conducting a similar exercise. It was stressed that this would need to be done as soon as possible in order not to unduly delay the project.

The Clerk reported that he had been in contact with the external funding body, Groundwork UK, to clarify procedures for submitting an 'end of project' report for phase 1 of the project, which was now nearly complete, and for applying for funding for the next phase of the project.

- Resolved:**
- 1) That AECOM be contacted to seek a revised version of the Housing Needs Assessment report.
 - 2) That the Chairman will contact Wennington PC to discuss the processes followed in their production of a Housing Needs Assessment.
 - 3) That options for staging consultation 'drop-in' events be investigated further.

19/40 Blocked Drain adjacent to Snuff Mill Lane footpath

The Chairman reported on hitherto inconclusive attempts made to engage with the local management of United Utilities, which had prompted him to write to the Chief Executive of the organisation. The Chairman also advised that City Councillor Tim Dant had identified two potential sources of external funding, from the City Council and the National Lottery, which might be considered should the Parish Council wish or need to take direct action to improve conditions along the footpath.

Action: That the Chairman will report back on any response from United Utilities and any other developments.

19/41 Planning Applications

No new planning application consultations had been received.

The Chairman reported that surveying activity had recently been observed on land adjacent to Inverlune, between the canal and Aldcliffe Road. The Clerk advised that, under Freedom of Information and Data Protection regulations, the City Council was unlikely to release details of any pre-application advice provided to prospective developers, but that this information could be made available once an application is submitted. The Clerk agreed to ask the City Council 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.

19/42 Public Discussion and Updates

Clerk's Report:

- 1) Cold Calling Reports.** The Clerk had received a report from a resident that cold-callers were operating in the area. The Clerk had obtained some useful and practical advice from the parish's PCSO and an offer to supply the Parish Council with stickers for concerned householders to display.

Action: The Clerk will publicise the Police advice on the Parish Council website and inform all contacts by email. Also, the Clerk will obtain a supply of stickers from the Police for distribution to interested parishioners.

Members' Updates

- 2) Highways** (Chairman on behalf of Councillor Norman)

The Chairman reported that Councillor Norman was continuing to speak with the Canals and Rivers Trust about parking alongside the Aldcliffe Road towpath, but there had been no positive developments. Growing concerns about vehicles, including a campervan, being parked on a long-term basis, were discussed.

Action: The Clerk to investigate potential avenues for raising concerns about this issue, including via the City and County Councils and the Police.

- 3) Amenity, including the Lengthsman** (Chairman)

The Chairman reported that the Lengthsman had now completed his work to clear the Ashton Road pavements and that this would be kept clear in future. The Chairman also reported that in the absence of a service from the Council, the Lengthsman had worked to clear gullies on Aldcliffe Hall Drive, Oaklands and Craiglands. Invasive brambles on Aldcliffe Hall Lane had also been trimmed back.

The Clerk reported that, despite a 'Report-It' case being marked as 'complete' by the County Council, overgrown hedgerows on Aldcliffe Road remained untended.

Action: The Clerk to query with the County Council the status of the 'Report-It' case concerning overgrown hedgerows along Aldcliffe Road.

4) Public Right of Way, Aldcliffe Hall Drive

No further developments.

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

Nothing further reported.

6) BT Openreach (Councillor Webster)

No further updates.

City and County Councillors' Reports

7) No further reports were received.

Public Discussion:

8) No further matters were raised.

19/43 Exclusion of the Press and Public

Considering the confidential nature of the following item, relating to the conditions of employment of the Parish Clerk, the Council resolved that press and public be excluded from the meeting for this item only.

Resolved: That the press and public be excluded from the following item, relating to the conditions of employment of the Parish Clerk.

19/44 (Exempt Item) Parish Clerk's Pay Claim and Conditions of Employment

This minute is deemed to be exempt from publication under Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

19/45 Payments

Payee & Detail	£
Friends Meeting House – hire of room 01/10/19	23.00
Greg Robinson – Lengthsman Services, August 2019 *note	195.00
Kirkwells Ltd – Neighbourhood Plan Consultancy	1,200.00
Kirkwells Ltd – Neighbourhood Plan Consultancy	480.00
Derek Whiteway – Parish Clerk Salary and Expenses, Jul-Sep 2019	479.62
HMRC – PAYE Jul-Sep 2019	117.20

* note: this invoice had been paid under delegated authority and was presented for information only.

Resolved: That the above accounts be approved for payment.

19/46 Date and venue for next meeting

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

The meeting closed at 8.45pm

Clerk of the Council

Chair

Date:

BUDGET MONITORING - 2019/20

A. Budget Calculations	2019/20 Estimate	2019/20 Revised Estimates			Notes
		To Date	Nov-Mar	Revised	
Opening Bank Balance	6,742	10,516.09		10,516.09	1
Receipts					
Precept	5,200	5,200.00	-	5,200.00	
PRoW Local Delivery Grant	250	250.00	-	250.00	
Bank Interest (Skipton BS)	-	76.98	-	76.98	2
Miscellaneous Receipts	-	-	-	-	
Neighbourhood Plan Funding	-	-	-	-	
VAT Reclaim	-	41.58		41.58	
Total Receipts	5,450	5,568.56	-	5,568.56	
Payments					
Recurring Expenses					
Hire of Venue	256	124.00	115.00	239.00	
Subscriptions	50	50.52	-	50.52	
Clerk's Salary (incl PAYE)	1,313	914.01	815.00	1,729.01	
Clerk's Training	290	-	-	-	
Clerk's Expenses	52	41.33	55.00	96.33	3
Lengthsman Scheme	2,952	1,402.80	1,260.00	2,662.80	4
Insurance	225	-	218.00	218.00	
IT and Website	154	-	154.00	154.00	
Postage and Stationery	-	34.14	20.00	54.14	
Bank fees	-	18.00	36.00	54.00	5
Audit Fees - External Audit	240	200.00	-	200.00	
Audit Fees - Internal Audit	65	30.00	-	30.00	
Recoverable VAT	-	616.83	24.00	640.83	6
Sub-Total	5,597	3,431.63	2,697.00	6,128.63	
Non-Recurring Expenses					
Ecological surveys (ES Fund)	-	200.00	-	200.00	
Consultancy Fees (Neighbourhood Plan)	-	2,850.00	-	2,850.00	
Other Payments (Neighbourhood Plan)	-	-	300.00	300.00	7
Election (May 2018)	1,000	-	120.00	120.00	8
	-	-	-	-	
Sub-Total	1,000	3,050.00	420.00	3,470.00	
Total Payments	6,597	6,481.63	3,117.00	9,598.63	
Net Receipts/Payments	- 1,147	- 913.07	- 3,117.00	- 4,030.07	
Closing Bank Balance	5,595	9,603.02		6,486.02	

B. Reserve Balances	2019/20 Estimate	To Date		Revised Estimate	
General Fund	3,166	5,933.98		3,236.98	9
Environmental Support Reserve	2,429	2,519.04		2,519.04	
Elections Reserve	-	1,000.00		880.00	
Neighbourhood Plan Funding	-	150.00		- 150.00	
Total	5,595	9,603.02		6,486.02	

Notes

1. Bank balance at 01/04/19 includes £3,000 funding for Neighbourhood Plan project
2. Annual interest received on 31st August 2019
3. Includes £20 estimated printing costs re Housing Needs Survey
4. Invoice not yet received for Snuff Mill Lane ditch clearance
5. Monthly fee of £6 charged quarterly by Unity Trust Bank
6. Recoverable VAT will be reclaimed following 31st March 2019. Includes £570.00 VAT re Neighbourhood Plan consultancy fees
7. Includes estimate of £150 for Clerk's work on Housing Needs Survey
8. Invoice for £120 + VAT received re May 2019 election
9. With recoverable VAT of £640, projected GF Balance at 31/03/19 is effectively £3,900