

**Parish Council Meeting to be held at The Quaker Meeting House on  
Tuesday, 1<sup>st</sup> February 2022 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, 7<sup>th</sup> December 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.**
  - a) 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:

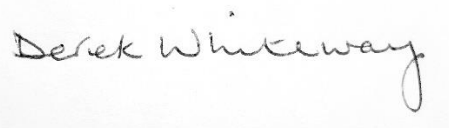
Application No	Description
21/01581/FUL	<b>Change of use of land for the siting of 3 traveller caravans, 3 touring caravans and 3 mobile homes, siting of a day room, erection of a barn, installation of a septic tank and creation of an area of hardstanding.</b> Field 3225, Arna Wood Lane, Aldcliffe.

- b) Also to review developments on the following application:  
**LCC/2021/0060. Variation of condition 1 of permission LCC/2016/0065 to extend the operational lifetime of the solar farm until the 31st December 2055.** Lancaster Wastewater Treatment Works, Stodday Lane, Lancaster.
5. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett to report.
6. **The Queen's Platinum Jubilee.** To consider whether and how the Parish Council wishes to mark the Jubilee.
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 accounts. Report attached:
9. **Date of Next Meeting.** To confirm the date and time of next meeting.
10. **Exclusion of public and press.** To exclude the public and press from the Council's consideration of the following exempt item deemed to be exempt under Part I of Schedule 12A to the Local Government Act 1972 (as amended)..
11. **Land adjacent to Arna Wood Lane/Stodday Lane.** To consider a request for the Parish Council's views regarding the proposed addition of an entrance to the site from Stodday Lane.



**Derek Whiteway**

**Parish Clerk**

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**26 January 2022**

## Minutes of the Meeting held on 7<sup>th</sup> December 2021 at 7.00pm at the Quaker Meeting House, Lancaster

**Present:** Councillor Nick Webster (Chairman)  
Councillors Duncan Hall, Kevan Walton and Heather Ward (part).  
Derek Whiteway, Parish Clerk

One member of the public attended the meeting

### 21/086 Apologies for Absence

Apologies were received from Councillor Denise Parrett, City Councillors Tim Dant and Abi Mills and County Councillor Gina Dowding.

### 21/087 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 2<sup>nd</sup> November 2021, were approved without further amendment.

#### Matters arising:

- 2) **21/076(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) **21/076(3) – Dangerous Trees, Lunecliffe 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) **21/080 - Traffic concerns on the parish's roads.** Councillor Ward reported that there had been linked incidents on Aldcliffe Road at lunchtime that day involving vehicles visiting the Stodday Wastewater Treatment Works (WwTW) and not observing the agreed one-way system. Councillor Walton advised that vehicles had been slurry spreading at Arna Wood in recent days. Following discussion, it was agreed that HGV traffic levels along Arna Wood Lane appeared to be far exceeding the expected 100 journeys per week and that the road was showing severe signs of wearing. It was agreed that Councillor Ward should attempt to contact the new site manager to raise these concerns.

**Action:** Councillor Ward will contact the United Utilities' WwTW site manager to report issues over traffic management and volumes.

- 5) **21/082 - Conservation Work.** The Clerk advised that he had contacted Mandy Knott, Coastal Lead Adviser - Morecambe Bay, Wyre and Lune Estuaries for Natural England and agreed to arrange a meeting in the New Year.

## **21/088 Declarations of Interest**

No further declarations were made.

## **21/089 Planning Applications**

The following new planning applications were considered:

**LCC/2021/0060 Lancaster Wastewater Treatment Works, Stodday Lane, Lancaster. Variation of condition 1 of permission LCC/2016/0065 to extend the operational lifetime of the solar farm until the 31st December 2055.**

A letter of objection to the proposed extension had been submitted to meet the deadline of 7<sup>th</sup> December 2021. Enquiries were ongoing regarding arrangements for the application to be heard by the County Council's Development Control Committee.

## **21/090 Neighbourhood Development Plan (NDP)**

The Chairman read out a brief report prepared by Councillor Parrett. The Regulation 16 consultation carried out by Lancaster City Council had closed on November 26<sup>th</sup> and comments made would be collated by Lancaster CC and forwarded to Councillor Parrett. The NDP working party, along with consultant Louise Kirkup, will then meet to discuss the Parish's replies to those comments. The comments and suggested replies will be brought to a Parish Council meeting in due course for agreement and approval.

Lancaster CC has already applied to the Neighbourhood Planning Independent Examiner Referral Service, which is managed and administered by the Royal Institution of Chartered Surveyors, for a list of nominated examiners. Once an examiner has been appointed, he/she will receive the Regulation 16 comments as well as all the other submitted documents, which will include the Parish Council's responses.

It was still hoped that the NDP approval process could be completed by April/May 2022.

## **21/091 Revised Estimates 2021/22 and Initial Draft Estimates 2022/23.**

The Clerk presented a report covering revised budget estimates for 2021/22 and a draft budget for 2022/23. Net receipts of £1,932 were projected for the year ending 31st March 2022, which would raise the General Fund balance to £5,842, i.e. £2,342 above the target balance level of £3,500.

On a 'continuation of services' basis, with no allowance for new projects or changes in service, a net budget requirement for 2022/23 of £6,080 was estimated. The Clerk had recommended that £480 be applied from balances to maintain a precept of £5,600 for 2022/23. The Clerk reported verbally that the 2022/23 Council Tax Base figures had now been received from Lancaster City Council. The tax base for 2022/23 is 147.29, a slight increase on the 2021/22 level of 145.66, which would result in an annual precept charge for a Band D property of £38.02.

Councillors asked questions of the Clerk and debated whether it was necessary or desirable to raise any additional funds through an increase of the precept. Following debate,

Councillors resolved unanimously that the Clerk's recommendations be approved, as following:

- a) a target level of general reserve of £3,500 is endorsed;
- b) the draft budget for 2022/23 is approved; and
- c) the precept for 2022/23 is set at £5,600 and notified to Lancaster City Council.

**Resolved:** That the Clerk's report is accepted and that:

- a) a target level of general reserve of £3,500 is endorsed.
- b) the draft budget for 2021/22 is approved.
- c) a precept of £5,600 is approved and notified to Lancaster City Council.

## **21/092 Public Discussion and Updates**

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

No further reports were received.

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

Nothing further to report.

Councillor Ward left the meeting at this point

### **Members' Updates**

#### **1) Highways (Chairman)**

Nothing further to report.

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

The Chairman asked if any further information had been received regarding the installation of a new clack-valve on the outlet of the Long Mile Lane drain. The Clerk advised that he had not received any recent update

**Action:** The Clerk will ask for an update on the plans to install a new clack-valve.

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

Nothing further to report.

#### **4) Broadband Provision (Councillors Hall and Walton)**

Nothing further to report.

#### **5) Ancillary (Chairman)**

Nothing further to report.

## Public Discussion:

### (1) Development Activity at Arna Wood

Following on from discussions at the November meeting of the Parish Council, a member of the public reported further concerns about what appeared to be development work on land adjacent to Arna Wood Lane, Aldcliffe.

Following discussion, Councillors agreed that the concerns should be investigated, and further evidence sought as to the nature/purpose of the works.

**Action:** Concerns over work being carried out on land adjacent to Arna Wood Lane will be investigated.

### 21/093 Payments

Payee & Detail	£
Quaker Meeting House – hire of room, 7th December 2021	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

Resolved: That the above accounts be approved for payment.

### 21/094 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 4<sup>th</sup> January 2022 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 8:20pm

Clerk of the Council

Chair

Date:

## Parish Council Meeting, 1<sup>st</sup> February 2022

### Agenda Item 8 – Payments for Authorisation

Payee & Detail	£
Derek Whiteway – Parish Clerk salary and expenses, December 2021 (note 1)	151.93
HMRC – PAYE deductions, December 2021 (note 1)	37.00
Robinson Countryside – Lengthsman Services, October 2021 (note 2)	180.00
Robinson Countryside – Lengthsman Services, Nov-Dec 2021 (note 2)	240.00
Lancaster Quaker Meeting – hire of meeting room, 1 <sup>st</sup> February 2022 (invoice not yet received)	23.00
Derek Whiteway – Parish Clerk salary and expenses, January 2022	130.36
HMRC – PAYE deductions, January 2022	32.60

Note 1: Following cancellation of the January Parish Council meeting, these invoices were authorised by email and paid under delegated authority on 06/01/2022.

Note 2: These invoices have been paid under delegated authority and are presented for information only.