ALDCLIFFE WITH STODDAY PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Parish Council Meeting to be held remotely using 'Zoom' video conferencing on Tuesday, 1st December 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 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, 3rd November 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
None received	

5. **Neighbourhood Plan.** To receive an update on the project and consider the draft Neighbourhood Development Plan prepared and tabled by the NDP Working Group (previously circulated).
6. **Transforming Lancaster Travel.** To agree the Parish Council's response to the County Council's current consultation.
7. **Bay Authority Proposal.** To consider the current consultation by Lancaster, Barrow and South Lakeland district councils.
8. **HGVs using Aldcliffe Hall Lane.** To consider ongoing issues with the misdirection of HGVs along the Lane.
9. **Revised Budget 2020/21 and Draft Budget 2021/22.** To consider a report from the Parish Clerk (to come) and set the budget and precept for 2021/22.
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

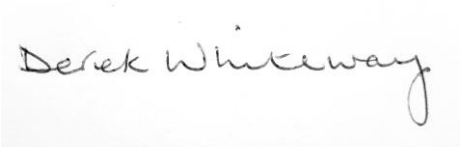
d) Public discussion

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

Payee & Detail	**£**
Robinson Countryside – Lengthsman Services, September and October 2020 *note	300.00
Kirkwells Ltd. NDP consultation fees.	1,680.00
Councillor Parrett. Photocopying fees – Lancashire County Council re Non-Designated Heritage Assets information.	17.90
Derek Whiteway – Parish Clerk salary and expenses, November 2020	147.48
HMRC – PAYE deductions, November 2020	36.80

Note: this invoice 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

25th November 2020

ALDCLIFFE with STODDAY PARISH COUNCIL

Minutes of the Meeting held on 3rd November 2020 at 7.00pm using Zoom video conferencing

Present: Councillor Nick Webster (Chairman)
Councillors Brigid Letheren, Chris Norman, Denise Parrett and Kevan Walton.
City Councillor Tim Dant
Derek Whiteway, Parish Clerk

20/050 Apologies for Absence

Apologies were received from County Councillor Gina Dowding.

20/051 Minutes of the previous meeting

1) The minutes of the previous meeting, held on 6th October 2020, were approved without further amendment.

Matters arising:

2) 20/041(2) – Countryside Code Notices The Clerk advised that he had received permission for the County Council to use adapted versions of the 'Respect, Protect, Enjoy…' notices to walkers. Councillor Walton agreed to print and post the signs at agreed locations.

3) 20/047(1) – Flooding on Long Mile Lane. The Clerk reported that the City Council had referred him to the County Council to establish responsibilities for the management of this section of flood-defence works.

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

20/052 Declarations of Interest

No further declarations were made.

20/053 Planning Applications

No planning applications had been received.

20/054 Neighbourhood Development Plan (NDP)

Councillor Parrett reported that two meeting of the Neighbourhood Development Plan Working Group (NDPWG) had been held since the last Parish Council meeting. The first meeting, including consultant Louise Kirkup had reviewed the report by AECOM on Design Codes and the second meeting had been with the author of the draft report, Elliot Jodrell to discuss several proposed alterations. The Working Group's suggestions had been taken

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on board and were to be included in the next draft, which would then be submitted to Locality for approval.

Louise Kirkup is now commencing work on finalising the NDP, which Councillor Parrett hoped would be ready for the Parish Council to consider at its December meeting.

Regarding the work to develop a listing of Non-Designated Heritage Assets (NDHA), Councillor Parrett reported that some slight alterations were required to the most recent version, with further information being sought on some properties. Once finalised, the NDPWG will forward the list to the City Council to consider. Following this, Councillor Parrett and the Parish Clerk will liaise to write to all affected property owners to seek consent for their inclusion in the list.

Councillor Parrett stressed that an adopted NDHA listing must be reviewed regularly (annually is suggested) to ensure that it remains valid in the light of any future proposed development.

The Clerk gave a brief update on the financial position for the NDP for 2020/21, with budgets remaining to cover contracted consultancy fees and costs of public consultation. It was agreed that the programme was well on schedule for the year, although arrangements for consultation may have to differ from original plans due to Covid-19 restrictions. Councillor Letheren suggested, and it was agreed by all, that the possibility of holding a consultation meeting/presentation by Zoom should be considered.

Action: Councillor Parrett and the Clerk to liaise at the appropriate time to write to parishioners owning property that is proposed to feature in the NDHA Listing.

20/055 City Council Local Plan consultation

Councillors considered the City Council's recent invitation to all members of the public to enter into a consultation on an ongoing review of the recently adopted Local Plan, to build in measures in light of the Council's declared 'Climate Emergency'. The deadline for responses had been set as 20th November 2020.

City Councillor Dant advised that to consider and comment on all aspects of the planned review would be a very onerous task and suggested that the Parish Council might wish to consider a generic response on the importance of the issues the review is seeking to address.

Following discussion, Councillors resolved that the Parish Council should submit a consultation response commenting on the importance of the review and drawing attention to the Parish Council's concerns about flooding issues in the area and also referring to climate change issues being built in to the Parish's developing NDP. The Clerk agreed to draft a response for Councillors to consider.

Resolved: That the Parish Council submits a consultation response commenting on the importance of the review and drawing attention to the Parish Council's concerns about flooding issues in the area and also referring to climate change issues being built in to the Parish's developing NDP.

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20/056 County Council 'Transforming Lancaster Travel' consultation

Councillors considered the County Council's recent invitation to all members of the public to enter into a consultation on a programme aiming *"… to deliver a range of major transport improvements in the District of Lancaster to enable the city to grow and also to promote sustainable travel options to access the city centre"*. The first projects, which were being issued for consultation, were the M6 Junction 33 Link and the Lancaster City Centre Movement and Public Realm Strategy.

Councillors debated the issues raised by the proposals issued for consultation, expressing concern over the lack of detail and clarity in several areas, including:

- The rationale for proposed new roads seemingly ending in open countryside and what additional roads would be needed;
- A lack of detail as to where new bus and cycle routes and park and ride facilities would be included;
- A lack of detail as to how the new traffic routes would access the Lancaster gyratory system and the implications for traffic flows on the A6;
- Ecological considerations;
- The potential for further developments and extensions to the traffic routes which might impact on the Parish and its residents.

In short, Councillors concluded that the documents issued for consultation did not provide sufficient planning information for the Parish Council to be able to comment in detail. As regards the 6 options for the M6 Junction 33 link, Councillors indicated that at this stage, they would support option 'Central 1' and would oppose 'Central 2', which includes an additional spur road connecting to the A588 Ashton Road opposite Ashton Hall (Lancaster Golf Club).

It was agreed that Councillors should individually send their views to the Clerk to be compiled into a formal response to the consultation.

It was also agreed that a news item regarding the proposals and the Parish Council's feelings and conclusions on the proposals should be posted on the website and that parishioner contacts should be sent an email encouraging them to participate in the consultation.

Resolved: That the Parish Council submits a consultation response expressing support at this stage for the 'Central 1' option for the M6 Junction 33 Link, and opposition to the 'Central 2' option. Also that the response sets out the Council's concerns about the lack of planning details included in the proposals and whether/how potential further development/options might impact the Parish and its residents.

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20/057 HGVs using Aldcliffe Hall Lane and other parish roads

The Chairman reported recent incidents of HGVs getting into difficulties when trying to access Aldcliffe Hall Lane, the problem being attributed to foreign drivers employing inaccurate satellite navigation systems. This was recognised as a long-standing issue in the parish, not only at Aldcliffe Hall Lane, but also through Stodday and on other parish roads.

Councillors discussed the shortcomings of existing signage and a previous inability to secure an effective solution with the help of the County Council.

The Chairman advised that the resident who reported the most recent incident was aiming to keep a diary and take photos of any further incidents.

The potential for the Parish Council to purchase and erect signs on private property was discussed and the Chairman agreed to contact relevant residents about this possibility. It was agreed that further representations should be made to the County Highways, and support for the cause sought from City Councillor Dant and County Councillor Dowding.

Resolved: That the Parish Council explores the potential for purchasing and erecting warning signs on private property and that the Chairman/Clerk make representations to the County Council with support being sought from City Councillor Dant and County Councillor Dowding.

20/058 Financial Monitoring 2020/21 and Budget 2021/22

The Clerk presented a budget monitoring statement for the period to 31st October 2020. The statement identified no matters requiring remedial action and a small number of areas where the Covid-19 emergency had impacted on spend. Overall, the Clerk was projecting net receipts on the General Account for the year of £750, with year-end balances of £4,252. The Clerk reminded Councillors that previous expenditure in support of the NDP, totalling £566, would need to be offset against the General Reserve, but that the balance would still exceed the Council's established target balances of £3,500.

The Clerk advised that the budget timetable for 2021/22 would require the Parish Council to submit its precept to the City Council in early February 2021 and that he would be submitting a draft budget to the December meeting for Councillors' consideration/decision. The Clerk asked that, prior to the December meeting, Councillors consider whether they felt any changes to the current budget framework should be considered for 2021/22 and to let him have details to incorporate into the draft proposals.

It was acknowledged that, as agreed during the 2020/21 budget process, a more detailed review of the Precept and how it was set would be undertaken in the following financial year, once the NDP and referendum had been completed.

Action: Councillors to inform the Clerk of any changes they would wish to see considered in setting the budget for 2021/22. The Clerk will present a draft budget for 2021/22 to the December meeting of the Parish Council.

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20/059 Snuff Mill Lane footpath flooding

The Chairman reported that he and City Councillor Dant had held a very useful meeting with United Utilities' Lancaster Production Manager, Mr Ingleby and the local contractor who had carried out ditch clearance work for the Parish Council on the lane during 2019.

A proposal had been put to Mr Ingleby that an economical solution to the issue could be to continue the existing ditch alongside the track all the way to the existing 'sump' by the multi-use estuary path, thereby by-passing the blocked culvert.

The Chairman reported that this solution had been viewed favourably by Mr Ingleby, who had asked the contractor to submit an estimate for the work to extend the ditch and also to ensure the sump was clear.

20/060 Public Discussion and Updates

City and County Councillors' Reports

No additional matters were reported

Clerk's Report:

1) Zoom video conferencing software

The Clerk reported that, following discussion with the Chairman, agreement had been reached with Over Kellet Parish Council to share the cost of an annual 'professional subscription' to the Zoom software to enable future online meetings. The cost to the Parish Council would be £57.55 (see minute no 20/061)

Councillors unanimously endorsed the action taken by the Clerk and Chairman.

2) Hedgerows

The Clerk reported that he had spoken to the tenant farmer for the land to the South of Aldcliffe Hall Lane and West of Aldcliffe Road about hedgerow trimming. The farmer had acknowledged responsibility for trimming the hedges and had given assurance that this work would be done in the next few weeks, once he was able to engage a contractor. It is understood that the work will cover the roadside trimming of the hedges, but not the tops.

Councillors agreed that not trimming the tops of the hedgerows was unsatisfactory in terms of road safety, visual impact, future maintenance and inconsistency with the remainder of the parish's hedgerows. Councillors agreed that enquiries should be made of the County Council as to whether the Parish Council had any recourse available to require the landowner to trim the hedgerows to a reasonable/specific height.

Questions were also raised about the ownership of other land and hedges to the South of Arna Wood Lane. Councillor Walton agreed to try to establish who now owns this land.

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Action: The Clerk is to enquire of the County Council whether the Parish Council has any available recourse to require a landowner to trim hedgerows to a reasonable/specific height. Councillor Walton will try to establish who now owns land to the South of Arna Wood Lane.

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 the collection of fallen leaves and other debris.

5) Restricted Byway designation of Aldcliffe Hall Drive

Nothing to report.

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

Nothing to report.

7) BT Openreach (Chairman)

Nothing to report.

8) Ancillary (Chairman)

Nothing to report.

9) Other Matters

None raised.

Public Discussion:

No further matters were raised.

20/061 Payments

Payee & Detail	£
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
Over Kellet Parish Council – 50% contribution re Zoom annual subscription	57.55

Note: this invoice had been paid under delegated authority and was presented for information only.

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Resolved: That the above accounts be approved for payment.

20/062 Date and venue for next meeting

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

The meeting closed at 8.55pm

Clerk of the Council

Chair Date:

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