

## Minutes of the Meeting held on 6<sup>th</sup> April 2021 at 7.00pm using Zoom video conferencing

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

### 21/001 Apologies for Absence

Apologies were received from City Councillor Tim Dant.

### 21/002 Minutes of the previous meeting

- 1) The minutes of the previous meeting, held on 2<sup>nd</sup> March 2021, were approved subject to a minor change to minute 20/101 – Neighbourhood Development Plan regarding the number of consultation forms issued and returned.

#### Matters arising:

- 2) **20/097(2) – Snuff Mill Lane Footpath.** The Clerk reported that he had received an email from Lancashire County Council acknowledging that they had received an application for the lane to be adopted as a Public Bridleway and confirming that the Parish Council would be consulted in due course. No timescale had been provided.
- 3) **20/097(3) – Flooding on Long Mile Lane.** The Clerk advised that the location had been pinpointed of the outflow from a culvert understood to drain Long Mile Lane. Local farmer Alan Bargh remains interested in resolving the flooding issues and Councillors discussed the scope for organising a site meeting with the Morecambe Bay Wildfowling Association.

The Clerk further reported that Alan Bargh had identified a pothole which had developed on the path and which he felt could be dangerous, particularly to cyclists if covered by water and not visible.

Councillor Parrett offered to investigate and photograph the pothole and report it to the County Council. She also reported that during the recent dry spell, the route had been passable.

**Action:** The Clerk will contact the Morecambe Bay Wildfowling Association with a view to arranging a site meeting.

- 4) **20/097(4) – Hedgerows.** The Clerk advised that, whilst further work had been done on drafting a letter to farmers and landowners, the following action is yet to be completed.

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

- 5) **20/102 – Bailrigg Garden Village Masterplan.** The Clerk had submitted the Parish Council's comments and concerns about recent presentations to the consulting architects and to the City Council's Leader and Chief Executive. The Council Leader had replied, acknowledging that concerns expressed about the consultation process were being actively considered by the City Council. The Leader had asked officers to provide a detailed reply to the Parish Council's letter. Councillors agreed that the issue and process needed to be monitored.
- 6) **20/103 - HGVs using Aldcliffe Hall Lane and other parish roads.** The Chairman reported that United Utilities had indicated they would improve their signage at the 'hasty brow' junction between Stodday Lane and Ashton Road.
- 7) **20/104 – Snuff Mill Lane footpath flooding.** Councillor Walton had received information that the drain had backed up during a recent high tide. It was agreed that performance of the drain during high tides should be monitored to ensure the successful outcome of the works is maintained. The Clerk reported that several very positive responses had been received from users of the lane.
- 8) **20/105(2) – Highways (Potholes).** Councillor Walton had reported three potholes on Snuff Mill Lane and also offered to investigate and report further potholes developing on Aldcliffe Lane.

#### **21/003 Declarations of Interest**

No further declarations were made.

#### **21/004 Planning Applications**

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

#### **21/005 Neighbourhood Development Plan (NDP)**

Councillor Parrett provided Councillors with an update on the project. The consultation process had closed on 12<sup>th</sup> March with 93 returned forms, representing 109 parishioners from 68 properties (over 50% of properties). The collated parishioner responses had now been circulated to Councillors. The Council's consultant, Louise Kirkup, had made a start on reviewing the responses and assessing any need for changes to the Draft Plan. A meeting of the Working Group, with Louise, was scheduled for Monday, 12<sup>th</sup> April to discuss Louise's conclusions and recommendations.

Councillor Parrett commented that some comments, which lay outside the scope of the NDP, were still interesting and relevant to the Parish Council in terms of the values and views of the local community.

The Clerk advised that he had received the invitation from Groundwork UK to complete the 2020/21 'End of Grant Report'. This would be completed in the next week or two and

would result in a small amount of grant being repayable to the funding body. The Parish Council could then proceed to apply for the final tranche of grant funding to complete the project.

Councillor Parrett explained that the next steps were to make any updates to the Draft Plan before submitting it to Lancaster City Council. The City Council then undertakes another six-week consultation on the revised plan. Following that process, it is submitted to an independent examiner and then finally, the City Council conducts the referendum on the Plan's adoption. It was hoped that this could be achieved by the Summer. With a positive result on the referendum, the Plan would then become 'made' and legally adopted.

#### **21/006 Future Meeting Arrangements**

The Clerk reported that he had recently been notified that emergency regulations introduced in May 2020 to allow Councils to meet remotely, were due to expire on 7<sup>th</sup> May 2021. The Government was not intending to introduce primary legislation necessary to extend the arrangements, meaning that any meeting following 7<sup>th</sup> May 2021 will have to be held physically, with appropriate Covid-related measures in place. This would not impact the Council's next meeting scheduled for 4<sup>th</sup> May. The Clerk advised that he was expecting comments and advice from LALC/NALC on how Parish Councils should proceed.

A member of the public expressed his appreciation of the Parish Council's Zoom meetings and suggested that future live streaming of physically held meetings might be considered as a means of reaching a wider audience.

**Action:** The Clerk will make enquiries with The Meeting House regarding their ability to accommodate Parish Council meetings following 7<sup>th</sup> May 2021.

#### **21/007 HGVs using Aldcliffe Hall Lane and other parish roads**

This item had been covered under minute 21/002 – Matters Arising from the Minutes of the previous meeting.

#### **21/008 Final Accounts and Annual Return 2020/21**

The Clerk reported that instructions for the completion of the Annual Governance and Accountability Return 2020/21 had been received from the Council's appointed external auditors, PKF Littlejohn. As in previous years, the Parish Council, as a new body, would be subject to the 'Limited Assurance Audit'. The final year of obligatory external audit would be 2021/22, following which the Council would, under normal circumstances, be entitled to claim exemption from audit.

The Clerk advised that he had spoken to the Council's internal auditor, Mrs Dawn Allen, who was willing to provide the annual internal audit service again this year on the same terms as in previous years.

The statutory deadline for submitting the AGAR to the external auditors is 30<sup>th</sup> June 2021 and the Clerk advised that he would be preparing the draft final accounts and AGAR for Councillors' consideration and approval at the next scheduled meeting on 4<sup>th</sup> May 2021.

**Resolved:** That Mrs Dawn Allen be appointed as the Parish Council's internal auditor for the 2020/21 audit.

## **21/009 Public Discussion and Updates**

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

No further reports had been received.

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

#### **1) Septic Tank/Sewer leak**

The Clerk reported that he had been contacted by local farmer Alan Bargh, seeking advice on how to respond to a sewage leak on land in Aldcliffe. The Clerk had advised Mr Bargh to report the matter to the City Council as a potential public health matter.

**Action:** The Clerk will attempt to monitor progress with this incident.

### **Members' Updates**

#### **2) Highways**

Nothing to report.

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

The Chairman reported that the Lengthsman has installed the new step on the corner in Smuggler's Lane. The Chairman has also asked the Lengthsman to try to clear the pipe that drains the cattle-grid on Oaklands Court, which has been prone to flooding in recent times.

#### **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:

### 9) Farming related safety issues

A member of the public commented on a recent incident regarding tractors depositing excessive mud and stones on Aldcliffe Road near the junction with Aldcliffe Hall Drive. The Chairman advised that, following a discussion with City Councillor Tim Dant, the City Council had provided contact details and an undertaking to clean the roads under such circumstances.

The Parish Council was also planning to write to farmers and landowners to raise awareness and commitment to avoiding this, and other issues. Councillors and members of the public discussed this issue along with farm vehicle speeds and some recent changes to farm access in the parish. It was agreed that the topic would be a continuing matter for consideration. In terms of farm vehicles speeding or otherwise being driven in a dangerous manner, it was agreed that parishioners should be encouraged to log details of any incidents and gather any information, e.g. photographs, licence plates, etc. which might help in addressing the issue.

### 10) Smuggler's Lane Gate

A member of the public enquired about the potential for the gate to now be replaced, as we progress along the Covid recovery roadmap. It was understood that City Councillor Dant was in possession of the gate and had plans to re-install it at an appropriate time. The chairman agreed to discuss this with Councillor Dant.

## 21/010 Payments

Payee & Detail	£
Derek Whiteway – Parish Clerk salary and expenses, March 2021	258.10
HMRC – PAYE deductions, March 2021	64.40
Councillor Webster – purchase of replacement noticeboard	177.61
LALC – Annual Subscription 2021/22	51.47

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

## 21/011 Date and venue for next meeting

It was agreed that the next meeting would be held using Zoom video conferencing on Tuesday, 4<sup>th</sup> May 2021, commencing at 7.00pm.

## 21/012 Exclusion of public and press.

**Resolved:** That the public and press are excluded from the Council's consideration of the following exempt item.

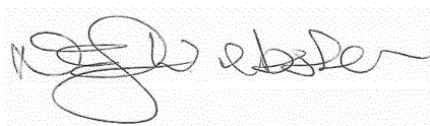
**21/013 Parish Clerk – Conditions of Employment.**

This minute is deemed to be exempt from publication under Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The meeting closed at 8.50pm

A handwritten signature in black ink that reads "Derek Whiteway". The signature is written in a cursive style with a large, looped 'D' at the start.

Clerk of the Council

A handwritten signature in black ink, appearing to be "N. J. D. Ebdon". The signature is written in a cursive style with a large, looped 'N' at the start.

Chair

Date: 4<sup>th</sup> May 2021