ALDCLIFFE WITH STODDAY PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Parish Council Meeting to be held on Wednesday, 4th March 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, 4th February 2020
3. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
4. **Community Connectors**. To receive a presentation by Paula Doherty, Lancaster City Council on the role and work of this new service
5. **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	

6. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett to report.
7. **Car Parking Issue, Aldcliffe Road.** To receive an update on the issue and consider options going forward.
8. **Waste bins and dog poop bag dispensers**. To receive an update on the provision of bins, etc and to determine a way forward.
9. **Parish & Town Council Conference, 8th February 2020**. To consider any action to be taken on matters arising at the conference, as reported by Councillor Letheren (details previously circulated).
10. **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.
11. **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

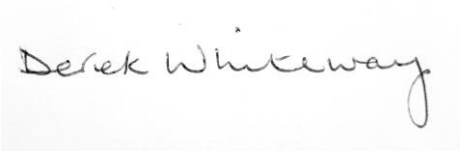
d) Public discussion

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

Payee & Detail	**£**
Friends Meeting House – hire of room 04/03/2020 (not yet received)	23.00
Print Room Lancaster – printing of NDP Issues and Options Documents	283.00
Greg Robinson, Lengthsman – invoice for January 2020 * Note 1	195.00
Derek Whiteway – Parish Clerk salary and overtime, January 2020	168.07
HMRC – PAYE Deductions, January 2020	40.80

** Note 1: This invoice has been paid under delegated powers and is presented for information only

13. Date of Next Meeting. To confirm the date and time of next meeting as Tuesday, 7th April 2020, commencing at 7.00pm.



Derek Whiteway
Parish Clerk
Tel: 01524 64908
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27th February 2020

ALDCLIFFE with STODDAY PARISH COUNCIL

Minutes of the Meeting held on 4th February 2020 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

19/77 Apologies for Absence

Apologies were received from City Councillor Abi Mills.

19/78 Minutes of the previous meeting

The minutes of the previous meeting, held on 7th January 2020, were approved without further amendment.

Matters Arising:

1) Min 19/68(1) Dog waste bins and bags. The Clerk had still not received a response from the City Council to his enquiry about the provision of waste bins. Councillor Dant suggested that the Clerk might contact City Council portfolio holder Dave Brookes to seek a resolution to the matter.

Action: The Clerk to contact Councillor Brookes to request a response to the enquiry.

2) 19/74(6) Big Lunch. The Clerk reported that Over Kellet PC was willing to hire out its marquee to the Council at a fee of £100, subject to appropriate insurance cover being in place. Councillors agreed that this seemed a reasonable offer. Other matters relating to organising the event, including the venue, provision of tables and chairs and toilet facilities were discussed.

19/79 Declarations of Interest

No additional declarations of interest were made.

19/80 Planning Applications

1) New planning applications in the Parish

No new planning applications had been received.

Draft

19/81 Neighbourhood Plan

Councillor Parrett gave a verbal update on developments since the last meeting. The Neighbourhood Plan Working Group (NPWG) had met on Monday, 13th January 2020 and had now presented the draft Issues and Options document (I&O document) for consideration by the Parish Council. Councillor Parrett thanked former Councillor Colin Rogers and all others who had contributed to the document.

The Parish Clerk reported on the quotations received from two local printers for the production of the I&O document and questionnaire. It was agreed that one of the quotes was acceptable, but that one further quote should be sought.

Following a brief discussion, Councillors agree to endorse the I&O document as presented. An extensive discussion then took place regarding arrangements for consulting parishioners and other stakeholders.

It was provisionally agreed that:

- the six-week consultation period should run from Friday, 21st February until Friday, 3rd April 2020;
- Drop-in events would be hosted by Councillor Parrett on 7th March, Councillor Letheren on 8th and 9th March, and by City Councillor Dant on 13th March. Louise Kirkup of Kirkwells Ltd had agreed to attend one of the weekend drop-in events;
- Kirkwells and Locality would be consulted regarding the conduct of an effective consultation, specifically the expected scope and scale of the publicity;
- A further quote for printing would be sought from The University of Cumbria Print Unit;
- Documents would be hand delivered to households in the Parish and would be made available on the Parish Council's website. Arrangements would also be made to provide other known local stakeholders, including United Utilities, Aldcliffe Hall Estates; and
- Arrangements would be investigated to publicise the consultation in the local press (Lancaster Guardian) during the consultation period.

Resolved: That the Issues and Options Document be endorsed as the basis for public consultation and that arrangements for the consultation should proceed as planned.

Action: Councillor Parrett to co-ordinate the process and liaise as necessary with other Councillors, the Clerk and Louise Kirkup to finalise arrangements for the consultation.

19/82 Parish Council Priorities and Precept

Councillor Letheren had circulated a draft public consultation document on future priorities and precept, for Councillors' consideration. Following discussion, it was agreed that the draft was very well drafted, informative and useful document. It was agreed that the timing of a consultation process needed to be set so as to feed effectively into the budget process and also to avoid confusion with the ongoing Neighbourhood Plan

programme. It was suggested that an early Summer start to the process would be appropriate and it was agreed that the matter should be re-visited at the Parish Council's May meeting.

Action: The Clerk to include the item on the agenda for the Parish Council's meeting in May 2020.

19/83 Blocked Drain adjacent to Snuff Mill Lane footpath

The Chairman reported that the Lengthsman had recently observed a jetting machine on the site and a digger on the lane. The Chairman had contacted the plant manager for an update and had been advised that work had been overwhelmed by the flow of water and that a period of dry weather was required to allow progress. The Chairman had also been advised that a sum of money had been set aside by United Utilities to fund the work and to contribute to the provision of a revitalised picnic area adjacent to the estuary path.

Councillor Letheren referred to the existence of Tree Preservation Orders (TPOs) on the woodland surrounding the waste water treatment plant on the east and south facing boundaries, which was planted as part of the original planning conditions for the plant. There is a concern that the Parish Council's request for work on the drain might be construed by United Utilities as conferring authority to alter the scale and form of this woodland.

Action: The Parish Clerk to seek information from the City Council on TPOs existing on Snuff Mill Lane and elsewhere within the Parish.

19/84 Mobile Phone Networks

The Chairman reported that he had been advised by EE that their main tower is that located on Lancaster Priory flagpole, which is scheduled for replacement in 2021. The Chairman had informed EE of the poor service received in the Parish and that the situation was not satisfactory. It was felt that the best service in the Parish was currently provided by Vodafone. Whilst there had been some talk of phone companies entering into 'mast sharing' arrangements, these did not appear to be ongoing.

19/85 Public Discussion and Updates

Clerk's Report:

The Clerk reported that an email had been received from Paula Doherty, from the City Council's new Community Connector Team, requesting an opportunity to attend a future meeting to introduce the role and work of the team.

Action: The Parish Clerk to invite Paula Doherty to attend the next meeting of the Parish Council.

Members' Updates

1) Highways

Canalside Fly-Parking, Aldcliffe Road: Councillor Norman reported that, following a change in staff at the Canal and Rivers Trust (C&RT) he was awaiting a response from a new contact officer. Councillor Dant suggested that if no progress is made with the C&RT, he or Councillor Abi Mills could be requested to pick up the issue.

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)

Nothing further reported

City and County Councillors' Reports

7) City Councillor Dant questioned the purpose of some 'digging out' he had observed being carried out on Aldcliffe Marsh downstream of Aldcliffe Hall Lane. The Chairman advised that this would most likely be work commissioned by the Canal and River Trust to de-silt drains and release clack-valves. It was observed that fields on the opposite (upstream) side of the Lane were in greater need of relief from flooding/backing-up.

Councillor Dant also referred to chronic issues with potholes on Aldcliffe Hall Lane, some of which appear to be created/exacerbated by surface water draining from adjacent fields. The Chairman advised that the tenant farmer of the left-hand field below Oaklands Court had promised to dig out a flooding drain which was also undermining the boundary wall. Councillors went on to discuss ways of contacting landowners about these and other issues, including hedge-trimming, and whether the Parish Council had powers to carry out and recharge owners for 'work in default'.

Action: The Parish Clerk to research the Parish Council's position regarding work in default. Also to compile an update of existing and outstanding highways issues reported to Lancashire County Council.

Public Discussion:

8) No further matters were raised.

19/86 Payments

Payee & Detail	£
Friends Meeting House – hire of room 04/02/2020	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

Resolved: That the above accounts be approved for payment.

19/87 Date and venue for next meeting

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

The meeting closed at 9.10pm

Clerk of the Council

Chair Date: