

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

**Parish Council Meeting to be held remotely using 'Zoom' video conferencing software on Tuesday, 6<sup>th</sup> October 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, 1<sup>st</sup> September 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
20/00986/FUL	Erection of a garden room, 11 Aldcliffe Hall Drive, Aldcliffe.

5. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett and Parish Clerk to report.
6. **Quiet Lanes Programme.** To receive an update on progress with enquiries. Chairman to report.
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

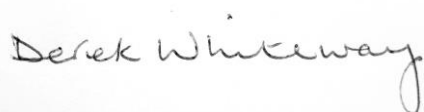
- c) Report of District and County Councillors
- d) Public discussion

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

<b>Payee &amp; Detail</b>	<b>£</b>
Derek Whiteway – Parish Clerk salary and expenses September 2020	167.21
HMRC – PAYE deductions, September 2020	41.80
Hiscox Ltd – Insurance Premium 2020/21	218.00

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)**

**30<sup>th</sup> September 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 1<sup>st</sup> September 2020 at 7.00pm using Zoom video conferencing

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

### 20/030 Apologies for Absence

Apologies were received from Councillors Brigid Letheren and Chris Norman and from City Councillors Tim Dant and Abi Mills.

### 20/031 Minutes of the previous meeting

1) The minutes of the previous meeting, held on 7<sup>th</sup> July 2020, were approved without further amendment.

#### Matters arising:

2) **20/020(2)** The Clerk presented a draft 'Respect, Protect, Enjoy...' notice to walkers based on those provided by Lancashire County Council. It was agreed that these should be used, subject to the Clerk checking for permission from the County Council.

**Action:** The Parish Clerk is to contact Lancashire County Council to seek permission to use the adapted signs. Councillor Walton offered to print, laminate and post the signs.

### 20/032 Declarations of Interest

No further declarations were made.

### 20/033 Planning Applications

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

Application No:	Description
20/00028/REF	<b>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.</b>

		<p>The Clerk advised that the Planning Inspector was handling the appeal using the 'written representations' procedure and that there would not therefore be a hearing. The deadline for submission of representations was 16<sup>th</sup> September 2020. The City Council is required to send all representations submitted regarding the original application to the Inspector.</p> <p>Prior to the meeting, the Chairman had circulated to Councillors a precis of arguments against the appeal which had been provided by the owner of Inverlune. It was agreed that the Clerk should develop a document setting out the main points for posting on the Council's website, and send an email to all parishioner contacts informing them about the appeal and the process.</p> <p>Councillors discussed the substance of the appeal, concluding that an objection should be submitted to the Planning Inspector, covering as many issues and viewpoints as possible, without being repetitive.</p> <p><b>Resolved:</b> That an objection to the appeal be submitted by the Parish Council to the Planning Inspector.</p>	
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#### 20/034 Neighbourhood Development Plan (NDP)

Councillor Parrett reported that the Neighbourhood Development Plan Working Group (NDPWG) had met remotely three times since the last Council meeting to discuss the draft Local Plan, as developed and presented by Louise Kirkup of Kirkwells Ltd. A meeting with the City Council to discuss the draft Plan had been arranged for Monday, 14<sup>th</sup> September.

Councillor Parrett reported that the site visit by the AECOM consultant to develop a Design Codes report for the Parish had been held and had gone well. Following the meeting, the Chairman had taken and supplied the consultant with around 60 photos of the parish's buildings. The consultant's draft report was awaited

Councillor Parrett reported that Locality had recently emailed via the Clerk, offering further technical support packages, which she would discuss with the NDPWG and Louise Kirkup. The City Council had advised that due to their own work, there would be no requirement for the NDP to include an environmental study.

The NDPWG was working on the compilation of a list of non-designated heritage assets and Councillor Parrett was aiming to have this available by 16<sup>th</sup> September 2020. It was reported that NDPWG member Heather Ward had access to a history of Stodday and the Chairman had circulated an account of the building of Inverlune. It was agreed that all of these documents should be made available on the Parish Council website.

**Action:** Councillors and NDPWG members to supply the Clerk with material to be posted on the Parish Council website.

**20/035 LA0250 2019/20 AGAR Section 3 External Auditor Report**

The Parish Clerk presented the external auditor report supplied by PKF Littlejohn. The report concluded that, in their opinion, the information provided in Sections 1 and 2 of the Parish's Annual Governance and Accountability Return (AGAR) was in accordance with Proper Practices and that no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

The Clerk reported that regulations now required that a notice of the conclusion of audit and closure of accounts be published on the website and noticeboards

**Resolved:** That the external auditor's letter is accepted, and the closure of accounts be published in accordance with regulations.

**20/036 Snuff Mill Lane footpath flooding**

The Chairman reported on recent progress made by City Councillor Tim Dant. United Utilities had acknowledged that the problem appeared to be caused by damaged pipework under their land, but they had also stated that availability of funds was a problem. Contractor Tony Worledge, who had worked for the Parish Council to clear the ditch in 2019, had recently visited the lane when in the area, finding the lane flooded. He had made a suggestion that the ditch could be extended the full length of the lane, thus by-passing the blocked culvert.

When asked, Mr Worledge had provided a verbal estimate for the work. Councillor Dant was aiming to raise this approach as an option for United Utilities to consider. Depending on the response, it was mooted that the Parish Council might be able to contribute towards the cost, if necessary.

**20/037 Public Discussion and Updates**

**City and County Councillors' Reports**

No matters were reported

**Clerk's Report:**

**1) Drainage issues on Aldcliffe Hall Lane**

The Clerk reported that he had held a phone conversation about drainage issues with Alan Bargh, who farms the fields to the South of Aldcliffe Hall Lane. Mr Bargh had identified a problem with a culvert pipe a short way below West Lodge. The Chairman advised that he was asking the Lengthsman to investigate this issue. Mr Bargh was keen to sort out the problems that were contributing to flooding at various points on the lane and a site meeting with the County Council was proposed.

**Action:** The Clerk to attempt to arrange a site visit involving the Parish Council, Mr Bargh, County Council and landowner to investigate the drainage issues and options to resolve them.

## **2) Flooding on Long Mile Lane**

The Clerk reported that, during conversations with Mr Bargh, he had reported a blocked or damaged clack valve on the estuary which he felt was contributing to the regular flooding of Long Mile Lane. The Chairman advised that responsibility for the clack valves would rest with the Canal and River Trust.

**Action:** The Clerk to investigate and prepare evidence to present to the Canal and River Trust with a request that action be taken to remedy the problems.

## **3) Anti-Social Behaviour**

The Clerk reported that, following a resident's report of suspected anti-social behaviour involving a car parked on Stodday Lane, he had been contacted by Lancaster Police requesting further information. The Clerk had referred the Police to the resident who had made the initial report. Councillor Walton commented that he had previously noticed what might have been the car in question, but not recently.

## **Members' Updates**

### **4) Highways**

No further matters reported.

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

No further update

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

Nothing to report.

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

Councillor Walton reported that former Councillor Rogers had sent him an email about intermittent noise emitting from the sewage works. It was suspected that the source was an Archimedes screw used to shift storm water from the works. Mr Rogers had contacted United Utilities about the issue and had been assured it would be attended to.

The Chairman reported that United Utilities had notified him of an application they were making for the replacement of a workshop roof. Councillor Walton wondered whether this meant a change in style of the roof.

### **8) BT Openreach (Chairman)**

Nothing further reported.

### **9) Ancillary (Chairman)**

Nothing further reported.

**Public Discussion:**

No further matters were raised.

**20/038 Payments**

Payee & Detail	£
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
Derek Whiteway – Parish Clerk salary and expenses July/August 2020	223.20
HMRC – PAYE deductions, July/August 2020	55.80

Note: these invoices had been paid under delegated authority and were presented for information only.

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

**20/039 Date and venue for next meeting**

It was agreed that the next meeting would again be held using Zoom video conferencing on Tuesday, 6<sup>th</sup> October, commencing at 7.00pm.

The meeting closed at 8.35pm

Clerk of the Council

Chair

Date: