

**Parish Council Meeting to be held on Tuesday, 3rd December 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, 5th November 2019
3. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
4. **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:

Application No:	Description
19/01460/OUT	Outline application for the erection of 9 detached dwellings with associated access. Land at Grid Reference 346801 460087, Aldcliffe Road, Lancaster.
Also to consider whether the Parish Council wishes to comment on a recently publicized proposal by Story Homes for a development of 140 homes on land adjacent to Ashton Road.	

5. **Neighbourhood Plan.** To receive an update on arrangements and progress with the project. Councillor Parrett to report.
6. **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.
7. **Budget 2020/21.** The Parish Clerk to provide a verbal report.
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

ALDCLIFFE WITH STODDAY PARISH COUNCIL



MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

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

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

Payee & Detail	£
Friends Meeting House – hire of room 03/12/19	23.00
Greg Robinson – Lengthsman Service, October 2019 *note 1	240.00
A.P & L.A Worledge – clearance of silted watercourse bordering Snuff Mill Lane footpath. * note 2	456.00
Councillor Nick Webster – stationery and postage	51.82

* note 1: this invoice has been paid under delegated authority and is presented for information only.

* note 2: given the unusual circumstances surrounding this invoice, early payment was agreed in advance by Councillors and it 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

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27th November 2019

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

The Friends Meeting House, Meeting House Lane, Lancaster.

Present: Councillor Nick Webster (Chairman)
Councillors Denise Parrett and Kevan Walton
City Councillor Tim Dant
Derek Whiteway, Parish Clerk

19/47 Apologies for Absence

Apologies were received from Parish Councillors Chris Norman and Brigid Letheren and from City Councillor Abi Mills.

19/48 Minutes of the previous meeting

The minutes of the previous meeting, held on 1st October 2019, were approved without further amendment.

Matters Arising:

- 1) Min 19/37(1) Dog waste bins and bags. The Clerk is still awaiting full information from the City Council.

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

- 2) Min 19/41 Planning applications. The Clerk had been advised by the City Council that a 'level 3 pre-application advice' request was expected for a proposed development on land alongside Ashton Road. This process would include a developer presentation to City Councillors but would not involve the Parish Council as the land lies outside the parish. Councillor Tim Dant reported that he expected to be involved as a Ward Councillor for this area.

Councillors agreed that the main concerns for the parish related to traffic impacts from such a development, particularly along Lunecliffe Road and Aldcliffe Road. The possibility of commissioning a traffic census for Aldcliffe Road was discussed and it was agreed that the availability of previously collated information should be investigated.

Action: The Clerk to research the availability of previously collated traffic information covering Aldcliffe Road.

- 3) Min 19/42 (1) Cold Callers. Stickers had been distributed to all households and the Chairman reported that these had been welcomed.

- 4) Min 19/42(3) Amenity – hedgerows. The Clerk had submitted a further report to the County Council about overgrown hedgerows along Aldcliffe Road. Councillor Walton reported concerns about overgrown hedgerows on the Lunecliffe Hall side of Stodday Lane.

Action: The Clerk to report the issue of overgrown hedgerow along Stodday Lane.

19/49 Declarations of Interest

No additional declarations of interest were made.

19/50 Neighbourhood Plan

Councillor Parrett reported that arrangements for conducting a Housing Needs Survey were well advanced and she thanked all involved in preparing, delivering and collecting the forms. At the time of the meeting, approximately 50 forms had been returned, representing around 45% of the total.

It was agreed that, whilst this return was reasonable and workable as a representative sample, efforts should be made to secure the return of further forms.

The Chairman reported that Councillor Norman had contacted Locality seeking action from AECOM to revise the flawed Housing Needs Assessment report. A response was awaited.

Councillor Parrett reported that conclusions from the Parish's survey (and any further AECOM report, if relevant) would be fed into the Issues and Options (I&O) document, which was nearing completion. It was envisaged that the Working Group would finalise the I&O document in January 2020, and arrange a 'drop-in' consultation event soon after.

Action: The Chairman and Councillor Norman to pursue action from Locality and AECOM to remedy the flawed Housing Needs Assessment report.

19/51 Blocked Drain adjacent to Snuff Mill Lane footpath

The Chairman reported that, having written to the Chairman of United Utilities (UU), he had received an encouraging response from both the Chairman and a Director. A site meeting had been held by the Chairman and Councillor Dant with UU's Area Manager and Process Manager on Thursday, 28th October. The conclusion of the meeting was that UU were to arrange for a surveying contractor, Sapphire Utility Solutions to assess the situation and report back. This report was awaited.

The Chairman reported that, conditional on the flooding problems being resolved, positive discussions had been held UU about the potential for developing leisure facilities at the picnic area on the cycleway.

The Chairman also reported that the UU Area Manager had extended an invitation to Parish Councillors to tour the plant at Snuff Mill Lane.

Action: The Chairman will report back on any further developments.

19/52 Budget Monitoring

The Clerk introduced a budget monitoring statement for the period to 31st October 2019. No issues requiring remedial action were identified and the Clerk responded to several questions from Councillors.

It was noted that the contractor who, along with the Lengthsman, had cleared the ditch along the Snuff Mill Lane footpath had not yet submitted an invoice and the Chairman advised that he was aware of personal reasons behind this.

The Clerk reported that he would present a draft budget and options for 2020/21 to the next meeting of the Parish Council.

Action: The Chairman will seek to obtain an invoice for Snuff Mill Lane ditch clearance work.

19/53 Planning Applications

No new planning application consultations had been received.

19/54 Public Discussion and Updates

Clerk's Report:

1) Payment of salaries

The Clerk requested that in future, the Parish Council would accept salary payment requests on a monthly basis, rather than quarterly.

Resolved: That the Clerk's salary be paid on a monthly basis from November 2019.

Members' Updates

2) Highways

Councillor Dant reported that he understood that United Utilities were planning to repair a leak on Aldcliffe Road near the water trough adjacent to East Lodge. It was thought that tractors may have broken the supply pipe at this location.

The Chairman reported that he had held discussion with a farmer about surface water flooding on Aldcliffe Hall Lane. The water had been rising on the field opposite Ivy Cottage and running along the verge to the gate opposite West Lodge. A damaged land drain was suspected and the farmer was intending to employ a mini-digger to investigate.

The Clerk advised that he had been contacted that afternoon by a Haverbreaks resident about reports of a Temporary Traffic Regulation Order (TTRO) for Aldcliffe Road, due to commence on 19th November. Councillor Dant advised that a copy of the order had been sent by County Highways to City Councillors earlier in the day.

Action: The Clerk to inform residents and post details on the website about the Aldcliffe Road TTRO.

The Chairman reported on Councillor Norman's continuing attempts to negotiate with the Canals and Rivers Trust (C&RT) about parking alongside the Aldcliffe Road towpath. It was hoped that following a change in management at C&RT, there might be some scope for progress. Councillor Dant advised that he and his fellow Ward Councillors were currently involved in advocating a parking scheme in Greaves and, following that, would look to pick up the Aldcliffe Road issues.

3) Amenity, including the Lengthsman (Chairman)

The Chairman reported that the Lengthsman was continuing to make a difference in the parish and had recently cleared vegetation around the Aldcliffe entrance sign near East Lodge.

4) Public Right of Way, Aldcliffe Hall Drive

No further developments regarding the restricted byway order. Councillor Dant reported that some tree pruning had been carried out recently on the drive, following a request by a resident.

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

Councillor Walton reported that he had spoken with the owners of Low Wood Barn about the response received by the Parish Council from the County Council about the Solar installation. It was agreed that the Parish Council should seek to monitor activity on the site, particularly regarding the expected planting programme.

Action: Councillor Walton to draft a response for the Clerk to send to the County Council seeking information on the outcome of their planned audit of the planting programme.

6) BT Openreach (Chairman)

The Chairman commented on a symposium staged recently by Lancaster University on the potential for 5G technology to transform rural life. It was agreed that the Chairman should consider writing to the University expressing an interest in the work undertaken in this area and seeking advice on how the parish might be able to benefit from the research.

Action: The Chairman to consider writing to Lancaster University on the potential benefits of 5G technology in the parish.

City and County Councillors' Reports

7) Councillor Dant had no further matters to report.

Public Discussion:

8) No further matters were raised.

19/55 Payments

Payee & Detail	£
Friends Meeting House – hire of room 05/11/19	23.00
Greg Robinson – Lengthsman Services, September 2019 *note	202.00
Lancaster City Council – Election costs, May 2019	144.00
Came & Co – Hiscox Insurance Premium 2019/20	218.00

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

Resolved: That the above accounts be approved for payment.

19/56 Date and venue for next meeting

The next Parish Council meeting was scheduled for Tuesday, 3rd December 2019 at the Friends Meeting House, Lancaster at 7.00pm.

The meeting closed at 9.10pm

Clerk of the Council

Chair

Date: