

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

**Parish Council Meeting to be held remotely using 'Zoom' video conferencing on Tuesday, 6th April 2021 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, 2<sup>nd</sup> March 2021 and receive updates on any matters arising.
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 to date	

5. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett to report.
6. **Future Meeting Arrangements.** To consider options and decide on arrangements for meeting from May 2021 onwards in light of the expiry of temporary legislation permitting remote meetings. Parish Clerk to report.
7. **HGVs using Aldcliffe Hall Lane.** To consider ongoing issues with the misdirection of HGVs along the Lane and the installation of extra signage.
8. **Final Accounts and Annual Return 2020/21.** To receive a report on arrangements for closing the accounts, internal audit and approval/submission of the annual return. Parish Clerk 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:

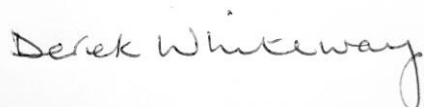
Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
PRoW Aldcliffe Hall Drive	Ancillary	BT Openreach

- 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, March 2021	258.10
HMRC – PAYE deductions, March 2021	54.40
Councillor Webster – purchase of replacement noticeboard	177.61
LALC – Annual Subscription 2021/22	51.47

- 11. Date of Next Meeting.** To confirm the date and time of next meeting.
- 12. Exclusion of public and press.** To exclude the public and press from the Council's consideration of the following exempt item.
- 13. Parish Clerk – Conditions of Employment.** To consider the outcome and recommendations from an annual review of the Parish Clerk's employment and performance. This item is deemed to be exempt under Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.



**Derek Whiteway**  
**Parish Clerk**  
**Tel: 01524 64908**  
**Email: [clerk@aldcliffewithstoddaypc.org](mailto:clerk@aldcliffewithstoddaypc.org)**

**31<sup>st</sup> March 2021**

## Minutes of the Meeting held on 2<sup>nd</sup> March 2021 at 8.00pm using Zoom video conferencing

**Present:** Councillor Nick Webster (Chairman)  
Councillors Denise Parrett and Kevan Walton.  
Derek Whiteway, Parish Clerk  
One member of the public attended the meeting

### 20/096 Apologies for Absence

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

### 20/097 Minutes of the previous meeting

- 1) The minutes of the previous meeting, held on 2<sup>nd</sup> February 2021, were approved without further amendment.

#### Matters arising:

- 2) **20/086 – Snuff Mill Lane Footpath.** The Clerk reported that he had again emailed the County Council seeking clarification about an application submitted for a DMMO to designate the lane as a public bridleway. A response had not yet been received.
- 3) **20/087(1) – Flooding on Long Mile Lane.** The Clerk advised that he had sent an email to a contact at the Morecambe Bay Wildfowlers Association about the suspected existence of a culvert draining Long Mile Lane. A response was awaited.
- 4) **20/087(2) – Hedgerows.** The Clerk advised that the following action remained outstanding.

**Action:** The Chairman and Clerk are to liaise to send letters to the landowners in question, requesting that the hedgerows are trimmed in keeping with the overall standard and appearance of the parish.

- 5) **20/093(2) – Census 2021.** Councillor Parrett reported that she had completed the online questionnaire and attended an online meeting on behalf of the Parish Council. Concerns were raised about the security of published arrangements for the public to verify the identity of Census field agents. It was agreed that a reminder about the Census should be published on the Parish Council website.

**Action:** The Clerk will publish a news item about the Census on the Parish Council website and send a covering email to parishioner contacts.

**20/098 Declarations of Interest**

No further declarations were made.

**20/099 Planning Applications**

No new planning applications had been referred to the Parish Council since the last meeting.

**20/100 Council Vacancies**

The Clerk reported that, following the February meeting, he had received an email of resignation from Councillor Letheren. The Clerk advised that the statutory procedure was that a public notice of the vacancy must be published (on noticeboards and the website) for a period of 14 working days. This process provides parishioners with the right to request an election. If, following the 14 days' notice period, an election has not been requested, the Council will then seek to fill the vacancy by co-option.

**20/101 Neighbourhood Development Plan (NDP)**

Councillor Parrett provided Councillors with an update on the project. The consultation process had so far resulted in 49 returned forms, covering 55 residents from 35 properties out of the 114 forms distributed. With the final week of the consultation approaching, it was agreed that a reminder flyer should be delivered to non-responding properties and a reminder email sent to parishioner contacts.

**Action:** Councillor Parrett and the Chairman will liaise to arrange for reminders to be delivered to non-responding properties. The Clerk will include a reminder in an email to all parishioner contacts.

Councillor Parrett referred to a recent invitation from NALC to comment on the Government's consultation on Model Design Codes. Councillors discussed whether there was value in seeking professional assistance in producing a response. Following discussion, Councillors agreed that the Parish Council should respond supporting NALC's policy position and views, but also comment on one specific area regarding recognition and precedence being given to local Design Codes where these have been established through a NDP process.

**Action:** Councillor Parrett and the Clerk will liaise to submit a response to NALC on the Model Design Codes consultation.

**20/102 Bailrigg Garden Village Vision and Masterplan**

The Councillors present had all attended the online Masterplan presentation by JTP Design Consultant at 6pm the same evening.

Councillors expressed disappointment in the presentation provided little time for questions and no further information on issues of particular concern to the Parish Council. The presentation had not covered traffic movements to any degree. It was noted that the next deadline for comments on the emerging Masterplan was 19<sup>th</sup> March.

Following an extensive discussion, involving the member of the public present, Councillors agreed that the Parish Council should make a further submission regarding traffic concerns and suggesting that additional access route to the A6 in the north of the development site should be written into the Masterplan at this stage.

**Action:** Councillors will liaise with each other and the Clerk to develop a further consultation submission setting out their serious concerns over traffic impacts from the emerging plans.

#### **20/103 HGVs using Aldcliffe Hall Lane and other parish roads**

The Chairman reported that there had been no further progress on this issue.

#### **20/104 Snuff Mill Lane footpath flooding**

The Chairman reported that the ditching and footpath surfacing work had now been successfully completed and funded by the donation received from United Utilities. In terms of maintenance, the Chairman advised that the Lengthsman would be asked to carry out regular inspections and keep the ditch flowing and free from debris.

The Chairman reported that the completion of this work provided the opportunity to revisit discussions with United Utilities regarding an upgrade of the estuary path picnic area opposite the end of the lane.

Councillors congratulated and thanked the Chairman, City Councillor Dant and County Councillor Dowding for their work in making this possible. It was agreed that the story should be publicised in a variety of ways, including notices at the ends of the footpath, website news item and a story in Lancaster Guardian.

**Action:** The Chairman and Clerk will liaise to arrange publicity for the completed works.

#### **20/105 Public Discussion and Updates**

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

No further reports had been received.

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

##### **1) London Bridge Protocol**

The Clerk referred to recent emails with colleagues regarding Parish Council arrangements in the event of a death of a leading Royal (known as the London Bridge Protocol). Following discussion, Councillors agreed that the Clerk should investigate further and bring suggestions back to a future meeting.

**Action:** The Clerk will carry out further research and report back to a future meeting of the Parish Council.

## Members' Updates

### 2) Highways

The Chairman reported that he had identified three large potholes on Snuff Mill Lane. Councillor Walton agreed to report these via the County Council's online 'Report-It' service.

**Action:** Councillor Walton will report the three potholes on Snuff Mill Lane via the County Council's online 'Report-It' service.

### 3) Amenity, including the Lengthsman (Chairman)

The Chairman reported that, following discussions with Councillor Walton, he had asked the Lengthsman to inspect an overflowing drain/ditch on Stodday Lane.

### 4) Restricted Byway designation of Aldcliffe Hall Drive

Nothing to report.

### 5) Stakeholder Liaison, including United Utilities (Councillor Walton)

Nothing further to report.

### 6) BT Openreach (Chairman)

Nothing to report.

### 7) Ancillary (Chairman)

Nothing to report.

### 8) Other Matters

Nothing further was raised.

### Public Discussion:

No further matters were raised.

## 20/106 Payments

Payee & Detail	£
Tech-Hub NW – Website hosting and domain renewal 2021/22	136.50
Tech-Hub NW – G-Suite licence 2021/22	55.15
Kirkwells Ltd – NDP Consultancy	1,680.00
AP & LA Worledge – Snuff Mill Lane ditching works	4,560.00
Derek Whiteway – Parish Clerk salary and expenses, February 2021	233.74
HMRC – PAYE deductions, February 2021	57.40

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

**20/107 Date and venue for next meeting**

It was agreed that the next meeting would be held using Zoom video conferencing on Tuesday, 6<sup>th</sup> April 2021, commencing at 7.00pm

The meeting closed at 9.50pm

Clerk of the Council

Chair

Date:

DRAFT