

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

**Parish Council Meeting to be held at The Quaker Meeting House on  
Tuesday, 7<sup>th</sup> December 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, 2<sup>nd</sup> November 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
LCC/2021/0060	Lancaster Wastewater Treatment Works, Stodday Lane, Lancaster. <b>Variation of condition 1 of permission LCC/2016/0065 to extend the operational lifetime of the solar farm until the 31st December 2055.</b> <div>Deadline for comments – 07/12/2021</div>

5. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett to report.
6. **Revised Estimates 2021/22 and Initial Draft Estimates 2022/23.** Clerk's report to come.
7. **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:

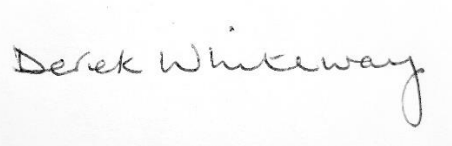
Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
Ancillary	Broadband provision	

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

**8. Payments.** To authorise payment of the following accounts:

<b>Payee &amp; Detail</b>	<b>£</b>
Quaker Meeting House – hire of room, 7 <sup>th</sup> December 2021 (invoice not yet received)	23.00
Councillor's Expenses. Cllr Webster – laminating pouches	15.95
Derek Whiteway – Parish Clerk salary and expenses, November 2021	201.44
HMRC – PAYE deductions, November 2021	48.20

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



**Derek Whiteway**

**Parish Clerk**

**Tel: 01524 64908**

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**1<sup>st</sup> December 2021**

## Minutes of the Meeting held on 2<sup>nd</sup> November 2021 at 7.00pm at the Quaker Meeting House, Lancaster

**Present:** Councillor Nick Webster (Chairman)  
Councillors Duncan Hall, Denise Parrett, Kevan Walton and Heather Ward.  
City Councillor Tim Dant  
Derek Whiteway, Parish Clerk

Three members of the public attended the meeting

### 21/075 Apologies for Absence

Apologies were received from City Councillor Abi Mills and County Councillor Gina Dowding.

### 21/076 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 5<sup>th</sup> October 2021, were approved without further amendment.

#### Matters arising:

- 2) **21/068(2) – East Lodge.** The Clerk advised that he had not yet received any update from the Empty Homes Officer.

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

- 3) **21/068(5) – Dangerous Trees, Luncliffe Road.** The Clerk advised that he had not received any further information from County Highways following their request to the landowners to attend to the dangerous branches.

- 4) **21/072(1) – Parishioner Contacts.** The Clerk advised that his parishioner contact list now contained around 65 email addresses. Councillors Ward and Hall are seeking to increase the list by contacting residents.

**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.

- 5) **21/072(2) – Data Protection Registration.** The Clerk reported that he had submitted the Council's registration and now needed two Councillors to approve a Direct Debit mandate for the fee (payment approved at the meeting on 5<sup>th</sup> October 2021). Councillors Webster and Walton signed the mandate.

### 21/077 Declarations of Interest

No further declarations were made.

## **21/078 Planning Applications**

The following new planning applications were considered:

**21/00858/FUL (Amended application) 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.**

An amendment to the application proposes a smaller parking space and turning area. Following discussion Councillors agreed that, in light of comments submitted on the original plans, no additional response was required.

**21/0204/TPO Sycamore (T1) - remove lowest limb, Ash (T2) - fell, Sycamore (T3) - remove hazard over road, Sycamore (T4) - remove lowest limb. Aldcliffe Hall Drive, Aldcliffe.**

Following discussion, Councillors agreed that a response should be submitted recognising and respecting the City Council's Tree Officer's professional role in assessing the application but asking that due consideration is given to the importance that the trees on that site hold for the local community.

**Resolved:** A response is to be submitted recognising and respecting the City Council's Tree Officer's professional role in assessing the application but asking that due consideration is given to the importance that the trees on that site hold for the local community.

### **Development Activity at Arna Wood**

Members of the public and City Councillor Dant reported concerns about development work on land adjacent to Arna Wood Lane, Aldcliffe. Concerns were expressed that work undertaken to date constituted an unauthorised change of use of the agricultural land, including the installation of a large area of hardstanding and the introduction of several mobile homes/caravans.

Following discussion, Councillors agreed that concerns raised at the meeting regarding the work and its impact on the community needed to be addressed. Councillors resolved that a letter be sent to the City Council's head of Planning asking that appropriate and urgent enforcement action is taken.

**Resolved:** A letter is to be sent to the City Council's head of Planning asking that appropriate and urgent enforcement action is taken regarding these development works.

### **21/079 Neighbourhood Development Plan (NDP)**

Councillor Parrett reported that Lancaster City Council were currently undertaking the 6-week consultation on the submitted NDP, this being due to end on 26<sup>th</sup> November 2021. All comments about the NDP must be made to the City Council. At the end of the 6-week period, the City Council will collate any responses made and forward them to the Parish Council for a reply. Any responses made, along with the Parish Council's reply, will be forwarded to the external examiner as part of the examination process.

Councillors noted and thanked Councillor Parrett for her update.

### **21/080 Traffic concerns on the parish's roads.**

The Clerk referred to an email submitted by a parishioner reporting a 'near-miss' with a fast-moving lorry whilst running on Lunecliffe Road. Councillors agreed that traffic on the Parish's roads were a major concern and discussed a range of possible measures. City Councillor Dant advised that any traffic control measures would require commitment from Lancashire County Council and suggested that a letter be sent by the Parish Council.

The Clerk advised that an online facility existed on the Lancashire Road Safety Partnership (LRSP) website for members of the public to report incidents. It was agreed that parishioners should be reminded of, and encouraged to use, this reporting facility.

The Clerk also reported that Over Kellet Parish Council had recently contacted a newly appointed Chair of the LRSP. The LRSP Chair had agreed to attend the Council's next meeting to hear and discuss Over Kellet Parish Councillors' concerns about traffic issues. It was agreed that the Clerk would report back on the outcome of this exercise.

**Actions:** The Clerk will include in his next email to parishioners a reminder about the LRSP online reporting facility.

The Clerk will report back to Councillors on the outcome of Over Kellet PC's meeting with the Chair of the LRSP.

The Clerk will advise County Councillor Dowding of the Parish Council's discussions and concerns regarding traffic control on the Parish's roads and seek her advice and support in dealings with the County Council.

### **21/081 Canalside parking issues on Aldcliffe Road**

City Councillor Dant reported that he had recently received an undertaking from the Canal and River Trust (CRT) to erect some advisory parking signs along their strip of land adjacent to the Aldcliffe Road towpath. This initiative was welcomed, and Councillors agreed that the installation of the signs and their effect should be monitored and assessed in liaison with the CRT before any further actions are considered

**Actions:** Councillors will monitor the introduction and effect of advisory parking signs to be installed by the CRT.

## **21/082 Conservation Work**

The Clerk reported that the Secretary of the Morecambe Bay Wildfowlers Association (MBWA) had sent an email advising of wild bird conservation work being planned in collaboration with Natural England. The Natural England representative had asked if the Parish Council (and/or other parties) might also be interested in discussing potential conservation projects.

Councillor Parrett felt that taking up this offer would provide a good fit with conservation principles in the NDP. Following discussion, Councillors agreed that arrangements should be made to hold a meeting with the Natural England representative.

**Actions:** The Clerk will make arrangements for members of the Parish Council to meet with the Natural England representative.

The Clerk reported that he had received an email from an organisation called 'eforests' offering to supply wildlife trusts, community woodlands and community farms, etc with free trees for their nature reserves, rewilding projects, etc. The normal supply for an individual project was 150+ trees.

Councillors discussed several potential sites within the Parish, including the Arna Wood Solar Farm and along the Snuff Mill Lane footpath. It was agreed that these possible projects should be given further consideration.

**Actions:** The feasibility of potential tree planting projects discussed at the meeting should be explored further.

## **21/083 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)**

Nothing further to report.

#### **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)**

**Aldcliffe.** The Chairman reported that BT broadband roll-out work in Aldcliffe was likely to be slowed by the need to obtain various landowners' permission for groundworks to be carried out.

**Stodday.** Councillor Walton reported that he had, as yet, received few responses to his flyer seeking Stodday residents' views on the Government/BT Openreach broadband grant scheme.

**5) Ancillary (Chairman)**

Nothing further to report.

**Public Discussion:**

No further matters had been reported.

**21/084 Payments**

Payee & Detail	£
Robinson Countryside – Lengthsman services July-Sept 2021 (see note)	577.50
Came & Company – Insurance Premium 2021/22	218.00
Quaker Meeting House – hire of room, 2 <sup>nd</sup> November 2021	23.00
Derek Whiteway – Parish Clerk salary and expenses, October 2021	123.78
HMRC – PAYE deductions, October 2021	30.60

Note: These invoices had already been paid under delegated authority and were presented for information only.

Resolved: That the above accounts be approved for payment.

**21/085 Date and venue for next meeting**

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

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date:

## Agenda Item: 6

# Revised Estimates 2021/22 and Draft Budget and Precept 2022/23

## Report of The Parish Clerk

### 1. Background

The Parish Council is required to undertake a robust annual budget process to:

- establish the level of funds required to deliver plans for the coming year;
- determine the level of reserves that should be maintained; and
- set the Parish Council's precept for the coming year.

The City Council has not yet notified the Parish Council of its Tax Base for 2022/23 (the figure which determines how much of the precept each Council Tax payer is charged). The 2021/22 tax base is 145.66. The Parish Council will be required to notify the City Council of its precept by the first week of February 2022.

### 2. Revised Estimates and Budget Projections

The appended statement sets out revised estimates for 2021/22 and a provisional draft budget for 2022/23. These estimates have been produced on a 'continuation of services' basis, i.e. not taking account of any increases (growth) or reductions (savings) on existing activities.

As well as the Parish Council's mainstream activities and transactions (referred to as 'General Fund'), the statement also summarises the projected transactions and balances for the Council's established 'Neighbourhood Plan' account, 'Environmental Support Reserve' and 'Elections Reserve'.

### 3. Conclusions

- a) General Reserves:** Following a review of significant financial risks facing the Parish Council, it is concluded that a target general reserve of £3,500 remains appropriate to cover potential liabilities.
- b) Revised Estimates 2021/22:** The report projects net receipts of £1,932 for the year ending 31<sup>st</sup> March 2022, which would raise the General Fund balance to £5,842, i.e. £2,342 above the target balance level. The draft budget for 2022/23 assumes that £480 will be applied to maintain the precept at the 2021/22 level. Councillors may wish to consider this, and other options for using this 'surplus'.
- c) Draft Budget and Precept 2022/23:** As set out in the appended draft budget statement, recurring expenses are estimated at £6,650 for 2022/23, with receipts of £500 (excluding recoverable VAT from 2021/22). This represents a net increase of £66 in estimated spending from the 2021/22 budget, reflecting estimates included for inflationary increases across the budget headings.



Should Councillors wish to proceed on this 'continuation of services' basis, it is suggested that applying £480 of balances to maintain the precept at £5,600 would be appropriate for 2022/23. At the existing Tax Base, this would result in an unchanged annual charge of £38.45 for a Band D property.

Should Councillors wish to consider a higher precept to provide funds for any increase in services or new initiatives, the cost per £1,000 increase in the precept for a Band D property would be £6.87 per annum.

- d) Non-recurring expenses:** There are no non-recurring items currently included in the draft budget for 2022/23.
- e) Reserve Balances.** The final section of the draft budget statement sets out the current and anticipated balances on the General Reserve, the 'Neighbourhood Plan Account', 'Environmental Support Reserve' and the 'Elections Reserve'. In this draft of the budget, no projected activity during 2022/23 has been included for the earmarked reserves.

#### **4. Recommendations**

- a)** That a target level of general reserve of £3,500 is endorsed
- b)** That the provisional draft budget for 2022/23 is endorsed, subject to the inclusion of any growth or savings. A final budget report will be presented to the January meeting of the Council, seeking the Council's formal approval of the budget and precept.

## Revised Estimates 2021/22 and Provisional Draft Budget 2022/23

Budget Heading	Revised Estimates 2021/22				Draft Budget	Note
	Approved Budget	Actuals to 30/11/21	Projected Dec-Mar 2022	Revised Estimate	2022/23	
<b>Opening Balances</b>	<b>3,560</b>	<b>3,910</b>	<b>-</b>	<b>3,910</b>	<b>5,842</b>	
<b>Receipts</b>						
Precept	5,600	5,600	-	5,600	5,600	
Local Delivery Scheme	500	500	-	500	500	1
Bank Interest	50	2	-	2	-	
VAT Refund	677	1,753	-	1,753	70	
<b>Total Receipts</b>	<b>6,827</b>	<b>7,855</b>	<b>-</b>	<b>7,855</b>	<b>6,170</b>	
<b>Payments</b>						
Parish Clerk Salary (incl PAYE)	2,093	1,700	835	2,535	2,375	2
Meeting Room Hire	300	111	92	203	261	3
Parish Clerk Expenses	15	2	5	7	15	
Parish Clerk Training	40	-	-	-	40	
Councillors Expenses	50	-	25	25	50	
Subscriptions	60	51	-	51	60	4
Insurance	225	218	-	218	232	
Lengthsman	3,000	1,043	780	1,823	2,966	5
Audit Fees	260	260	-	260	65	6
Bank Fees	72	36	36	72	72	7
Maintenance	-	-	-	-	-	
IT & Website	160	-	160	160	165	
Printing, Postage & Stationery	60	180	33	213	65	8
Consultants Fees	-	-	-	-	-	
Data Protection Registration	-	35	-	35	35	
Transfer to Elections Reserve	250	-	250	250	250	9
Contribution to NDP Project	-	-	-	-	-	
Recoverable VAT	-	71	-	71	-	
<b>Total Payments</b>	<b>6,585</b>	<b>3,707</b>	<b>2,216</b>	<b>5,923</b>	<b>6,650</b>	
<b>Net Receipts/(Payments)</b>	<b>242</b>	<b>4,148</b>	<b>-2,216</b>	<b>1,932</b>	<b>-480</b>	
<b>Current Balance</b>		<b>8,058</b>	<b>-</b>	<b>2,216</b>	<b>5,842</b>	<b>5,362</b>

Parish Council Tax Calculations	2021/22	2022/23
Precept	£ 5,600	£ 5,600
Parish Tax Base	145.66	145.66
Band D Equivalent	£ 38.45	£ 38.45
Band D Increase on Previous Year		£ -
Band D Increase %		0.0%

Reserve Balances	31/03/2021	Money In	Money Out	31/03/2022 Projected
General Reserve	3,910	7,855	- 5,923	5,842
Neighbourhood Plan	834	1,080	- 1,914	0
Elections Reserve	500	250	-	750
Environmental Support Reserve	2,519	-	-	2,519
	<b>7,764</b>	<b>9,185</b>	<b>- 7,837</b>	<b>9,112</b>

## Notes

- Grant from Lancashire County Council to support PRow maintenance works
- Contracted hours 14 per month plus provision for 3 hours per month 'overtime'.
- 11 meetings per annum at £23.00 plus inflationary allowance
- Annual subscription to LALC
- 48 weeks x 4 hours x £15/hour plus inflationary allowance
- Internal Auditor fee only - the PC is now able to claim exemption from External Audit
- 12 months fees x £6/month
- 2021/22 spend includes £148 for a new noticeboard
- One further contribution of £250 in 2022/23 will bring the Elections Reserve to £1,000, which should be sufficient to cover the cost of an election in 2023, if necessary.