

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Parish Council Meeting to be held remotely using 'Zoom' video conferencing software on Tuesday, 7<sup>th</sup> July 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 Tuesday, 2<sup>nd</sup> June 2020.
- 3. Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
- 4. Covid-19.** To consider any updates on arrangements.
- 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:

<b>Application No:</b>	<b>Description</b>
20/00305/OUT	Outline planning application for up to 55 residential units and creation of a new access   Land At Grid Reference 347281 459157 Ashton Road Lancaster. <b>...Response submitted on 27th June 2020</b>
20/00592/FUL	Installation of replacement windows and door to front elevation. 3 Arna Wood Barn, Arna Wood Lane, Aldcliffe. <b>Deadline for comments – 8<sup>th</sup> July 2020</b>

- 6. Neighbourhood Plan.** To receive an update on the project. Councillor Parrett and Parish Clerk to report.
- 7. Quiet Lanes Scheme.** To consider a motion that the Parish Council establishes a project to investigate the introduction of a 'Quiet Lanes Scheme' within the parish. Chairman to report.
- 8. Aldcliffe Road cycle lane.** To consider a motion that the Parish Council requests Lancashire County Council to establish a temporary cycle/pedestrian lane along Aldcliffe Road between Haverbreaks Bridge and East Lodge, to allow two-way, social distancing either side of the black and white railings. Chairman to report.
- 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:

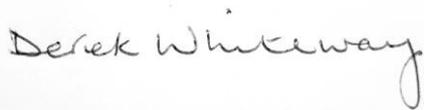
Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
PRoW Aldcliffe Hall Drive	Ancillary	BT Openreach

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

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

<b>Payee &amp; Detail</b>	<b>£</b>
Derek Whiteway – Parish Clerk salary and expenses June 2020	125.69
HMRC – PAYE deductions, June 2020	31.00
Kirkwells Ltd – Consultancy services in preparing the draft NDP	2,100.00

**11. Date of Next Meeting.** To confirm the date and time of next meeting.



**Derek Whiteway**

**Parish Clerk**

**Tel: 01524 64908**

**Email: [clerk@aldcliffewithstoddaypc.org](mailto:clerk@aldcliffewithstoddaypc.org)**

**1<sup>st</sup> July 2020**

**Note to Parishioners:**

**Members of the public are 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 2<sup>nd</sup> June 2020 at 7.00pm using Zoom video conferencing

**Present:** Councillor Nick Webster (Chairman)  
Councillors Brigid Letheren, Denise Parrett and Kevan Walton  
City Councillor Tim Dant (to item 016(1))  
Derek Whiteway, Parish Clerk

### 20/010 Apologies for Absence

Apologies were received from Councillor Chris Norman and City Councillor Abi Mills.

### 20/011 Minutes of the previous meeting

The minutes of the previous meeting, held on 5<sup>th</sup> May 2020, were approved without further amendment.

Matters arising:

**20/007(1)** The temporary notices drafted to assist/direct users of footpath FP56 to the correct route had been accepted and used by the landowner. The Countryside Code and Dog Walkers Code documents were not yet posted on the website or noticeboards.

**Action:** The Clerk is to discuss with the Chairman how best to achieve the desired impact with publicising these documents.

**20/007(2)** City Councillor Dant reported that he had reported to the City Council the condition of the drains near to the pedestrian entrance to the Fairfield Reserve 'Flora and Fauna'. From personal inspection, Councillor Dant did not feel the drains were currently blocked.

**20/007(7)** The Clerk reported that a response had been received from the City Council advising that purpose of the link ginnel between Aldcliffe Hall Drive and Park Meadow was to provide occupants of the new dwellings access to the Drive to prevent the need to walk down Aldcliffe Road. This means that the residents probably can restrict access to people outside the development, as it is private land, but this would be more of a private legal matter than a planning matter. However, the planning permission does not require this to be available to people outside the site.

### 20/012 Declarations of Interest

No further declarations were made.

### 20/013 Covid-19 Arrangements

Councillors Parrett and Walton and City Councillor Dant reported that there had been little new activity since the last meeting. Online meetings hosted by the City Council

were now being held fortnightly with useful minutes being issued. The Councillors indicated that they would aim to attend the next round of meetings.

#### **20/014 Final Accounts and Annual Governance and Accountability Return 2019/20 (AGAR).**

The Clerk presented a report on the closure of the Council's Accounts for 2019/20 and submitted the draft AGAR for approval. The Internal Auditor's report was included in the AGAR, the auditor's opinion being that expected arrangements were in place and that no issues or recommendations had been raised.

The Clerk advised that in his opinion, all expected governance arrangements set out in Section 1 of the AGAR were in place and the statement could be approved. Section 2 set out the Accounting Statements for 2019/20, the figures corresponding with draft budget statements previously reported to the Council.

Under specially issued Covid-19 related regulations, the deadline for submission of the completed AGAR is 31<sup>st</sup> July 2020. The Clerk therefore recommended that the AGAR be approved, and the period of public inspection be set as Monday, 15<sup>th</sup> June to Friday, 24<sup>th</sup> July 2020.

The Clerk reported further on previous discussions regarding the final accounts and the Council's earmarked reserves and recommended that £120 be transferred from the General Account into the Elections Reserve.

#### **Resolved:**

- (1) That the Annual Internal Audit Report 2019/20 is noted and accepted.
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2019/20, is approved.
- (3) That Section 2 of the AGAR – Accounting Statements 2019/20, is approved.
- (4) That the period for the exercise of public rights to inspect the accounts is set as Monday 15th June to Friday 24th July 2020 inclusive.
- (5) That £120 is transferred from the General Reserve to the Elections Reserve

#### **20/015 Neighbourhood Development Plan (NDP)**

Councillor Parrett reported into developments since the last meeting. Some minor changes had been made to the report into the Issues and Options Consultation report and, with the Council's approval, this was now ready for publication. The consultation had received an almost 50% return from households in the Parish and the responses contained a high degree of consistency on most aspects, with just a few expressions of uncertainty. Two written responses had been received from invitations to stakeholders, these being from Lancaster City Council and Aldcliffe Hall Estates.

Following discussion, it was agreed that the report should be divided into two sections, the first containing the responses from residents and the second containing those from stakeholders.

The Chairman expressed his thanks on behalf of the Council to everyone involved in conducting the consultation and those parishioners who had participated.

Councillor Parrett reported that the application for 2020/21 grant funding had been submitted to Locality earlier in the day (Tuesday, 5<sup>th</sup> June) and that the application included a request for technical assistance in the form of a Design Codes study. This involves Locality appointing professional designers to work alongside the parish's Neighbourhood Plan Working Group (NPWG) to harness ideas and local knowledge to produce bespoke design guides or codes for potential development or regeneration sites.

Given current social circumstances, it was not clear when this work might proceed. Following discussion, it was agreed that, in addition to any members of the NPWG, site visits for the survey should involve the Chairman and Councillor Walton.

Councillor Parrett advised that a meeting of the NPWG was planned for Monday, 15<sup>th</sup> June using Zoom remote conferencing. Following discussion about membership of the Group and the level of available resources going forward, it was agreed that arrangements should be considered to increase membership and invite parishioners to join the Group.

**Agreed:** The Issues and Options Consultation report should be separated into two sections, the first containing the responses from residents and the second containing those from stakeholders. The reports, along with the Housing Needs Survey report (from Autumn 2019) should be publicised via the Council's website.

**Agreed:** That arrangements should be considered to increase membership and invite parishioners to join the Group

## 20/016 Public Discussion and Updates

### City and County Councillors' Reports

- 1) Blocked Drain, Snuff Mill Lane.** City Councillor Dant reported that he had recently had a discussion with a manager from United Utilities (UU) regarding the culvert on Snuff Mill beck. The manager had stated that the work to clear the blockage was proving expensive and had been held up by the lock-down. It was suspected that a collapsed pipe might be at the root of the problem. The UU manager had assured Councillor Dant that the work would be picked up again and had promised to provide a survey report produced by the company's contractors. The Chairman thanked Councillor Dant for his work on this matter. The Chairman also reported that the Parish's Lengthsman had suggested that, if other attempted remedies failed, the introduction of a sump before the culvert might prove a cost-effective, albeit temporary solution.
- 2) Quiet Lanes Scheme.** Councillor Dant reported that he had written to the Chair of the County Council and the County's Chair of Highways concerning the parking and traffic problems on Aldcliffe Road. It is understood that the County Council is likely to be reluctant to take any action regarding this issue. Councillor Dant therefore

suggested that the Parish Council might consider nominating its roads for 'Quiet Lane' status. The scheme, introduced by The Quiet Lanes and Home Zones (England) Regulations 2006, permits the designation of Quiet Lanes as a positive way of providing a chance for people to walk, cycle and horse ride in a safer environment; widening transport choice; and protecting the character and tranquillity of country lanes. Councillor Dant offered to share a copy of the Regulations and a guide produced by the Campaign to Protect of Rural England (CPRE).

Following discussion, which acknowledged potential synergies with the development of the Neighbourhood Development Plan, Councillors agreed to research the idea further, with a view to potentially bringing forward a Council motion that an application be made to Lancashire County Council.

**Agreed:** That Councillors research the possible benefits of applying for Quiet Lane status within the Parish and the process required, with a view to potentially bringing forward a Council motion that an application be made to Lancashire County Council.

(City Councillor Dant left the meeting at this point)

#### **Clerk's Report:**

- 3) Local Delivery Scheme.** The Clerk reported that the application had been lodged with the county Council to participate in the 2020/21 Local Delivery Scheme which provides funds to assist with the maintenance of Public Rights of Way.

#### **Members' Updates**

**4) Highways**

An instance of fly-tipping on Lunecliffe Road was reported. Councillor Walton offered to check whether this had been cleared.

**5) Amenity, including the Lengthsman (Chairman)**

The Chairman reported that the Lengthsman had recently suffered a period of ill health that had restricted his work in the Parish. The Lengthsman was now back at work and equipped with new, more efficient weed spraying equipment.

**6) Public Right of Way, Aldcliffe Hall Drive**

Nothing further reported.

**7) Stakeholder Liaison, including United Utilities (Councillor Walton)**

Nothing further reported.

**8) BT Openreach (Chairman)**

Nothing further reported.

**9) Ancillary (Chairman)**

The Chairman reported that there had been a number of recent burglaries in Aldcliffe. The Chairman had produced and posted signs on the noticeboards advising residents of the issue and of possible measures to help improve security.

**Public Discussion:**

10) No further matters were raised.

**20/017 Payments**

<b>Payee &amp; Detail</b>	<b>£</b>
Robinson Countryside – Lengthsman services, February 2020	180.00
Robinson Countryside – Lengthsman services, March 2020	45.00
Derek Whiteway – Parish Clerk salary and expenses March-April 2020	163.55
HMRC – PAYE Deductions, March-April 2020	37.80

**Resolved:** That the above accounts be approved for payment.

**20/018 Date and venue for next meeting**

It was agreed that the next meeting would again be held using Zoom video conferencing on Tuesday, 7<sup>th</sup> July 2020, commencing at 7.00pm.

The meeting closed at 8.35pm

Clerk of the Council

Chair

Date: