

**Parish Council Meeting to be held at The Quaker Meeting House on
Tuesday, 5th October 2021 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, 7th September 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
21/01182/FUL	Erection of single storey rear extension with balcony above, construction of external steps to the rear, and erection of porch extension to the front. 14 Oaklands Court, Aldcliffe. <div>Deadline for comments – 15th October 2021</div>

5. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett to report.
6. **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:

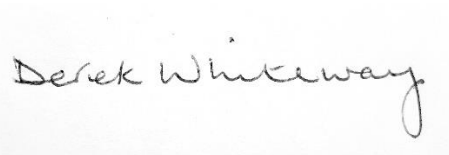
Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
Ancillary	Broadband provision	

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

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

Payee & Detail	£
Quaker Meeting House – hire of room, 5 th October 2021 (invoice not yet received)	23.00
Derek Whiteway – Parish Clerk salary and expenses, September 2021	182.54
HMRC – PAYE deductions, September 2021	45.60

8. Date of Next Meeting. To confirm the date and time of next meeting.



Derek Whiteway

Parish Clerk

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29th September 2021

Minutes of the Meeting held on 7th September 2021 at 7.00pm at the Quaker Meeting House, Lancaster

Present: Councillor Nick Webster (Chairman)
Councillors Denise Parrett and Kevan Walton.
City Councillor Tim Dant
Derek Whiteway, Parish Clerk
No members of the public attended the meeting

21/053 Apologies for Absence

Apologies were received from Councillor Duncan Hall and City Councillor Abi Mills.

21/054 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 6th July 2021, were approved without further amendment.

Matters arising:

- 2) **21/046 – Planning Application 21/00559/FUL.** The Clerk confirmed that he had submitted a planning consultation response as resolved, but modified to take account of further information obtained following the meeting on the temporary nature of already installed structures.
- 3) **21/050(2) - Picnic Site, Estuary Path near Stodday.** City Councillor Dant reported that, following discussions with Lancashire County Council (LCC), he and the Parish Chairman had submitted an application to the Lancaster University Wind Turbine Fund for £4,250 towards the cost of providing a newly refurbished picnic site. LCC had indicated that they would provide matched funding of £4,250, giving a total of £8,500 for the project. A response and decision on the application was awaited. Councillor Dant also reported that the County Council had plans to refurbish the Millennium Park, including the path surface, in the near future.
- 4) **21/050(3) - Application for a Public Bridleway, Snuff Mill Lane path.** The Clerk reported that a response had been sent to the County Council's Public Rights of Way Team, who had responded providing further information about the nature and implications of the DMMO application. This clarified that, if accepted, the DMMO would not necessarily confer on the County Council any responsibility for the condition and maintenance of the path.
- 5) **21/050(4) – East Lodge.** The Clerk confirmed that he had emailed the City Council's Empty Homes Officer asking for an update but was yet to receive a reply. The Chairman reported that a resident had recently been in contact with the owner and with the Empty Homes Officer about the Lodge and it was hoped that this might prompt some response from the owner

21/055 Declarations of Interest

No further declarations were made.

21/056 Co-option of a Parish Councillor

The Clerk reported that, following advertisement of the vacancy, one application for co-option had been received, from Mrs Heather Ward of Stodday. Following consideration of the application statement and CV submitted, it was proposed by Councillor Parrett, seconded by Councillor Walton, and carried unanimously that Mrs Ward be co-opted as a Parish Councillor.

Resolved: That Mrs Heather Ward be co-opted as a Parish Councillor.

21/057 Planning Applications

The following new planning application was considered:

21/00858/FUL - Creation of a parking area and erection of a shed at number 3 Waterside Barn, to be used in association with number 2 Waterside Barn. 2 & 3 Waterside Barn, Stodday Lane.

Following discussion of the application, Councillors agreed that a response should be submitted, not expressing support for, or objection to, the application per se, but stating that the Parish Council would not wish any development at the site to materially change the nature of the established community at Waterside Barn.

Resolved: A response should be submitted not expressing support for, or objection to, the application per se, but stating that the Parish Council would not wish any development at the site to materially change the nature of the established community at Waterside Barn.

21/058 Bailrigg Garden Village and the South Lancaster Growth Catalyst (agenda item 8)

The Chairman proposed that this item be brought forward in the agenda, the proposal being accepted by all Councillors.

City Councillor Tim Dant provided a verbal report on proceedings at the City Council's extraordinary meeting of Full Council on 25th August 2021, at which the proposed collaboration agreement with Lancashire County Council and Homes England had been approved.

Following discussion of the City Council's decision and the resulting situation, Councillors agreed that the Parish Council should aim to keep abreast of any possible further developments or implications and be prepared to develop a 'rearguard plan of action'. One immediate action was to maintain and build on the contact made with the other South Lancaster Parishes during the lead up to the decision. Councillor Dant advised that the Parish Council might also seek to engage with other interested agencies such as the local Flood Action Group.

21/059 Flooding Issues – Long Mile Lane and Aldcliffe Hall Lane (agenda item 9)

The Chairman proposed that this item be brought forward in the agenda, the proposal being accepted by all Councillors.

Aldcliffe Hall Lane. The Chairman provided a verbal report on ongoing work by Lancashire County Council to install a land drain on Aldcliffe Hall Lane, which he understood was due to be completed by Friday, 10th September. In addition, the Chairman reported that United Utilities had indicated they would be working to install sleeving to an existing land drain in the field to the south of Aldcliffe Hall Lane, which would hopefully solve the problem of water leaking through the field wall onto the road. The Chairman and City Councillor Dant agreed to enquire of United Utilities as to whether this proposed work would solve the problem of 'grey water' leaking onto the road at this location.

Action: The Chairman and City Councillor Dant will enquire of United Utilities as to whether their proposed drain sleeving work will solve the problem of 'grey water' leaking onto Aldcliffe Hall Lane.

Long Mile Lane. City Councillor Dant reported that recent work had been observed on the foreshore to dig out the gully and that tidal water entering the ditch running alongside Long Mile Lane was currently draining without any apparent difficulty. The Clerk reported that he had received an email earlier in the day from the Secretary of the Morecambe Bay Wildfowlers Association to say that work to clear the gully was now complete and that arrangements were in hand for a new clack-valve to be installed, hopefully before the end of September.

21/060 Neighbourhood Development Plan (NDP) (agenda item 6)

Councillor Parrett reported that the grant funding application made to Groundwork UK for 2021/22 had been approved and the grant monies of £1,080 had now been received.

Councillor Parrett reported that, following discussions with consultant Louise Kirkup and with AECOM, some minor changes were being proposed to the Design Codes document. Councillors voted unanimously to agree the changes and approve the updated Design Codes document.

Councillor Parrett had issued the full NDP Submission Documents to Councillors to consider and asked that they be approved. Councillors voted unanimously to approve the NDP Submission Documents.

The NDP Submission Documents will now be sent to Louise Kirkup to update, with the revised document then being sent to Lancaster City Council for them to consult again with members of the parish and to submit the plan for external examination. Once these stages are complete, the NDP will be subject to local referendum, again managed by the City Council.

Resolved:

That proposed changes to the Design Codes document are approved; and

That the NDP Submission Documents are approved.

21/061 LA0250 2020/21 AGAR Section 3 External Auditor Report (agenda item 7)

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.

21/062 Smuggler's Lane Hedge Trimming (agenda item 10)

The Clerk reported that arrangements for the Parish Council to manage the maintenance of Smuggler's Lane had now been agreed with Lancashire County Council.

The Chairman reported that the Lengthsman had recently carried out his first treatment, well within the previously estimated time and cost. The Chairman had received several positive comments and expressions of thanks about the work.

The Clerk confirmed that the Parish Council's application for funding under the County Council's Local Delivery Scheme had been approved and the payment of the £500 grant was awaited.

21/063 Public Discussion and Updates

City and County Councillors' Reports

No further reports were received.

Clerk's Report:

Nothing further to report.

Members' Updates

1) Highways (Chairman)

The Chairman reported that several tree branches had recently fallen onto the road along Lunecliffe Road adjacent to the United Utilities' pumping station. Councillor Walton agreed to investigate ownership of the land from which the branches were falling.

Action: Councillor Walton will try to establish who owns the land from which the branches have been falling onto Snuff Mill Lane.

The Chairman reported that weathered street signs erected at the entrance to Oaklands Court were to be replaced by Lancashire County Council.

2) Amenity, including the Lengthsman (Chairman)

Nothing further to report.

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

Nothing further to report.

4) Broadband Provision (Councillors Hall and Walton)

The Chairman advised of a Government grant scheme to help enable broadband provision in rural areas. The scheme requires individuals or businesses to register an interest with BT Openreach who will provide a quotation if sufficient customers are included. Councillor Walton agreed to investigate further into this and other options.

Action: Councillor Walton will investigate further the Government/BT Openreach broadband grant scheme and other options for broadband provision.

5) Ancillary (Chairman)

The Chairman reported that he had recently been provided with information and documents about the source and route of 'Bowerham Brook', which eventually feeds as the old mill pool ('Stodday Pool') opposite the Old Snuff Mill. It was agreed that this information should be included in publication of the parish's history.

The Clerk advised that he had not yet managed to devote time to making historical information available via the Parish Council's website, but that he would do so at the earliest opportunity.

Action: The Clerk will arrange for the parish's historical records to be published on the Parish Council website at the earliest opportunity.

6) Other Matters

Councillor Parrett reported that earlier that day she had attended an online briefing by Lancaster City Council's Community Connectors Team into the launch of a new online 'Keep Connected Hub'. The hub is intended for use by Parish Councils and other parties to access a variety of information, including topics such as planning and other consultations, collaboration forums, reporting and comments/complaints, etc.

Action: The Clerk and Councillors will review the Keep Connected Hub and develop a policy for reviewing its content and contributing to any relevant issues.

Public Discussion:

No matters had been reported.

21/064 Payments

Payee & Detail	£
Robinson Countryside – Lengthsman services May & June 2021 (see note)	210.00
Quaker Meeting House – hire of room, 7 th September 2021	23.00
PKF Littlejohn – External Audit Fee 2020/21	240.00
Derek Whiteway – Parish Clerk salary and expenses, July & Aug 2021	410.56
HMRC – PAYE deductions, July & Aug 2021	98.20

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

Resolved: That the above accounts be approved for payment.

21/065 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 5th October 2021 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9.05pm

Clerk of the Council

Chair

Date: