

Minutes of the Meeting held on 5th October 2021 at 7.00pm at the Quaker Meeting House, Lancaster

Present: Councillor Nick Webster (Chairman)
Councillors Duncan Hall, Denise Parrett, Kevan Walton (from minute 21/072) and Heather Ward.
Derek Whiteway, Parish Clerk
No members of the public attended the meeting

21/066 Welcome

The Chairman welcomed Councillor Heather Ward to the first meeting following her co-option to the Council.

21/067 Apologies for Absence

Apologies were received from City Councillor Tim Dant.

21/068 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 7th September 2021, were approved subject to a minor factual amendment to minute 21/063(1).

Matters arising:

- 2) **21/054(5) – East Lodge.** Councillors commented that some gardening and other remedial work had recently been carried out at the property. It was agreed that the Clerk should again contact the City Council's Empty Homes Officer asking for an update

Action: The Clerk will contact the Empty Home Officer asking for any update regarding the Lodge.

- 3) **21/059 - Flooding Issues – Long Mile Lane and Aldcliffe Hall Lane.** The Chairman reported that all the recent works to improve drainage had stood up well and were working effectively following the spells of heavy rain.
- 4) **21/062 - Smuggler's Lane Hedge Trimming.** The Chairman reported that he had received several complimentary comments about the hedge trimming work on Smuggler's Lane. He also advised that the Lengthsman had now installed a section of fencing alongside the steps from the footpath on to the multi-use estuary path.
- 5) **21/063(1) – Highways.** The Clerk reported that a response had been received from Lancashire County Highways confirming that they had contacted the relevant landowners asking for action to resolve problems with dead and falling tree branches on Lunecliffe Road.

21/069 Declarations of Interest

No further declarations were made.

21/070 Planning Applications

The following new planning applications were considered:

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.

21/00916/FUL Erection of a first floor side and rear extension over existing double garage and erection of single storey rear extension. 4 Craiglands Court Aldcliffe.

Following discussion of the applications, Councillors agreed that a response should be submitted, neither expressing support for, or objection to, the applications, but drawing the City Council's attention to the content and objectives of the Design Codes incorporated within the Parish's proposed NDP.

Resolved: A response should be submitted for both applications, neither expressing support for, or objection to, the applications, but drawing the City Council's attention to the content and objectives of the Design Codes incorporated within the Parish's proposed NDP.

21/071 Neighbourhood Development Plan (NDP)

Councillor Parrett reported that the NDP had been submitted to Lancaster City Council on 14th September 2021. The City Council's Consultation Officer had been in touch advising how things would now progress, what would be expected of the Parish Council. A draft press release had been provided covering the submission of the Plan and the City Council's forthcoming six-week consultation.

Arrangements would be made to publicise the consultation via the Parish Council website and parishioner contact details were being supplied to the City Council where appropriate.

Following the consultation, the Plan would be submitted for external examination prior to the final Parish referendum on its adoption. It was hoped that this could all be completed by February/March 2022.

Action: Councillor Parrett and the Clerk will liaise as necessary to assist with the City Council's consultation and further steps in the process.

21/072 Public Discussion and Updates

Councillor Kevan Walton joined the meeting at this point

City and County Councillors' Reports

No further reports were received.

Clerk's Report:

- 1) **Parishioner Contacts.** The Clerk reported that he had recently sent an email to parishioners who had contributed to the NDP consultation and had received around 22 responses asking for the email address to be added to the Parish Council's contact list.

Action: Councillors Ward and Hall will attempt to contact those parishioners who have not yet signed up to the email contact list and encourage them to join.

- 2) **Data Protection Registration.** The Clerk reported that, following investigation and consideration of advice from NALC he was now persuaded that the Parish Council is obliged to register as a data controller with the Information Commissioner's Office (ICO). The annual registration fee is currently £40.00. Following discussion, Councillors agreed that the Parish Council should effect this registration.

Resolved: That the Parish Council should register with the ICO as a data controller and the Clerk should make the necessary arrangements for the payment of the annual registration fee.

- 3) **Insurance.** The Clerk advised that he had recently received the annual insurance renewal proposal for 2021/22. The cover and terms and conditions were unchanged and the premium quoted (£218.00) was the same as for 2020/21. The Clerk advised acceptance of the quotation. The policy renewal date is 16th November, and the invoice would be presented for approval at the next meeting of the Council.

Members' Updates

- 4) **Highways (Chairman)**

Nothing further to report.

- 5) **Amenity, including the Lengthsman (Chairman)**

Nothing further to report.

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

Nothing further to report.

- 7) **Broadband Provision (Councillors Hall and Walton)**

Aldcliffe. Nothing further to report

Stodday. Councillor Walton reported that he was preparing a flyer to be distributed to Stodday residents seeking their views on the Government/BT Openreach broadband grant scheme. Councillor Ward advised that some properties in Stodday currently benefitted from a broadband service relayed from Lancaster University. It was agreed that the possible extension of this solution should be considered further.

- 8) **Ancillary (Chairman)**

Nothing further to report.

Public Discussion:

No matters had been reported.

21/073 Payments

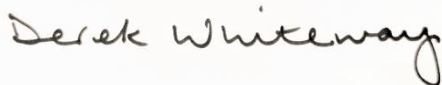
Payee & Detail	£
Quaker Meeting House – hire of room, 5 th October 2021	23.00
Derek Whiteway – Parish Clerk salary and expenses, September 2021	182.54
HMRC – PAYE deductions, September 2021	45.60
Information Commissioners Office – Data Protection Registration Fee (see minute 21/072(2))	40.00

Resolved: That the above accounts be approved for payment.

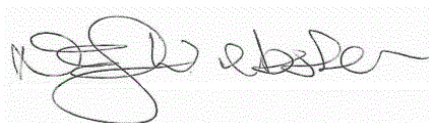
21/074 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 2nd November 2021 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 8.45pm



Clerk of the Council



Chair

Date: 2nd November 2021