

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

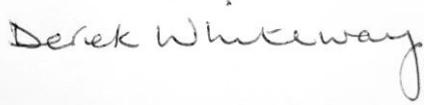
Parish Council Meeting to be held remotely using 'Zoom' video conferencing software on Tuesday, 5th May 2020 commencing at 7.00pm

A G E N D A

1. **Apologies.** To receive apologies
2. **Minutes.** To consider and approve Minutes of the Meeting held on Wednesday, 4th March 2020.
3. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
4. **Covid-19.** To consider current arrangements in relation to the emergency.
5. **Annual Governance and Accountability Return 2019/20.** To consider and approve the timetable for the approval and submission of the AGAR and the period for public inspection. (Clerk's report attached)
6. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett and Parish Clerk to report.
7. **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
 - c) Report of District and County Councillors
 - d) Public discussion
8. **Payments.** To authorise payment of the following accounts:

Payee & Detail	£
LALC – Annual Subscription 2020/21	50.98
Derek Whiteway – Parish Clerk salary and expenses March-April 2020	463.21
HMRC – PAYE Deductions, March-April 2020	111.00
Councillor Denise Parrett – Expenses	19.98

9. **Date of Next Meeting.** To confirm the date and time of next meeting as Tuesday, 2nd June 2020, commencing at 7.00pm.



Derek Whiteway

Parish Clerk

Tel: 01524 64908

Email: clerk@aldcliffewithstoddaypc.org

29th April 2020

Note to Parishioners:

Members of the public are still very welcome to attend this meeting through the use of the video conferencing software. If you would like to attend, please contact the Parish Clerk by email (above) to request details and a link and password to join the meeting.

Minutes of the Meeting held on 4th March 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
Paula Doherty, Lancaster City Council Community Connector Service

19/88 Apologies for Absence

Apologies were received from City Councillor Abi Mills.

19/89 Minutes of the previous meeting

The minutes of the previous meeting, held on 4th February 2020, were approved without further amendment.

19/90 Declarations of Interest

In respect of any potential reference to Aldcliffe Hall Estates, Councillor Letheren declared a personal friendship with Richard P Taylor, who acts as agent for the Estate.

19/91 Community Connectors

The Chairman welcomed Paula Doherty of Lancaster City Council's recently established Community Connectors Service to the meeting. Paula provided a brief outline of her service's organisation and roles/objectives. Paula is one of three officers in the service and is assigned to the Lancaster and southern areas of the District. The primary roles of the service are to a) help residents and local groups connect better with City Council services; and b) help connect communities together more effectively.

A discussion was held of how the Community Connector service might work in relation to Aldcliffe with Stodday Parish. Paula indicated that she might be able to assist in identifying funding opportunities for parish projects and also with arrangements for parish events.

On behalf of the Council, the Chairman thanked Paula for attending the meeting and delivering her presentation. It was agreed that the Parish Clerk would be the parish's point of contact with Paula and the Community Connector service and would liaise with Paula in arranging her attendance at future meetings.

19/92 Planning Applications

1) New planning applications in the Parish

The following planning application was considered. It was resolved to respond as set out.

Application No:	Description
20/00215/FUL	Installation of replacement windows and door to front elevation. 3 Arna Wood Barn, Arna Wood Lane, Aldcliffe.
	Resolved: A consultation response should be submitted expressing an opinion that any replacements should not 'water down' the original planning conditions established when the properties were converted into domestic properties.

19/93 Neighbourhood Plan

Councillor Parrett gave a verbal update on developments since the last meeting. The Issues and Options Consultation had been delivered to all households and details sent to six landowners/stakeholders. Councillor Parrett thanked everyone who had helped with this process. At the time of the meeting, ten consultation responses had been received.

The dates for the consultation had been changed slightly to cover the period from Monday, 24th February to Monday, 6th April 2020 inclusive.

Drop-in events were going ahead as arranged and advertised in the consultation documentation and in the Lancaster Guardian.

19/94 Car Parking Issue, Aldcliffe Road

The Chairman provided a brief history and background to the issue, the culmination being that neither the County Council as highways authority, or the Canal and River Trust (CRT) were willing to take any action to restrict car parking on the stretch of road concerned.

City Councillor Dant advised that he had recently emailed the CRT about the matter. He had received a response saying that the Trust could not act on this but that it was happy for the County Council to do so. Councillor Dant had referred this response to County Councillor Dowding.

A discussion was held covering the options remaining to the Parish Council to try and resolve/improve this situation.

Actions: It was agreed that:

- a) Councillor Norman should make one final attempt to obtain some commitment from the CRT;
- b) The Chairman would make available a copy of a report into the problem, which had been previously drafted by a parishioner;

- c) Action is necessary to produce records of problems on the stretch of road and to document the feelings of residents, for presentation to the County Council as evidence of the need for action. It was agreed that a draft statement produced by the Chairman could be used as the basis for beginning to engage parishioners; and
- d) Practicalities and costs associated with establishing some form of parish council responsibility for the land/car parking arrangements should be explored.

19/95 Waste bins and dog poop bag dispensers

The Parish Clerk referred to a statement he had produced recently setting out the costs provided by the City Council for supplying two waste bins, bag dispensers and an initial stick of bags. The total cost was in the region of £1,000.

City Councillor Dant reported that fellow Councillor Abi Mills had been promised in November 2019 that the City Council would install a bin at the railway crossing at the foot of Aldcliffe Hall Lane, this being one of the two locations proposed by the Parish Council. Councillor Dant offered to follow this up.

It was agreed that the currently reported costs were prohibitive and unaffordable. The possibility of purchasing alternative bins and/or bag dispensers at a lower cost was discussed.

Action: The Parish Clerk to continue negotiations with the City Council and clarify whether the City Council's waste collection service is dependent on the bins being supplied by the City Council.

19/96 Parish & Town Council Conference, 8th February 2020

It was agreed that the briefing note produced by Councillor Letheren following her attendance at the Conference should be discussed at a Councillor Development meeting.

19/97 Blocked Drain adjacent to Snuff Mill Lane footpath

The Chairman advised that there was no further new or progress to report.

19/98 Public Discussion and Updates

Clerk's Report:

Nothing further to report.

Members' Updates

1) Highways

The Chairman reported that hedge cutting was still needed on an approximately 100m section of Aldcliffe Road adjacent to 'the paddocks', south of Arna Wood Lane.

Action: Councillor Walton offered to make enquiries as to who owns the land concerned. The Clerk to arrange for appropriate requests/reports to be made.

2) Amenity, including the Lengthsman (Chairman)

The Chairman reported that the Lengthsman had recently removed obstructive self-seeded saplings from the Lunecliffe Road verge. The Chairman had noticed that someone had reported an overflowing drain at the corner of this road to the County Council. The Parish Clerk agreed to monitor and follow up on this reported issue.

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)

The Chairman reported that Openreach were preparing to roll-out 'Full Fibre' service to rural communities. The chairman had been in touch with his contact at Openreach to request that this programme be implemented in the parish, commencing with Aldcliffe and moving on to Stodday.

6) Ancillary (Chairman)

Nothing further reported

City and County Councillors' Reports

7) City Councillor Dant reported that, following a long campaign, Freeman's Wood, which adjoins the parish's northern boundary, had just been designated as a Town Green.

Public Discussion:

8) No further matters were raised.

19/99 Payments

Payee & Detail	£
Friends Meeting House – hire of room 04/03/2020 (not yet received)	19.00
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: This account had been paid previously under delegated authority and was presented here for information only.

Resolved: That the above accounts be approved for payment.

19/100 Date and venue for next meeting

It was agreed that the next scheduled meeting date, on 7th April 2020, should be used to hold an informal Councillor Development meeting. The next Parish Council meeting was therefore scheduled for Tuesday, 5th May 2020 at the Friends Meeting House, Lancaster at 7.00pm.

The meeting closed at 9.10pm

Clerk of the Council

Chair

Date:

DRAFT

Aldcliffe with Stodday Parish Council

Meeting Date: 5th May 2020

Agenda Item:

5

Report of: The Parish Clerk

Annual Governance and Accountability Return 2019/20

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR).

The appointed external auditor for the Council is PKF Littlejohn.

Under recently issued regulations in response to the Covid-19 emergency, revised deadlines incorporate a two months extension to the usual timetable. The deadline for submission of the AGAR is therefore 31st July 2020.

2. Detail

The Parish Council's draft AGAR documentation and supporting documents have been submitted to the Internal Auditor for review and it is intended to submit the Internal Auditor's report along with the completed AGAR to the June meeting of the Parish Council for approval.

As with the previous financial year the Parish Council, as a recently established body, is again required to submit its return for external audit.

In addition to being submitted for audit, the full approved AGAR, including the Accounting Statement and certain supporting documents, must be published following approval, providing a public right of inspection period of 30 working days. The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

a)	Completion of the annual review, internal audit and approval of the accounts	02/06/20 Parish Council Meeting
b)	Public rights of inspection period	Monday 15 June to Friday 24 July 2020

3. Recommendation

1) That the report is noted

Neighbourhood Development Plan Update May 2020

There have been 51 returned responses to the Issues and Option consultation document. A breakdown of replies is set out below. I will produce a fuller report, with graphics and comments made by parishioners, hopefully in time for the June Parish Council meeting.

	Yes (No.)	%		No (No.)	%		Unsure (No.)	%
Visions and Objectives	44	86%		3	6%		4	9%
Planning Policy Option 1	49	96%		2	4%		0	0
Planning Policy Option 2	47	92%		3	6%		1	2%
Planning Policy Option 3a	49	96%		1	2%		1	2%
Planning Policy Option 3b	40	78%		7	14%		4	9%
Planning Policy Option 4	23	45%		23	45%		5	10%
Planning Policy Option 5	48	94%		0	0		3	6%
Planning Policy Option 6a	38	74%		7	14%		6	12%
Planning Policy Option 6b	47	92%		2	4%		2	4%

In email conversation with Louise Kirkup she suggests that we look for further packages of support in addition to the basic grant funding from Locality. One of these is "Design Codes" a document that considers the existing local architecture and design and also sets out guidelines for new development. It could look at things like local materials, scale, height etc. of traditional buildings in the parish. Louise also suggests that because of the environmental sensitivity of the area, we could also ask for the report to look in more detail at biodiversity/habitat and to suggest how the NDP could better embrace the protection and enhancement of local assets on our doorstep, all the above at no additional costs to the Parish.

We then use these Design Codes to inform planning policies on design in the NDP and the Design Codes document is then part of our technical evidence base. This strengthens the NDP by having robust policies backed up by a technical design assessment.

By applying for technical support to include Design Codes in our Plan we would then be eligible to apply for a grant up to £8000. This extra funding could be used for future costs e.g. printing, hire of marquee/venue, refreshments etc. If Councillors agree I will liaise with Derek and Louise on asking for technical support and applying for the extra grant.

Councillor Denise Parrett
May 2020.