

ALDCLIFFE WITH STODDAY PARISH COUNCIL



MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held on Tuesday, 4th February 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, 7th January 2020
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
20/0004/TPO	Sycamore (T1) - Crown thin by 10%, Lime (T2) - Prune epicormic growth, crown lift to 5m and crown thin by 10%, Sycamore (T3) - Minor crown lift, Pine (T4) - Reduce height of tree by 3-4m, Sycamore (T5) - Reduce selective branches by 3m. 13 Aldcliffe Hall Drive, Aldcliffe. Response agreed and submitted before the deadline of 31st January 2020

Update on previous applications. Application 19/01460/OUT, for the erection of 9 dwellings on land adjacent to Aldcliffe Road, was refused by the City Council on 21st January 2020.

5. **Neighbourhood Plan.** To consider the draft Issues and Options consultation Document (previously circulated) and agree arrangements for the parish consultation process. Councillor Parrett to report.
6. **Parish Council Priorities and Precept.** To consider arrangements for consulting parishioners on future priorities for the Parish Council and the acceptable level of precept. Councillor Letheren to report.
7. **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.
8. **Mobile Phone Networks.** The Chairman to report on recent circumstances and enquiries made about coverage in the Parish.

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9. **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:

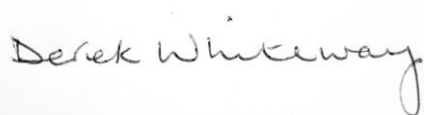
Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
PRoW Aldcliffe Hall Drive	Ancillary	BT Openreach

- c) Report of District and County Councillors
- d) Public discussion

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

Payee & Detail	£
Friends Meeting House – hire of room 04/02/2020 (not yet received)	23.00
Tech-Hub North West - Website set-up and training (Dec 2018)	144.00
Tech-Hub North West - Website domain and hosting 2019	132.00
Tech-Hub North West - Website domain and hosting 2020	132.00
Tech-Hub North West – G-Suite licence fee 2020	55.15
Derek Whiteway – Parish Clerk salary and overtime, January 2020	127.43
HMRC – PAYE Deductions, January 2020	32.00

11. **Date of Next Meeting.** To confirm the date and time of next meeting as Tuesday, 3rd March 2020, commencing at 7.00pm.



Derek Whiteway
Parish Clerk
Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

29th January 2020

Minutes of the Meeting held on 7th January 2020 at 7.00pm

The Friends Meeting House, Meeting House Lane, Lancaster.

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

19/67 Apologies for Absence

Apologies were received from Councillor Chris Norman and City Councillor Tim Dant.

19/68 Minutes of the previous meeting

The minutes of the previous meeting, held on 3rd December 2019, were approved subject to one minor amendment to minute number 19/60(1).

Matters Arising:

- 1) Min 19/58(1) Dog waste bins and bags. The Clerk is continuing to request information from the City Council.

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

19/69 Declarations of Interest

No additional declarations of interest were made.

19/70 Planning Applications

1) New planning applications in the Parish

No new planning applications had been received.

2) Previously considered applications

- 1) **Application 19/01460/OUT – Nine houses on land adjacent to Aldcliffe Road.** The Parish Clerk confirmed that the agreed letter of objection had been submitted to the City Council. It was understood that this application was to be determined by planning officers under delegated powers. Following discussion it was agreed that further clarification should be sought.

Action: The Clerk to contact the planning case officer to clarify the decision process for this application.

- 2) **Story Homes developer consultation, land adjacent to Ashton Road.** The Parish Clerk confirmed that the agreed consultation letter had been sent to Story Homes, without acknowledgement, and a copy had been sent to the City Council Development Management Team. No further information or developments were forthcoming.

19/71 Neighbourhood Plan

Councillor Parrett reported that the Parish Council's own Housing Needs Survey had been successfully completed in December 2019 with a very encouraging rate of return of 73%. The initial results from the survey had been published on the Parish Council's website.

The Neighbourhood Plan Working Group (NPWG) is scheduled to meet on Monday, 13th January 2020, the main purpose being to finalise the draft Issues and Options document for consideration by the Parish Council at its meeting on 4th February 2020. Once finalised, the Issues and Options document will be submitted for parishioners' consideration and comments over a six-week consultation period.

Councillors discussed arrangements for the consultation process, with several suggestions being made for the NPWG to consider regarding publicity for the consultation and the staging of engagement events.

Action: The NPWG and Parish Clerk to consider further, and obtain costings for, options relating to the Issues and Options document consultation process.

The Parish Clerk presented a brief financial statement for the project, highlighting costs associated with the Housing Needs Survey and potential future costs relating to consultation processes. It was anticipated that these additional costs could be covered by future external funding applications. The Parish Clerk was, however, recommending in his Budget and Precept report (minute 19/73) that it would be helpful for the Council to resolve in principle at this stage to underwrite any overspend on the Neighbourhood Plan account.

Action: The Parish Clerk to seek clarification from the City Council as to the process for staging the Neighbourhood Plan referendum prior to acceptance, and the liability for any associated costs.

19/72 Blocked Drain adjacent to Snuff Mill Lane footpath

The Chairman had no further developments to report.

19/73 Budget 2020/21

The Clerk presented his budget and precept report for 2020/21.

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

The Parish Clerk presented the details of his draft budget and projected level of reserves. The Clerk recommended that the previous target level of general reserves of £3,500 should be maintained and that the precept for 2020/21 should be set at £5,400, an

increase of £200 on the 2019/20 charge. This represented an increase in the annual Council Tax for a Band D property of £1.73.

Following discussion of options regarding the budget, it was proposed by Councillor Parrett and seconded by Councillor Letheren that the draft budget be approved as presented and the precept be set at £5,400. Councillors then voted on the proposal; it being carried by two votes to one.

Following on from discussions covered by minute 19/71 regarding the Neighbourhood Plan, Councillors resolved in principle that financial support would be provided to the Neighbourhood Plan project.

Following a suggestion by Councillor Letheren, it was agreed that forthcoming consultation exercises should also seek to obtain parishioners' views on the Parish Council's priorities, activities and budget/precept in order to inform the next round of budget setting for 2021/22.

Resolved:

- 1) That a target level of general reserve of £3,500 is endorsed.
- 2) That the draft budget for 2020/21 is approved as presented.
- 3) That the precept for 2020/21 is set at £5,400 and notified to Lancaster City Council.
- 4) That the Parish Council resolves 'in-principle' to provide financial support to the Neighbourhood Plan project.

Action: Councillor Letheren to devise a form of consultation for parishioners covering their views on Parish Council priorities, activities and the budget/precept, for use alongside Neighbourhood Plan consultation process.

19/74 Public Discussion and Updates

Clerk's Report: Nothing further reported

Members' Updates

1) Highways

Nothing further reported.

2) Amenity, including the Lengthsman (Chairman)

Nothing further reported.

3) Public Right of Way, Aldcliffe Hall Drive

Nothing further reported.

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

Nothing further reported.

5) BT Openreach (Chairman)

Nothing further reported

6) Ancillary (Chairman)

The Chairman queried whether Councillors felt it would be useful for the Parish Council to establish links with the Fairfield Association, which manages the nature reserve adjoining the northern boundaries of the parish. It was agreed that a meeting should be proposed to the Association.

Action: The Parish Clerk to contact the Fairfield Association to propose a meeting.

Councillor Parrett reported that she had registered the Parish Council's interest in holding a 'Big Lunch' event during 2020. The Big Lunch is an annual, UK-wide, National Lottery-funded event run by Eden Project Communities, that brings people and communities together. In 2020 the event is scheduled for the weekend of 6th and 7th June and encourages people to sit down and have lunch with their neighbours.

Action: The Parish Clerk to obtain information about the availability and cost of hiring a marquee from Over Kellet Parish Council.

City and County Councillors' Reports

7) No further reports

Public Discussion:

8) No further matters were raised.

19/75 Payments

Payee & Detail	£
Friends Meeting House – hire of room 07/01/2020	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 had already been paid under delegated authority and were presented for information only.

Resolved: That the above accounts be approved for payment.

19/76 Date and venue for next meeting

The next Parish Council meeting was scheduled for Tuesday, 4th February 2020 at the Friends Meeting House, Lancaster at 7.00pm.

The meeting closed at 8.35pm

Clerk of the Council

Chair

Date: