

**Parish Council Meeting to be held on Tuesday, 7th January 2020
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, 3rd December 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
None received to date	

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.** To set the budget and precept for 2020/21. Report of the Parish Clerk (to be provided).
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 07/01/2020 (not yet received)	23.00
Greg Robinson – Lengthsman Service, November 2019 *note 1	217.50
Greg Robinson – Lengthsman Service, December 2019 * note 1	60.00
Derek Whiteway – Parish Clerk Salary, Overtime and Expenses, October to December 2019	735.70
HMRC – PAYE Deductions, October to December 2019	173.20
Councillor Nick Webster – stationery	15.98

* note 1: these invoices have been paid under delegated authority and are 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

2nd January 2020

Minutes of the Meeting held on 3rd December 2019 at 7.00pm

The Friends Meeting House, Meeting House Lane, Lancaster.

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

Twelve members of the public were also in attendance

19/57 Apologies for Absence

Apologies were received from City Councillors Abi Mills and Joanna Young and County Councillor Gina Dowding.

19/58 Minutes of the previous meeting

The minutes of the previous meeting, held on 5th November 2019, were approved without further amendment.

Matters Arising:

- 1) Min 19/48(1) Dog waste bins and bags. The Clerk had received further, but not yet complete, information from the City Council.

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

- 2) Min 19/48(2) Planning applications. The Clerk had no further progress to report regarding the availability of traffic survey data on Aldcliffe Road.

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

- 3) Min 19/54(2) Road Closures. The planned closure of Aldcliffe Road adjacent to the metal footbridge to allow the removal of a gas main was now scheduled to take place in January 2020.

19/59 Declarations of Interest

No additional declarations of interest were made.

19/60 Planning Applications

1) New Planning Applications in the Parish

The following planning applications were considered. It was resolved to respond as set out against each individual case.

Application No:	Description
19/01460/OUT	<p data-bbox="528 271 1476 387">Outline application for the erection of 9 detached dwellings with associated access. Land at Grid Reference 346801 460087, Aldcliffe Road, Lancaster.</p> <p data-bbox="528 412 1476 656">The Chairman and Councillor Norman introduced the item, setting out the main features of the proposals and the nature/status of the application as an 'outline' application. City Council planning consultation deadlines were set as 18th December for neighbour consultations and 20th December for standard consultations (including the Parish Council).</p> <p data-bbox="528 680 1476 880">It was noted that the application had not been identified on the City Council's planning portal as being related to the parish and that this had impeded attempts to search for the documents. It was agreed that the Parish Clerk should request an extension to the neighbour and standard consultation deadlines.</p> <p data-bbox="528 904 1476 1066">The Chairman asked for residents' views on the application and these were discussed alongside comments and opinions from Parish Councillors. Concerns and questions were raised and debated on the following aspects of the proposals:</p> <ul data-bbox="576 1090 1476 1547" style="list-style-type: none"> • The position of the application relative to the existing and proposed national and local planning framework; • Highways access and safety issues; • Sustainability and the extent of the increase in the size of the hamlet; • Drainage and sewage disposal; • Visual impacts; • Environmental and ecological considerations, especially on land bordering the canal; and • Emerging views of parishioners regarding development in the parish, as expressed in the ongoing Housing Needs Survey. <p data-bbox="528 1572 1476 1733">Following lengthy discussion, the Chairman asked those present whether they objected to the submitted plans. One parishioner abstained and the remaining eleven parishioners all indicated that they objected.</p> <p data-bbox="528 1758 1476 1874">In view of this response, Councillor Parrett proposed that the Parish Council submit a formal objection to the City Council. This motion was carried unanimously.</p> <p data-bbox="528 1899 1476 1973">Given the strength of feeling, the Chairman also encouraged parishioners to submit their own comments to the City Council</p>

		<p>Resolved: That the Parish Council submits a formal objection to the planning application to the City Council.</p> <p>Actions: The Clerk to request an extension to the Neighbour and Standard consultation deadlines for the application.</p> <p>The Parish Clerk to collate the views of Councillors and draft a letter of objection.</p>

2) **Story Homes developer consultation, land adjacent to Ashton Road.**

The Chairman outlined a recently distributed developer consultation regarding a proposed development of 140 homes on land between the A588 Ashton Road and the Lancaster Canal, extending from Deep Cutting Bridge to Carr Lane. Parishioners in Stodday had received an invitation to comment on the proposals. The developers had also consulted City Councillors through a 'level 3 pre-application advice' process.

As the site lies outside the parish, the Parish Council is not a statutory consultee for this proposal.

The Chairman opened the matter to comments from the floor. The widely held concern of parishioners and Councillors was that the development would give rise to increased traffic flows through both Aldcliffe and Stodday with an associated increase in risks to road users. These concerns were exacerbated by the impending opening of the new Aldi store on Aldcliffe Road. Further comments were raised that the development appeared premature in the context of the proposed developments for the Garden Village in Scotforth.

Parishioners confirmed that they would wish the Parish Council to refer these concerns to the developer at this stage,

The Chairman proposed, and it was unanimously agreed that a letter of representation should be sent to the developers expressing the concerns raised in the meeting.

Resolved: That the Parish Council submits a letter of representation to Story Homes setting out concerns about the potential impacts of the proposed development on the parish.

Action: The Parish Clerk to draft a letter to Story Homes asking that the views of the Parish Council and parishioners be considered in their pre-application consultation process. The Clerk to request the City Council to notify the Parish Council if any subsequent planning application on this site.

19/61 Neighbourhood Plan

Councillor Parrett reported that AECOM had agreed to revise the previously flawed Housing Needs Assessment report and the revised report was awaited. The Neighbourhood Plan Working Group's (NPWG) own Housing Needs Survey was well advanced with approximately 70% of householders having responded. It was agreed that a cut-off date of Friday, 13th December would be set for the return of forms.

The results and conclusions from both of these exercises would be fed into the NPWG's 'Issues and Options' document. The NPWG was next due to meet in January 2020 with a view to finalising the Issues and Options document ready for consultation with parishioners and other stakeholders in early Spring 2020. A drop-in consultation event is being planned to be held at a location in the parish in the Spring.

Following the consultation process and any ensuing amendments, the document will then feed into the draft Neighbourhood Development Plan, covering a wide range of issues pertaining to the parish. Following presentation of the plan to residents for confirmation by a local parish referendum, the ultimate stage in the process will be the adoption of the Plan by the City Council as a binding element of the statutory Local Plan.

19/62 Blocked Drain adjacent to Snuff Mill Lane footpath

The Chairman reported that he had recently received an encouraging letter from United Utilities (UU) indicating that £7k funding had been identified to enable work to be carried out to resolve issues with the blocked drain. Further information was awaited on the nature and outcome of works and drain blockage.

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

19/63 Budget 2020/21

The Clerk presented a verbal report into the process necessary for approval of the budget and precept for 2020/21.

Details had recently been received from the City Council stating that the tax base for 2020/21 was very marginally reduced from the 2019/20 level.

The Parish Council was required to notify the City Council of its 2020/21 precept by 4th February 2020. The budget would therefore be presented for consideration and approval at the next meeting on 7th January 2020.

Prior to the January meeting, the Parish Clerk would be submitting a draft 'continuation of services' budget statement to Councillors and asking them to consider any changes to current activity levels and to review the extent and purpose of any designated reserves held.

Action: The Parish Clerk to circulate 2020/21 budget and precept options to Councillors and, following consultation, present a formal budget report for consideration at the January meeting of the Parish Council.

19/64 Public Discussion and Updates

Clerk's Report: Nothing further reported

Members' Updates

1) Highways

Councillor Norman reported that the Canal and Rivers Trust (C&RT) were still open to considering parking restrictions on their canal-side land adjacent to Aldcliffe Road.

Councillors agreed that, should no positive developments be obtained from the C&RT by January 2020, alternative possibilities should be considered, suggestions including engaging with Aldi with a view to establishing a community project in the area, or introducing trees or other features along the road to discourage parking.

A resident reported that road markings had not been reinstated along a re-surfaced section of Aldcliffe Road heading towards Stodday beyond Bank Farm.

Action: The Parish Clerk to report the missing road markings to County Highways.

2) Amenity, including the Lengthsman (Chairman)

The Chairman reported on areas of work recently covered by the Lengthsman. Councillor Walton raised concerns about the condition of the Ashton Road footpath between Deep Cutting and Lunecliffe Road.

Action: The Parish Clerk to establish the exact nature and location of the Ashton Road footpath issues and make a report to County Highways seeking remedial action.

3) Public Right of Way, Aldcliffe Hall Drive

No further developments regarding the restricted byway order.

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

No further matters reported.

5) BT Openreach (Chairman)

The Chairman reported that a notice had been made by BT to the City Council of their intention to install a fixed broadband transmission pole at Lunecliffe Barn. The Chairman he had spoken to the property owner about the proposal and had written to BT enquiring as to whether the facility might be capable of being extended through the parish. A response was awaited.

6) Ancillary (Chairman)

The Chairman reported that a recent article in the Lancaster Guardian had set out City Council aims to bring back into use long-term empty properties in the District. The Chairman felt that there was scope to make representations to the City Council regarding East Lodge, which had now been unoccupied for around 20 years and was clearly in a state of chronic degradation.

Resolved: That the Parish Council should write a letter of representation to the City Council's Empty Homes Officer, with a copy to the owner, asking that enforced purchase of East Lodge be considered as means of returning the property to habitable or otherwise usable condition.

City and County Councillors' Reports

7) No further reports

Public Discussion:

8) No further matters were raised.

19/65 Payments

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 had already been paid under delegated authority and was presented for information only.

* note 2: given the unusual circumstances surrounding this invoice, early payment had been agreed in advance by Councillors and it was presented for information only.

Resolved: That the above accounts be approved for payment.

19/66 Date and venue for next meeting

The next Parish Council meeting was scheduled for Tuesday, 7th January 2020 at the Friends Meeting House, Lancaster at 7.00pm.

The meeting closed at 8.50pm

Clerk of the Council

Chair

Date:

Agenda Item: 7

Budget and Precept 2020/21

Report of The Parish Clerk

1. Background

The Parish Council is required to undertake a robust annual budget process to:

- establish the level of funds required to deliver plans for the coming year;
- determine the level of reserves that should be maintained; and
- set the Parish Council's precept for the coming year.

The City Council has recently notified that the Parish Council's Tax Base for 2020/21 (the figure which determines how much of the precept each Council Tax payer is charged) is 144.58, a marginal decrease on the 2019/20 level of 145.97. The Parish Council is required to notify the City Council of its precept by 3rd February 2020.

2. Budget Review

The appended budget projection sets out the results of a budget review, taking account of activity in 2018/19 and 2019/20 to date, and setting out projected final figures for the current year and estimates for 2020/21 and the following two years. These estimates have been produced on a 'continuation of services' basis, i.e. not taking account of any increases (growth) or reductions (savings) on existing activities.

As well as the Parish Council's normal activities and transactions (referred to as 'General Fund'), the statement also sets out projected transactions and balances for the Council's established 'Environmental Support Reserve' (shown in green) and 'Elections Reserve' (shown in yellow).

A separate statement is attached setting out transactions to date and projections for the Neighbourhood Plan project.

3. Conclusions

- General Reserves:** Following a review of significant financial risks facing the Parish Council, it is concluded that a target general reserve of £3,500 remains appropriate to cover potential liabilities.
- Precept:** As set out in the appended draft budget statement, recurring expenses are estimated at £6,085 for 2020/21, with receipts of £250. This represents an increase of £500 on the budget for 2019/20, mainly accounted for by the increase in contracted hours of the Parish Clerk. Should Councillors wish to proceed on this 'continuation of services' basis, it is proposed that a precept of £5,400 is set for 2020/21. At the notified Tax Base, this would result in an annual charge of £37.35 for a Band D property (an increase of £1.73 and 4.4% on the 2019/20 precept).

Should Councillors wish to consider a higher precept to provide funds for any increase in services or new initiatives, the cost per £1,000 increase in the precept for a Band D property would be £6.92 per annum.

The forecast for 2021/22 and 2022/23 is that the precept should be increased by a further £200 each year (around 3.7%) in order to maintain the target level of General Reserve (see para 3(a)).

- c) **Non-recurring expenses:** The 2019/20 budget included £1,000 to cover the cost of a Parish Council election in May 2019. With no poll required for the Parish Council, costs were restricted to £120 to cover the supply of nomination packs. This has been charged against the 'Elections Reserve'.

There are no non-recurring items currently included in the draft budget for 2020-21.

- d) **Earmarked Reserves.** Section C of the draft budget statement sets out the current and anticipated balances on the General Reserve, the 'Environmental Support Reserve' and the 'Elections Reserve'. In this draft of the budget, no projected activity has been included for the earmarked reserves.
- e) **Neighbourhood Plan Account.** As well as contractually committed payments to consultants Kirkwells Ltd, the statement includes actual and estimated spend relating to the recently completed Housing Needs Survey and for necessary public consultation exercises. A contingency of £500 has also been included for the future development of the project.

On this basis, the overall projection is for an 'overspend' of £750 against the standard £9,000 grant available. These figures are extremely provisional and will need to be worked up with the Working Group and with the consultants in submitting the next grant application. At this stage, however, it would be useful for Councillors to acknowledge this position and provide an 'in-principle' decision for the Parish Council to cover a shortfall should it prove necessary.

4. Recommendations

- a) That a target level of general reserve of £3,500 is endorsed
- b) That the draft budget for 2020/21 is approved, subject to the inclusion of any growth or savings.
- c) That, subject to any changes under b), a precept of £5,400 is approved and notified to Lancaster City Council.
- d) That the Parish Council resolves 'in-principle' to provide financial support to the Neighbourhood Plan project.

ALDCLIFFE WITH STODDAY PARISH COUNCIL

BUDGET REQUIREMENT - 2020/21

A. Budget Calculations	2018/19 Actual	2019/20				2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
		Budget	To Date	Jan-Mar	Forecast			
Receipts								
Precept	3,600	5,200	5,200	-	5,200	5,400	5,600	5,800
PRoW Local Delivery Grant	250	250	250	-	250	250	250	250
Miscellaneous Receipts	-	-	-	-	-	-	-	-
Aldcliffe Residents Assoc Donation (ES Fund)	3,019	-	-	-	-	-	-	-
Bank Interest	34	-	77	-	77	75	75	75
VAT Reclaim	-	-	42	-	42	-	-	-
Elections reserve - transfer from General	500	-	-	-	-	-	-	-
Total Receipts	7,403	5,450	5,569	-	5,569	5,725	5,925	6,125
Payments								
Recurring Expenses								
Hire of Venue	168	245	170	69	239	276	282	288
Subscriptions	51	50	51	-	51	50	50	50
Clerk's Salary (incl PAYE)	1,190	1,313	914	587	1,501	1,961	2,010	2,061
Clerk's Training	-	290	-	-	-	40	40	40
Clerk's Expenses	52	52	41	20	61	67	69	71
Councillors Expenses	-	-	52	16	68	50	50	50
Lengthsman Scheme	450	2,952	1,920	780	2,700	2,952	3,026	3,102
Insurance	218	225	218	-	218	225	225	225
IT and Website	-	154	-	154	154	154	158	162
Printing, Postage and Stationery	45	-	34	-	34	50	50	50
Audit Fees - External Audit	200	240	200	-	200	200	200	200
Audit Fees - Internal Audit	-	65	30	-	30	60	60	60
Bank Fees	-	-	36	18	54	72	72	72
Sub-Total	2,374	5,586	3,666	1,644	5,310	6,085	6,220	6,359
Non-Recurring Expenses								
Ecological surveys (ES Fund)	300		200	-	200	-	-	-
Election (May 2018)	-	1,000	120	-	120	-	-	-
Transfer to Elections Reserve	500	-	-	-	-	-	-	-
Snuff Mill Lane Ditch Clearance	-	-	380	-	380	-	-	-
				-	-	-	-	-
Sub-Total	800	1,000	700	-	700	-	-	-
Total Payments	3,174	6,586	4,366	1,644	6,010	6,085	6,220	6,359
Net Receipts/Payments	4,229	- 1,136			- 441	- 360	- 295	- 234

B. Parish Council Tax Calculation	2019/20 Actual	2020/21 Proposed	2021/22 Proposed	2022/23 Proposed
Precept	5,200	5,400	5,600	5,800
Parish Tax Base	145.97	144.58	144.58	144.58
Parish Tax Rate per Band D Property (Annual)	35.62	37.35	38.73	40.12
Increase/Decrease on previous year per Band D Property (Annual)	-	1.73	1.38	1.38
Increase/Decrease % on previous year	-	4.8%	3.7%	3.6%
Parish Tax Rate per £1,000 Precept, Band D (Annual)	6.85	6.92	6.92	6.92

C. Reserve Balances	2018/19 Actual				2019/20 Forecast	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
General Fund	4,797				4,556	4,196	3,901	3,667
Environmental Support Fund	2,719				2,519	2,519	2,519	2,519
Election Reserve	500				380	380	380	380
Total	7,516				7,075	6,715	6,420	6,186

Target General Fund Balance

Surplus/shortfall

3,500
696

3,500
401

3,500
167

ALDCLIFFE WITH STODDAY PARISH COUNCIL

NEIGHBOURHOOD PLAN ACCOUNT

	2018/19 Actual	2019/20			Future	Total
		To Date	Jan-Mar	Forecast		
Receipts						
NP Grant 2018/19	3,000	-	-	-	-	3,000
Future NP Grant Applications	-	-	-	-	6,000	6,000
Total Receipts	3,000	-	-	-	6,000	9,000
Payments						
Consultancy Fees - Kirkwells	-	2,850	-	2,850	5,600	8,450
Public Consultation Events	-	-	150	150	-	150
Clerk's Salary (incl PAYE) - Hsg Needs Survey	-	-	500	500	-	500
Printing, Postage and Stationery	-	-	50	50	100	150
Contingency	-	-	-	-	500	500
Total Payments	-	2,850	700	3,550	6,200	9,750
Net Receipts/Payments	3,000			- 3,550	- 200	- 750
Running Balance	3,000			- 550	- 750	