

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

**Parish Council Meeting to be held remotely using 'Zoom' video conferencing on Tuesday, 1<sup>st</sup> September 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, 7<sup>th</sup> July 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
20/00028/REF	Appeal against refusal of planning permission: Outline application for the erection of 9 dwellings with associated access. Land at Grid Reference 346801 460087, Aldcliffe Road, Lancaster. <div>...Deadline for response – 16<sup>th</sup> September 2020</div>

5. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett and Parish Clerk to report.
6. **LA0250 2019/20 AGAR Section 3 External Auditor Report.** To accept the External Auditor's report for 2019/20 (attached).
7. **Snuff Mill Lane footpath flooding.** To receive an update on developments. Chairman to report.
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

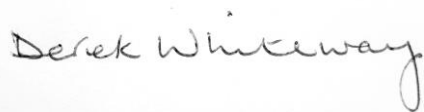
- c) Report of District and County Councillors
- d) Public discussion

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

<b>Payee &amp; Detail</b>	<b>£</b>
Robinson Countryside – Lengthsman Services, May 2020 *note	150.00
Robinson Countryside – Lengthsman Services, June 2020 *note	45.00
Robinson Countryside – Lengthsman Services, July 2020 *note	180.00
PKF Littlejohn – External Audit Fees 2019-20	240.00
Derek Whiteway – Parish Clerk salary and expenses July/August 2020	224.40
HMRC – PAYE deductions, July/August 2020	55.80

Note: 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](mailto:clerk@aldcliffewithstoddaypc.org)**

**26<sup>th</sup> August 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 7<sup>th</sup> July 2020 at 7.00pm using Zoom video conferencing

**Present:** Councillor Nick Webster (Chairman)  
Councillors Brigid Letheren, Denise Parrett, Kevan Walton and Chris Norman (to item 20/024)  
Derek Whiteway, Parish Clerk

### 20/019 Apologies for Absence

Apologies were received from City Councillor Tim Dant.

### 20/020 Minutes of the previous meeting

**1)** The minutes of the previous meeting, held on 2<sup>nd</sup> June 2020, were approved without further amendment.

#### **Matters arising:**

**2) 20/011(2)** Councillor Letheren advised that the temporary notices drafted to assist/direct users of footpath FP56 to the correct route had been posted by the landowner but that some had recently been pulled down. Some useful sample signs had recently been received from the Forest of Bowland AONB, which Councillors felt could be useful if tailored to local circumstances.

**Action:** The Parish Clerk is to investigate whether signs recently emailed by the Forest of Bowland AONB could be edited for local use. The Parish Clerk is still to discuss with the Chairman how best to publicise the Countryside Code and Dog Walkers Code documents.

### 20/021 Declarations of Interest

No further declarations were made.

### 20/022 Covid-19 Arrangements

No matters requiring attention were reported.

### 20/023 Planning Applications

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

Application No:	Description
20/00305/OUT	<p data-bbox="579 376 1485 488"><b>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></p> <p data-bbox="579 510 1474 656">Whilst the proposed development lies outside the parish boundary, Councillors had discussed the application by email and agreed that a response should be submitted objecting on the grounds of likely traffic impacts on the parish's rural roads.</p> <div data-bbox="579 678 1211 719"> <p><b>...Response submitted on 27th June 2020</b></p> </div> <p data-bbox="579 741 1474 931">Following an enquiry to the Development Management Team about the consultation process, a letter inviting comments by 17<sup>th</sup> July had been received. Councillors agreed that attempts should be made to consult with parishioners residing at Deep Cutting Farm concerning their views on the proposed development.</p> <p data-bbox="579 954 1390 1025"><b>Action:</b> Councillor Letheren to contact with residents of Deep Cutting Farm and seek their view on the planning application.</p>
20/00592/FUL	<p data-bbox="579 1070 1481 1137"><b>Installation of replacement windows and door to front elevation. 3 Arna Wood Barn, Arna Wood Lane, Aldcliffe.</b></p> <p data-bbox="579 1160 1485 1429">Councillors considered this revised application and the proposed choice of aluminium windows and doors, to replace the existing softwood features. Whilst noting that the choice of materials was influenced by consultation with the City Council's Conservation Team, Councillors felt that this represented an inappropriate divergence from the original specification and could establish a harmful precedent for other properties in the area.</p> <p data-bbox="579 1451 1474 1608"><b>Resolved:</b> That the Parish Clerk liaise with the Chairman to agree a response reiterating the previously expressed view that the choice of materials should be consistent with the original specification for the property.</p>

## 20/024 Neighbourhood Development Plan (NDP)

The Clerk reported that a successful grant funding application had been made to Locality and that the funds had now been transferred into the Parish Council Bank account. The Grant received covers the agreed costs of the consultants, Kirkwells as well as the projected costs of future consultation and publicity. The application for technical support (from AECOM) in the form of a 'Design Codes' study had also been approved.

Councillor Parrett reported that the Neighbourhood Development Plan Working Group (NDPWG) had met remotely on 5<sup>th</sup> June and agreed that Louise Kirkup (Kirkwells Ltd) should proceed with drafting the Development Plan. A further meeting of the NDPWG was planned for Monday, 13<sup>th</sup> July to consider the draft plan.

Councillor Parrett reported that arrangements were being made for a site visit by the AECOM consultant. It was agreed that Councillors Parrett and Webster meet with the consultant to consider the Aldcliffe area of the parish and that Councillor Letheren and/or Heather Ward be involved when considering Stodday and other areas. Councillor Parrett advised that the NDPWG would be provided with a draft report to consider prior to it being agreed and formally published.

**Action:** Councillor Parrett to coordinate arrangements for the site visit with Councillors, NDPWG members and AECOM.

*Note: A break in the Zoom meeting was taken during this item, following which Councillor Norman was unable to re-establish a connection and re-join the meeting.*

## 20/025 Quiet Lanes Scheme

The Chairman reported that he had spent some time developing a questionnaire for residents, seeking their views on the potential introduction of a Quiet Lanes scheme in the Parish. Having consulted City Councillor Dant on the process, the Chairman was advised that conducting a hand-delivered and paper-based survey under current Covid-19 restrictions may not be effective. He therefore suggested that the proposals be held in abeyance for the present time.

Councillor Letheren advised that the Quiet Lanes scheme would be featuring in the NDPWG's deliberations in developing the draft NDP.

**Agreed:** That the process for applying for a Quiet Lanes scheme in the parish be held in abeyance for the time being.

## 20/026 Aldcliffe Road cycle lane

The Chairman extended a suggestion that the Parish Council should canvass for the introduction of a temporary cycle lane on the section of Aldcliffe Road between the Haverbreaks bridge and the Aldcliffe Hall Drive entrance. The Chairman suggested that this could be a useful measure to combat troublesome 'fly-parking' on the road, given that Covid related distancing is likely to be in place for some time to come and considering the difficulties that cyclists and pedestrians experience when passing.

Councillors debated the proposal at some length, with a number of potential difficulties being mentioned, including: the fact that the area lies outside the Parish; the current poor condition of the strip of road in question; the Canal and River Trust's previous inaction; and the implications for other sections of Aldcliffe Road.

Following discussion, no formal decision was taken on the matter.

## **20/027 Public Discussion and Updates**

### **City and County Councillors' Reports**

No matters were reported

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

Nothing further to report

### **Members' Updates**

#### **1) Highways**

No further matters reported.

#### **2) Amenity, including the Lengthsman (Chairman)**

The Chairman reported that the Lengthsman had recently returned to work following illness and was concentrating his time on weed-killing activities around the parish.

##### **Blocked Drain, Snuff Mill Lane.**

Through the Chairman, City Councillor Dant had reported that he the culvert was blocked once again. He had attempted to speak to United Utilities about the situation, but had not yet received a response. A report from the survey work commissioned by UU had also not yet been supplied as promised.

Councillors agreed that the situation suggested that the progress made in recent months had come to a halt and expressed concerns about the continuing commitment of UU to resolve matters. Councillors discussed a number of options available to try to maintain progress with resolving this issue. It was agreed that, in the first instance, Councillor Dant should be asked to try once again to contact UU by phone and if unsuccessful, the Chairman would write to the Chief Executive.

**Agreed:** That Councillor Dant should be asked to contact United Utilities again by phone to seek a way forward. Failing this, the Chairman will write once again to the Chief Executive.

#### **3) Restricted Byway designation of Aldcliffe Hall Drive**

No further progress has been reported regarding the Secretary of State's review of the designation. The Chairman drew the Council's attention to concerns held about public use of the Drive as a right of way and also about the continuing condition of East Lodge.

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

Councillor Letheren reported a recent issue over high-pitched noises originating from the United Utilities site. It was agreed that this should be monitored.

**5) BT Openreach** (Chairman)

Nothing further reported.

**6) Ancillary** (Chairman)

Nothing further reported.

**Public Discussion:**

No further matters were raised.

**20/028 Payments**

Payee & Detail	£
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
Councillor Webster – Expenses	17.43

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

**20/029 Date and venue for next meeting**

It was agreed that the next meeting would again be held using Zoom video conferencing on Tuesday, 1<sup>st</sup> September 2020, commencing at 7.00pm.

The meeting closed at 8.45pm

Clerk of the Council

Chair

Date:

### Section 3 – External Auditor Report and Certificate 2019/20

In respect of **ALDCLIFFE WITH STODDAY PARISH COUNCIL – LA0250**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

06/08/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))