



Minutes of the Meeting held on 5th April 2022 at 7.00pm at the Quaker Meeting House, Lancaster

Present: Councillor Nick Webster (Chairman)
Councillors Duncan Hall, Denise Parrett, Kevan Walton and Heather Ward.
Derek Whiteway, Parish Clerk
One member of the public attended the meeting

22/001 Apologies for Absence

Apologies for absence were received from City Councillor Tim Dant.

22/002 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 1st March 2022, were approved without further amendment.

Matters arising:

- 2) **21/107(3) – Dangerous Trees, Lunecliffe Road.** The Chairman reported that, following the felling and pruning of trees on land to the south of Lunecliffe Drive, many brushings and other debris had been left in the culvert/ditch adjacent to the road. Councillors agreed that if this was not cleared, it could result in blockages and cause drainage problems. It was agreed that the matter should be reported to the County Council.

Action: The Clerk and Chairman will liaise to report the matter to the County Council.

- 3) **21/096(5) - Conservation Work.** The Clerk had yet to make arrangements for the Parish Council to meet with Mandy Knott, Coastal Lead Adviser (Natural England).

Action: The Clerk will make arrangements to host a meeting between Councillors and Mandy Knott of Natural England.

22/003 Declarations of Interest

No further declarations were made.

22/004 Planning Applications

- 1) No new planning applications had been received.
- 2) **Planning Application 21/01581/FUL 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.** Field 3225, Arna Wood Lane, Aldcliffe.

Councillors again discussed this application and agreed that City Councillor Dant should be asked to enquire of the appointed case officer as to its status and progress through the planning process.

Action: The Clerk will ask City Councillor Dant to enquire as to the status and progress of the application.

22/005 Neighbourhood Development Plan (NDP)

Councillor Parrett reported that the external examiner had been asked to correct some typographical errors in his draft report and a revised report was awaited.

Councillor Parrett asked the Council to approve a minor change to the Design Codes document to clarify that "buildings should be up to 2 storeys high". Councillors unanimously approved the change.

Resolved: That the Design Codes document is changed to clarify that "buildings should be up to 2 storeys high".

The NDP is now proceeding to the Referendum Version. It was proposed by Councillor Parrett, seconded by Councillor Wiles and carried unanimously that the Referendum Version of the NDP is approved and forwarded to the City Council.

Resolved: That the Referendum Version of the NDP is approved and forwarded to the City Council.

Councillor Parrett advised that the referendum would be managed by the City Council in the same way as a local election, with 28 days' notice being given. Hard copies of the NDP would be available for inspection at Lancaster Town Hall.

Councillors felt it important to achieve a strong turnout at the referendum and discussed whether it would be appropriate to issue publicity in the parish. It was agreed that Councillor Parrett should seek advice from the City Council's Consultations Officer on this matter.

The Clerk reported that he had been invited to submit the 'End of Grant Report' for the 2021/22 funding from Groundwork UK. Subject to confirmation from the Council's consultants, no further application for funding was expected for 2022/23.

22/006 The Queen's Platinum Jubilee

The Chairman suggested that, in the absence of an obvious central location within either hamlet, one possibility was to seek Aldcliffe Hall Estates' agreement to planting a suitable species of tree on Aldcliffe Hall Drive to replace one of those dropped in the recent storms. Councillors agreed that this was worth pursuing.

The Chairman also suggested a possible location at the old roman milestone near the junction of Stodday Lane and Snuff Mill Lane. Having discussed issues over ownership and safety, Councillors felt this site might be problematic.

Councillor Parrett suggested that a tree or trees might be planted alongside the now improved Snuff Mill Lane footpath and it was also thought that a commemorative tree could be included in emerging plans for the renovated picnic site on the Millennium Path.

Resolved: The Parish Council will continue to investigate ways to commemorate the Jubilee, including the planting of a commemorative tree or trees.

22/007 Lune Millennium Path / Stodday Picnic Site

The Chairman reported that, following further discussions between City Councillor Dant and Tim Blythe from the County Council, it had been agreed that two separate projects would be taken forward, relating to a) Stodday Picnic Site and b) the wider Millennium Path Furniture. Councillor Dant had advised that Mr Blythe had assured him that the County Council would assume ownership and responsibility for the completed site and furniture.

The Stodday Picnic Site project is to be funded by the grant received by the Parish Council from the University Wind Turbine Fund and a matching contribution to be made by Lancashire County Council. The Clerk advised that, to satisfy accountable body requirements, the Council should nominate a Councillor to be involved in the project management.

Resolved: That, subject to the receipt of matched funding from the County Council and confirmation from the County Council that it will assume ownership and responsibility for the scheme post-completion, the Parish Council will act as accountable body for the Stodday Picnic Site project. Also, that Councillors Wiles and Walton will share a role to represent the Parish Council in the project management of the Stodday Picnic Site refurbishment.

The Clerk advised that, depending on the nature of the supplies and groundworks required to complete the project, it may be necessary under Financial Regulations to obtain three quotations from suppliers/contractors. The Parish Council should liaise with City Councillor Tim Dant on this, to take account of any favourable procurement opportunities available via the City Council. It was suggested that, given their previous services and local experience, the Council's lengthsman and the contractor engaged to clear Snuff Mill Lane ditch should be considered as potential contractors.

Councillor Walton agreed to survey the picnic area and devise some initial plans for the refurbishment. It was hoped that local services might be available for an 'artists impression' to be produced.

22/008 Canalside Parking on Aldcliffe Road

The Chairman reported that no further progress had been made with the Canal and River Trust. He went on to advise on an article in a recent issue of the Lancaster Guardian. This reported that the County Council, now having direct control of parking enforcement, had appointed a new officer who was aiming to provide a more responsive service and extended street patrols. A key objective quoted was to ensure that traffic can flow freely and safely by reducing inappropriate parking.

The Chairman suggested, and Councillors agreed, that a previous report produced by a resident into the Aldcliffe Road parking issues be used as the basis of a letter to the County Council's newly appointed officer, with an invitation to visit the site and a request that the situation be investigated. The Clerk advised that it would be useful to send a copy of the letter to the Chair of the Lancashire Road Safety Partnership.

The Chairman also advised that a new law governing parking on pavements, due to commence on 31/05/22 could provide some scope for tackling the problem.

Resolved: The Chairman will draft a letter to be sent to the County Council parking enforcement service requesting that parking issues along Aldcliffe road be investigated.

22/009 Annual Governance and Accountability Return (AGAR) 2021/22

The Clerk reported that the AGAR documentation had now been received from the appointed external auditors. The deadline for submitting the return is 1st July 2022 and this year the Parish Council is, for the first time, able to claim exemption from external audit. The Clerk proposed that Dawn Allen be again appointed as the Council's Internal Auditor. This was carried unanimously.

Resolved: That Dawn Allen be appointed the Parish Council's internal auditor for the purposes of the 2021/22 accounts and AGAR.

22/010 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) Broadband Provision (Councillors Hall and Walton)

Nothing further to report.

4) Ancillary (Chairman)

Nothing further to report.

5) Other Matters

Nothing further to report.

Public Discussion:

No further matters were raised.

22/011 Payments

Payee & Detail	£
Lancaster Quaker Meeting – hire of meeting room, 5 th April 2022 (invoice not yet received)	23.00
LALC – Subscription 2022/23	51.78
Robinson Countryside – Lengthsman Services, February 2022	142.50
Derek Whiteway – Parish Clerk salary and expenses, March 2022	380.10
HMRC – PAYE deductions, March 2022	95.00

Resolved: That the above accounts be approved for payment.

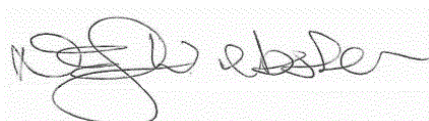
22/012 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 3rd May 2022 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9:00pm



Clerk of the Council



Chair

Date: 3rd May 2022