

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

**Parish Council Meeting to be held remotely using 'Zoom' video conferencing on Tuesday, 3<sup>rd</sup> November 2020 commencing at 7.00pm**

## **Note to Parishioners:**

**Members of the public are very welcome to attend this meeting through the use of the Zoom video conferencing software. If you would like to attend, please contact the Parish Clerk by email to [clerk@aldcliffewithstoddaypc.org](mailto:clerk@aldcliffewithstoddaypc.org) to request details and a link and password to join the meeting.**

## **A G E N D A**

- 1. Apologies.** To receive apologies
- 2. Minutes.** To consider and approve Minutes of the Meeting held on Tuesday, 6<sup>th</sup> October 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:

<b>Application No:</b>	<b>Description</b>
None received	

- 5. Neighbourhood Plan.** To receive an update on the project. Councillor Parrett and Parish Clerk to report.
- 6. Review of The Local Plan.** To consider the City Council's current consultation on a 'climate emergency' driven review of the District's Local Plan.
- 7. Transforming Lancaster Travel.** To consider the County Council's current consultation.
- 8. HGVs using Aldcliffe Hall Lane.** To consider ongoing issues with the misdirection of HGVs along the Lane.
- 9. Financial Monitoring 2020/21 and Budget 2021/22.** To consider a report from the Parish Clerk (to come)
- 10. Snuff Mill Lane footpath flooding. To receive an update on developments.** 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

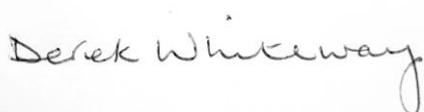
- c) Report of District and County Councillors
- d) Public discussion

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

<b>Payee &amp; Detail</b>	<b>£</b>
Robinson Countryside – Lengthsman Services, August 2020 *note	150.00
Derek Whiteway – Parish Clerk salary and expenses, October 2020	147.48
HMRC – PAYE deductions, October 2020	36.80

Note: this invoices has been paid under delegated authority and is presented for information only.

**13. 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)**

**28<sup>th</sup> October 2020**

## Minutes of the Meeting held on 6<sup>th</sup> October 2020 at 7.00pm using Zoom video conferencing

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

### 20/040 Apologies for Absence

Apologies were received from Councillor Chris Norman, City Councillor Tim Dant and County Councillor Gina Dowding..

### 20/041 Minutes of the previous meeting

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

#### Matters arising:

2) **20/031(2)** The Clerk advised that he had yet to make progress with the 'Respect, Protect, Enjoy...' notices to walkers based on those provided by Lancashire County Council.

**Action:** The Parish Clerk is to contact Lancashire County Council to seek permission to use the adapted signs.

### 20/042 Declarations of Interest

No further declarations were made.

### 20/043 Planning Applications

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

Application No:	Description
20/00986/FUL	<b>Erection of a garden room. 11 Aldcliffe Hall Drive, Aldcliffe.</b> Councillors discussed the application, with particular attention given to the proposed location of the garden room and its proximity to mature trees on the property. Councillors welcomed the detailed arboricultural methodology statement submitted with the application. Following discussion, Councillors agreed that a consultation response should be submitted setting out that the Parish Council has no objection to the proposals. In the interests of maintaining the amenity of the area, the response should seek assurance from the City Planners that in determining the

		<p>application, all tree-related implications and plans will be fully considered and implemented.</p>
		<p><b>Resolved:</b> That a consultation response is submitted setting out that the Parish Council has no objection to the proposals and asking the City Council that, in determining the application, all tree-related implications and plans will be fully considered and implemented.</p>
		<p>Councillors discussed the wider amenity considerations on Aldcliffe Hall Drive and the continued existence of palisade boundary fencing as opposed to hedgerows, as per the approved landscaping plans and planning conditions. It was agreed that this matter should be considered at a future meeting of the Parish Council.</p>

## 20/044 Neighbourhood Development Plan (NDP)

Councillor Parrett reported that a meeting of the Neighbourhood Development Plan Working Group (NDPWG) had been held on 14<sup>th</sup> September with the City Council, which had resulted in some useful suggestions for inclusion in the next draft of the NDP.

The draft report from AECOM on Design Codes had also been received on 14<sup>th</sup> September and both the NDPWG and Parish Councillors felt this was disappointing. A review of the report had generated a four-page list of suggested amendments which had been sent to AECOM. A further draft had been received which included several blank pages and excluded proposed sections on sustainability and energy efficiency resources. Councillor Parrett advised that a meeting was to be arranged with AECOM to discuss the report. Prior to this, the NDPWG were due to meet on 9<sup>th</sup> October to agree on expectations regarding the report's content.

The Chairman queried whether any explanation had been forthcoming from AECOM regarding the exclusion so far of material provided by City Councillor Dant. Councillor Parrett could not provide clarification at this stage but was keen that Councillor Dant should attend the meeting with AECOM. Councillor Parrett reported that, once these matters are resolved, it was planned to present a second draft of the NDP to the Parish Council by November or December.

Councillor Parrett reported on progress with the developing list of Non-Designated Heritage Assets. The City Council had clarified that entries on the list were at the Parish's discretion, but that they must be justified with reference to architectural significance, style, historic importance or visual impact/contribution. Inclusion on the 1845 first edition of OS mapping would be a valid factor. Councillors discussed the developing list and the advantages/disadvantages of a property being included on the list. It was agreed that on balance, inclusion on the list would be positive and the list provide be a useful protection in future planning development matters.

**Action:** Councillor Letheren agreed to provide Councillors with information regarding the history of Snuff Mill.

## 20/045 Quiet Lanes Programme.

The Chairman reported that City Councillor Dant had investigated the potential for applying for a Quiet Lanes programme for the parish. Unfortunately, the conclusion reported back by Councillor Dant was that experiences with earlier schemes suggested that they were ineffective and difficult to police. Accordingly, there was no real scope for the Parish Council to proceed.

## 20/046 Snuff Mill Lane footpath flooding

Councillors reported that, although the ditch had been flowing a couple of weeks ago, the recent heavy rain had caused the path to flood once again. The Chairman advised that City Councillor Dant had no further progress to report from his enquiries with United Utilities. No response had yet been received to the Parish Council's suggestion that the blockage might be by-passed by extending the ditch the full length of the lane down to the estuary path. The Chairman advised that he would take up the matter personally with United Utilities.

Councillors also discussed a recently advised proposal by United Utilities to re-roof one of their workshop buildings on site. Concerns were expressed about the potential for such work to impact on existing trees and site screening. It was agreed that Councillors should seek to monitor activity on the site and progress with this work.

**Action:** The Chairman will make personal contact with United Utilities to seek a resolution to this issue.

## 20/047 Public Discussion and Updates

### City and County Councillors' Reports

No additional matters were reported

### Clerk's Report:

#### 1) Flooding on Long Mile Lane

The Clerk reported that he had located and taken photos of the damaged clack valve on the estuary which farmer Alan Bargh felt was contributing to the regular flooding of Long Mile Lane. The Chairman and Clerk feel that the chronic problems on the lane are complicated and essentially due to there being no apparent means for excess water on the wetlands to drain back to the estuary.

Following discussion, it was agreed that the Parish Clerk should approach the City Council to ascertain where responsibility lies for managing this section of flood defence works.

**Action:** The Clerk to approach the City Council to ascertain where responsibility lies for managing this section of flood defence works.

#### 2) Covid-19 Arrangements

The Clerk referred to a recent online briefing held by the City Council into newly introduced local restrictions. The City Council continues to hold monthly online

meetings for Parishes. It was agreed that the Parish Clerk would attend meetings and monitor other communications and brief Councillors as necessary.

### **Members' Updates**

#### **3) Highways**

No further matters reported.

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

The Chairman reported that the Lengthsman had been concentrating recently on maintaining verges around the parish.

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

Nothing to report.

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

Councillor Walton reported on noise emanating recently from the United Utilities site, suspected to be caused by a fan on the site's filter plant. Councillor Walton agreed to monitor the matter.

#### **7) BT Openreach (Chairman)**

Nothing further reported.

#### **8) Ancillary (Chairman)**

Nothing further reported.

#### **9) Other Matters**

Councillor Letheren suggested that a recent communication from the City Council advising of grant funding available under 'The Lancaster Community Fund' should be promoted to residents. The City Council and Lancaster District CVS are inviting local charities and community groups needing help to deliver projects and activities which will benefit local people to apply for funding from the Fund. Councillors agreed unanimously that the grants should be promoted to parishioners.

**Action:** The Parish Clerk to add a news item regarding the Lancaster Community Fund to the Parish Council website and email details to all parishioner contacts.

#### **Public Discussion:**

No further matters were raised.

### **20/048 Payments**

<b>Payee &amp; Detail</b>	<b>£</b>
Hiscox Ltd – Insurance Premium 2020/21 (Payee Arthur J Gallagher)	218.00
Derek Whiteway – Parish Clerk salary and expenses July/August 2020	167.21

HMRC – PAYE deductions, July/August 2020	41.80
<b>Resolved:</b> That the above accounts be approved for payment.	
<b>20/049 Date and venue for next meeting</b> It was agreed that the next meeting would again be held using Zoom video conferencing on Tuesday, 3 <sup>rd</sup> November 2020, commencing at 7.00pm.	

The meeting closed at 8.20pm

Clerk of the Council

Chair

Date:

DRAFT