

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held at The Quaker Meeting House on
Tuesday, 5th July 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, 7th June 2022 (attached) 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
22/00657/LB	Listed building application for repairs to roof and internal timber elements, removal and replacement of damaged slates and rotten timbers, replacement rooflights, reconstruction of existing dormer window and alterations to rear projection roof structure. East Lodge, Aldcliffe Road. <div style="border: 1px solid black; padding: 2px; text-align: center;">Deadline for comments – 9th July 2022</div>
22/00765/FUL	Installation of replacement front door. 2 Home Farm, Oaklands Court, Aldcliffe. <div style="border: 1px solid black; padding: 2px; text-align: center;">Deadline for comments – 13th July 2022</div>

Other planning matters: Including the recent installation of static caravans on land adjacent to Stodday Lane.

5. **Parish & Town Council Charter 2022-2024.** To consider and ratify the County Council's recently approved Charter (attached)
6. **Review of Financial Balances and Reserves.** Parish Clerk's report attached.
7. **Lancaster South Area Action Plan.** To consider any issues arising from recent City Council engagement meetings with Parish Councils.
8. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett to report.

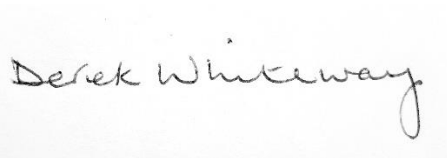
9. **Stodday Picnic Site.** To review progress with a project to refurbish the picnic area.
10. **Parking on Aldcliffe Road.** Parish Chairman to report on progress.
11. **Public discussion and updates.** To adjourn the meeting for a period of public discussion and to provide any 'information only' updates 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

12. **Payments.** To authorise payment of accounts. Report attached.
13. **Date of Next Meeting.** To confirm the date and time of next meeting.



Derek Whiteway

Parish Clerk

Tel: 01524 64908

Email: clerk@aldcliffewithstoddaypc.org

29th June 2022

Minutes of the Meeting held on 7th June 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

22/028 Apologies for Absence

Apologies for absence were received from City Councillors Abi Mills and Tim Dant.

22/029 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 3rd May 2022, were approved subject to a minor typographical amendment.

Matters arising:

- 2) **22/014(3) - 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.

22/030 Declarations of Interest

No further declarations were made.

22/031 Planning Applications

No new planning applications had been received.

22/032 Lancaster South Area Action Plan (LSAAP)

Councillors Ward and Walton reported on a meeting held by Lancaster City Council Planning Service with representatives from the South Lancaster Parish Councils. The City Council is planning to publish background topic papers and hold a series of topic-based meetings with the PCs during 2022, ahead of a formal consultation process in Spring/Summer 2023.

Following discussion, Councillors agreed that a letter should be sent to the Planning Service commenting on key issues arising from the meeting, including the need to join up with Lancashire County Highways plans; the provision of secondary education; and the lack of notes/minutes of the meeting.

It was also agreed that Councillor Ward would act as a lead Councillor for the Council regarding the development of the LSAAP.

Action: Councillors Ward and Walton will draft a letter to the City Council Planners.

22/033 Annual Governance and Accountability Return (AGAR) 2021/22

The Clerk submitted the draft AGAR for approval. The Internal Auditor's report was included in the AGAR, the auditor's opinion being that expected arrangements were in place and that no issues or recommendations had been raised.

The Clerk advised that in his opinion, all expected governance arrangements set out in Section 1 of the AGAR were in place and the statement could be approved. Section 2 set out the Accounting Statements for 2021/22, the figures corresponding with draft budget statements previously reported to the Council.

The deadline for submission of the completed AGAR is 30th June 2022. The Clerk therefore recommended that the AGAR be approved, and the period of public inspection be set as Monday, 20th June to Friday, 29th July 2022.

Resolved:

- (1) That the Annual Internal Audit Report 2021/22 is noted and accepted.
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2021/22 is approved.
- (3) That Section 2 of the AGAR – Accounting Statements 2021/22, is approved.
- (4) That the period for the exercise of public rights to inspect the accounts is set as Monday 20th June to Friday 29th July 2022 inclusive.

22/034 Neighbourhood Development Plan (NDP)

Councillor Parrett confirmed that the date for the NDP referendum had been set as Thursday, 21st July 2022, with public notice of the poll being required by Monday, 13th June. Details of the election arrangements were awaited.

Action: Councillors agreed that the PC should encourage residents to vote in the referendum by means of an email/leaflet drop.

22/035 Stodday Picnic Site

Councillor Walton reported on quotations that had been received so far for the proposed groundworks. Lancaster City Council had submitted the most favourable quotation to date. Following discussion, Councillors agreed that, unless any alternative quotations were received, further discussions should be held with Lancaster City Council.

It was also agreed that the procurement and installation of picnic benches should be discussed with the City Council.

Action: The Clerk will liaise with Councillors Walton and Ward and City Councillor Dant to take forward the quotation submitted by Lancaster City Council and explore options for the procurement and installation of the picnic benches.

22/036 Canalside Parking on Aldcliffe Road

The Chairman reported that he had sent a letter to the Canal and River Trust (C&RT) and that many residents had provided verbal and written support to the cause. The CRT had responded indicating that the matter would be reviewed by the Trust's local operations manager.

The Chairman had also sent a copy of his letter to the Lancashire County Council's Highways Regulation and Enforcement Officer and a reply was awaited.

22/037 Public Discussion and Updates

City and County Councillors' Reports

No further reports were received.

Clerk's Report:

1) Community Governance Review.

The Clerk reported that, in liaison with Councillor Ward, a minor boundary change had been suggested to Lancaster City Council to clarify the inclusion of all Waterside Barns buildings within the Parish's area.

2) Lancashire County Council's Parish and Town Council Charter.

The Clerk referred to the recently received Charter from the County Council. It was agreed that endorsement of the Charter should be included as an agenda item for the July meeting of the Council.

Members' Updates

3) Highways (Chairman)

WwTW Signage. Councillor Ward reported that another crane heading for the WwTW had misdirected along Stodday Lane from Ashton Road and had become stuck in Stodday. Councillors agreed that signage on Lunecliffe Road intended for HGVs visiting the WwTW was ambiguous and needed improving. The Chairman advised that the UU's former Operations Manager had stated that the signage would be replaced.

Action: United Utilities will be requested to provide improved signage to prevent HGVs misdirecting through Stodday.

Potholes. Councillor Parrett commented on the number and size of potholes at the lower end of Lunecliffe Road near its junction with Aldcliffe Lane. Councillor Ward offered to measure and report the potholes via the County Council online service.

Action: Councillor Ward will inspect and report the potholes, as appropriate.

4) Amenity, including the Lengthsman (Chairman)

The Chairman referred to a recent item on the BBC's Countryfile programme regarding issues over sewage discharge into the nation's rivers. Following discussion, it was agreed that information should be requested from United Utilities' local operations manager as to the local WwTW's performance in this regard.

Councillors also discussed the existing WwTW's ability to cope with additional demand from the Lancaster South AAP developments. Councillor Walton advised that discussions so far with the City Council had not provided any clear answer to this issue.

Action: Information will be requested from United Utilities' local operations manager as to the local WwTW's performance regarding sewage discharge into the River Lune.

5) Broadband Provision (Councillors Hall and Walton)

Nothing further to report.

6) Ancillary (Chairman)

Nothing further to report.

7) Other Matters

The Clerk asked whether anyone had further information regarding a static caravan being installed on a field adjacent to the Stodday end of Aldcliffe Lane. It was understood that City Councillor Dant had contacted the Planning Service about the matter, but no further information was known.

Public Discussion:

No further matters were raised.

22/038 Payments

Payee & Detail	£
Robinson Countryside – Lengthsman duties, April 2022 (note 1)	140.00
Lancaster Quaker Meeting – hire of meeting room, 7th June 2022	23.00
Dawn Allen – Internal Audit 2021/22	60.00
Derek Whiteway – Parish Clerk salary and expenses, May 2022	130.90
HMRC – PAYE deductions, May 2022	31.60

Note 1. This invoice had already been paid under delegated authority and was presented for information only.

Resolved: That the above accounts be approved for payment.

22/039 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 5th July 2022 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date:

DRAFT



Better Working Between Lancashire County Council and Parish and Town Councils

Parish & Town Council Charter 2022-2024

Communication • Consultation • Contacts

Foreword

Parish and Town Councils are an important part of local government and have a vital role in acting on behalf of the communities they represent. Lancashire County Council is committed to working with Parish and Town Councils across the County to connect with local communities, understand their needs and respond to their priorities. In turn, the local councils recognise the strategic role of Lancashire County Council and the equitable distribution of services.

This revised Charter has been developed in partnership with representatives of Parish and Town Councils in Lancashire and sets out how we will work together. I very much welcome this revised Charter and look forward to continuing to work closely with our local Councils over the coming period.

County Councillor Peter Buckley

Cabinet member for community and cultural services

February 2022

Introduction

We aim for Lancashire to be the best place to live, work, visit and prosper.

We want Lancashire to be the county people choose to create a home, raise their children, develop a career and grow old in. We are committed to developing and celebrating our diverse communities, heritage and landscape to create a strong sense of place that we can all be proud of.

This is reflected in our Corporate Priorities of Delivering better services; Protecting our environment; Supporting economic growth; and Caring for the vulnerable. It is further underpinned by our values of being Supportive, Innovative, Respectful and Collaborative.

Working across the three levels of local government in Lancashire

In Lancashire there are three levels of local government, namely the County Council, 12 District Councils and 212 Parished areas (represented by over 180 Parish Councils, 19 Town Councils and 1 Neighbourhood Council). Only half of Lancashire's residents are currently represented by a Parish or Town Council, with the remainder living in an Unparished area.

Generally, the County Council is responsible for the more strategic functions and services such as education and social care whereas the Districts Councils provide services such as household waste collection, environmental health and housing. Whilst some functions are shared between County and District, the County Council has the strategic role of achieving equitable, efficient and cost-effective distribution of services.

The Local Government Association has provided a useful overview of the different responsibilities between County and District Councils, and Unitary Councils such as our neighbours in Blackpool and Blackburn with Darwen. This report can be accessed [here](#). The Government have also produced a guide to help understand how councils work, which can be viewed [here](#).

Parish and Town Councils in Lancashire are very diverse in their geographical locations, size, budget, aspirations and socio-demographic factors. In their role as democratically accountable bodies, Parish and Town Councils offer a means of directly shaping the important decisions which affect their locality. They offer a means of decentralising the provision of certain services and of revitalising local communities. Parish and Town Councils offer local knowledge and intelligence, links to community groups and other grass-roots organisations.

The map at Appendix A illustrates the complex structure of local government in Lancashire showing Parished and Unparished areas within each of the 12 Districts.

About this Charter

This Charter sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire. We aim to work effectively together for the benefit of local people, whilst recognising our respective responsibilities as autonomous democratically elected, statutory bodies.

The Charter is the result of experience and local consultation about establishing better ways of working and to confirm existing good practice. The document is not a service level agreement, nor does it specify key performance indicators or list target response times as these will vary from service to service and the severity of the issue raised. It is intended as a high-level framework for better working between Lancashire County Council and the Parish and Town Councils across Lancashire.

The relationship between individual Districts and the Parish and Town Councils that are located within their geographical boundary do not form part of this Charter, nor does the relationship between the County Council and each of the 12 District Councils. That is the subject of separate District liaison meetings and Lancashire Leaders' meetings which are outside the scope of this document.

How we will work better together:

1. Improving communication

Effective communication is the basis for any successful working relationship.

Lancashire County Council will:

- Nominate a County Councillor to serve as Parish and Town Council Champion, and an appointed County Council Cabinet Member. These elected members will lead on ways to sustain and improve effective partnership working and will have officer support from members of the Partnerships Development Team.
- Maintain an up-to-date list of Parish & Town Council Clerk contact details (contact name, email, phone & postal address).
- Provide clear details for Parish and Town Councils on how to report specific issues and service requests. (eg. [Report It](#) for highways issues).
- Respond to service requests and queries promptly in line with agreed corporate customer service standards, providing acknowledgement and regular updates as required. (eg. [response times for pothole repairs](#)).
- Encourage and support County Councillors to work closely with their local Parish / Town Council(s) and to be a link between the County Council and local council.
- Operate a dedicated email address (parishcouncils@lancashire.gov.uk) which will be monitored by officers, for queries about general matters that Parish and Town Councils may wish to raise, such as co-ordinating responses to Neighbourhood Plan consultations.

- Share relevant information directly with Parish and Town councils in a timely way by email on appropriate issues (eg. [Public Rights of Way](#)).
- Produce and issue two newsletters per year for Parish and Town Councils under the guidance of the Parish and Town Council Champion.
- Provide up to date communications on corporate and community matters via the Lancashire County Council Parish and Town Council website pages and via social media channels.
- Host an annual conference which will address themes determined collaboratively with Parish and Town Council representatives and Lancashire County Council. This will be attended by the Cabinet member and Parish and Town Council Champion and senior officers, who will offer the opportunity for direct discussions with representatives from local councils.
- Offer signposting to grant funding opportunities and other relevant service offers e.g. utility companies. This includes supporting access to the communities grant portal which can be accessed at [Lancashire County Council 4 Community](#).
- Make best use of the information technology available to promote quick and efficient communication.
- Hold all contact details in compliance with all relevant legislation and corporate policies (e.g. Information Governance policy, GDPR and Data Protection) as set out in the [LCC corporate privacy notice](#).

Parish & Town Councils will:

- Provide up-to-date contact details (contact name, corporate email, phone & postal address) and appropriate GDPR authorisation for the principal contact (usually the Clerk).
- Encourage Clerks to have access to a computer and dedicated email account.
- Assist and encourage Parish Councillors to have access to and use of electronic communication.
- Make best use of the available information technology to deliver communication with Lancashire County Council.
- Disseminate information and updates sent to the main contact to Parish and Town Councillors and across the local community as appropriate.
- Use a variety of appropriate methods to communicate and consult with their communities.
- Act as a conduit between the local community and Lancashire County Council enabling issues to be raised and responded to quickly.
- Report specific local issues to the relevant department(s) at Lancashire County Council in a timely manner using the contact details list in Appendix B.
- Use the dedicated email address (parishcouncils@lancashire.gov.uk) for queries about general matters that Parish and Town Councils may wish to raise.

- Keep their local County Councillor(s) informed about key parish/town issues and decisions and invite them to meetings.
- Provide their local County Councillor(s) with agendas and minutes of meetings (if requested).
- Use and locally promote the County Council's Customer Service Centre and website to resolve 'day-to-day' issues.

2. Consulting with others

It is essential that Lancashire County Council and Parish and Town Councils work together when making decisions to shape services and policies that affect our communities.

Lancashire County Council will:

- Engage with Parish and Town Councils on all issues that are likely to affect their area.
- Consult with Parish and Town Councils on issues and services that impact their residents and allowing sufficient time for an effective response.
- Work with the Lancashire Association of Local Councils (www.lalc.org.uk) and the Society of Local Council Clerks (www.slcc.co.uk) as representative organisations.
- Provide feedback to Parish and Town Councils on the outcomes of consultation in which they have been invited to participate.
- Whenever possible give at least six weeks to respond to formal consultations or set deadlines that consider parish meeting cycles.
- Make sure our service managers know of the need to consult Parish and Town Councils.

Parish & Town Councils will:

- Take responsibility for engaging with their local community on matters relevant to their area, involving as many people in the local community wherever possible in consultation responses.
- Wherever possible respond within consultation deadlines set by Lancashire County Council unless otherwise agreed.
- Recognise that the County Council frequently has limitations and constraints when working on consultations, most notably timescales that cannot be influenced.
- Consult the County Council and other Parish and Town Councils about decisions which affect those councils.
- Work with local District Councillor(s) and Councils where appropriate.
- Provide local knowledge of issues/concerns of the communities they serve.
- Recognise the strategic role of Lancashire County Council in tackling issues that look beyond individual Parish and Town Council boundaries.

3. Providing access to services

Parish and Town Councils are close to their communities and are best placed to understand their needs. Many are able to provide and operate some services and this can be developed through closer working. This will vary between Parish and Town Councils depending on capability, size, budget and demography but could include services such as public rights of way maintenance and Parish lengthsman services.

Lancashire County Council will:

- Recognise the key role of Parish and Town Councils in representing local communities and understanding and responding to local needs.
- Work with Lancashire Association of Local Councils to develop a toolkit and training for newly elected Parish and Town Councillors.
- Where appropriate, work with Parish and Town Councils on options for delegating services to individual local councils.
- Develop closer working relationships with District Councils at both an Officer and Councillor level and via the Lancashire Leaders' meetings.
- Work with Parish and Town Councils to support the health and wellbeing of their communities through health promotion, information sharing and environmental improvement schemes.

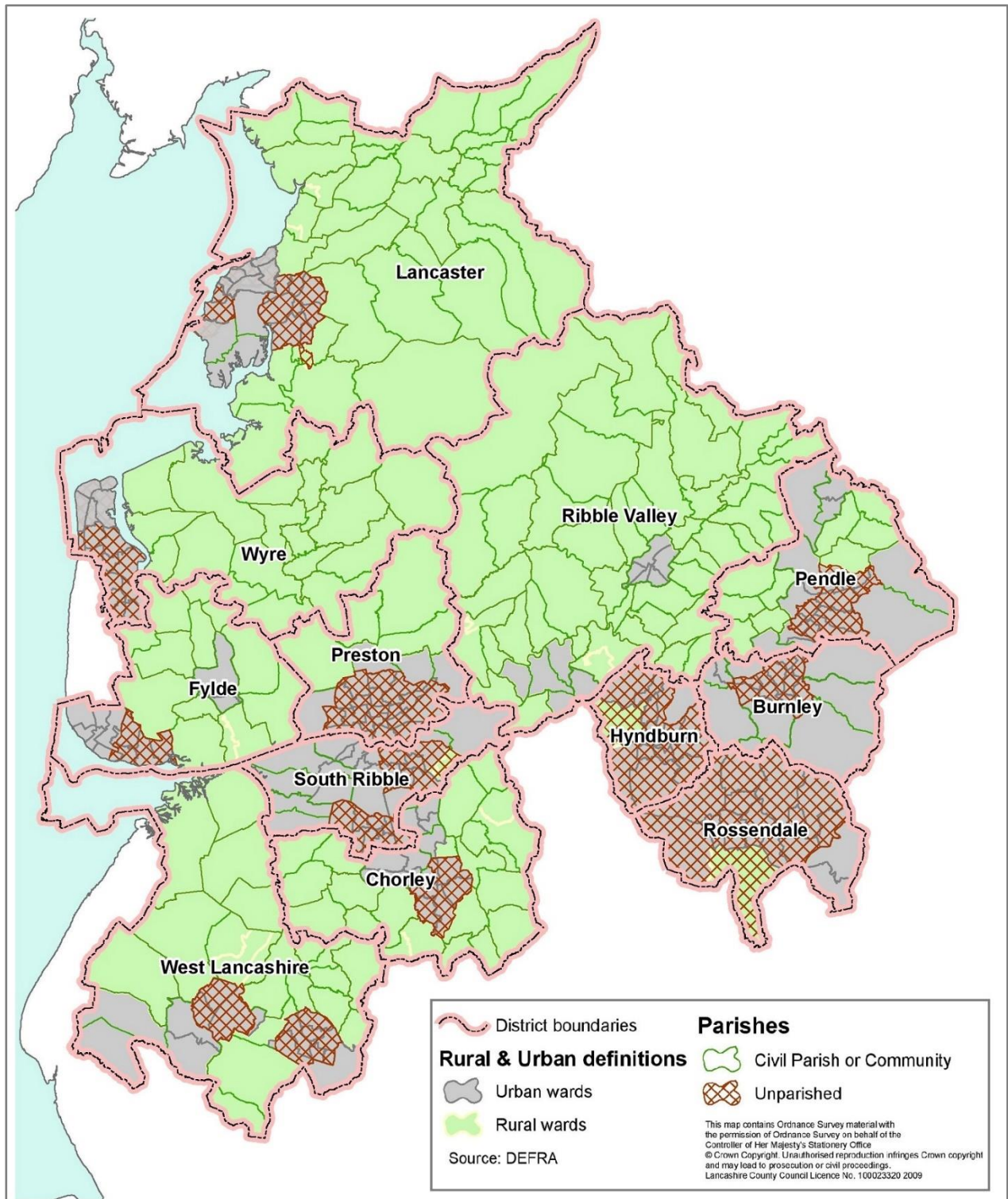
Parish & Town Councils will:

- Work with Lancashire County Council on options for delivering delegated services where appropriate.
- Identify training opportunities and needs regarding County Council services.
- Support grant funded projects to deliver improved services to their communities.
- Encourage cross-Parish Council working and collaboration possibly via local area committees.
- Promote and encourage their communities to support public health messages and environmental improvement initiatives.

4. Implementation, monitoring and review

Implementation of the Charter will be regularly monitored, and updates provided at the annual Parish and Town Council Conference. The Charter will be reviewed in 2024.

Parished and Unparished areas and Urban & Rural definitions



How to contact LCC

Contact Us webpage:

<https://www.lancashire.gov.uk/council/get-involved/contact/>

Parish and Town Council webpage:

<https://www.lancashire.gov.uk/parish-and-town-councils/>

Highways matters:

Report IT webpage: <https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/>

Team mailbox: highwaysdistrictlead@lancashire.gov.uk

Send a compliment or comment or make a complaint to the Council:

<https://www.lancashire.gov.uk/council/get-involved/compliments-comments-complaints/>

List of County Councillors:

<https://council.lancashire.gov.uk/mgMemberIndex.aspx>

Parish and Town Council general enquiries email:

parishcouncils@lancashire.gov.uk

Useful LCC Phone Numbers

General Enquiries (Mon-Fri, 8am-5pm):

Email enquiries@lancashire.gov.uk

Telephone 0300 123 6701 Fax 01772 536 199

Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, PR1 8XJ

Out of hours emergency contact details:

Social care 0300 123 6722

Highways 101 (For LCC highways and police non-emergency calls)

Libraries:

Library service automated renewal line 0300 123 6704

Libraries 0300 123 6703

Schools:

School admissions and appeals 0300 123 6707

School transport 0300 123 6738

Highways, NoWcard and Blue Badges:

Highways 0300 123 6780

NoWcard 0300 123 6737

Blue Badges 0300 123 6736

Waste and Recycling:

Waste helpline 0300 123 6781

Births, deaths and marriages:

Registrars and certification service 0300 123 6705

Social care:

Social care 0300 123 6720 (8am-8pm)

Safeguarding adults 0300 123 6721

SEND information and advice 0300 123 6706

SMS text 07860 031294

Partner Organisations Emergency Phone Numbers

Gas leaks and major electricity hazards (e.g. overhead cables, pylons)

Gas: National Grid UK & Cadent 0800 111 999

Electricity: National Grid UK 0800 40 40 90

Personal gas & electricity issues (e.g. interruption of supply):

Contact your own supplier/s (British Gas, Electricity North West etc)

Powercut reporting 105

Water (e.g. bursts/leaks, flooding involving sewers, loss of supply):

United Utilities plc 0345 672 3723

Yorkshire Water plc 0345 124 2424

Environment Agency (e.g. pollution, flooding involving rivers/sea):

Working hours (Mon-Fri, 8am-6pm) 03708 506506

Out of hours 101 for police support & EA attendance

District Council Contact Details

Burnley Borough Council	01282 425011	www.burnley.gov.uk
Chorley Borough Council	01257 515151	www.chorley.gov.uk
Fylde Borough Council	01253 658658	www.fylde.gov.uk
Hyndburn Borough Council	01254 388111	www.hyndburnbc.gov.uk
Lancaster City Council	01524 582000	www.lancaster.gov.uk
Pendle Borough Council	01282 661661	www.pendle.gov.uk
Preston City Council	01772 906900	www.preston.gov.uk
Ribble Valley Borough Council	01200 425111	www.ribblevalley.gov.uk
Rossendale Borough Council	01706 217777	www.rossendale.gov.uk
South Ribble Borough Council	01772 625625	www.southribble.gov.uk
West Lancs Borough Council	01695 577177	www.westlancs.gov.uk
Wyre Borough Council	01253 891000	www.wyre.gov.uk

Aldcliffe with Stodday Parish Council

Meeting Date: 5th July 2022

Agenda Item:

6

Report of: The Parish Clerk

Review of Financial Balances and Reserves

1. Background

The Parish Council approved its current 'Reserves Protocol' (attached) in December 2018. The protocol covers the Council's two earmarked reserves, namely the Environmental Support Reserve and the Elections Reserve.

As at 31st March 2022, the balances on these reserves, and the balance on the 'General Account' were as follows:

Account/Reserve	Balance at 31/03/22 £
Elections Reserve (note 1)	1,000
Environmental Support Reserve	2,519
General Account Balances	6,225
Total	9,744

Note 1. £250 was transferred to the Elections Reserve during the 2021/22 closure of accounts.

2. Review of Current Position

Elections Reserve. Created to cover the cost of scheduled 4-yearly elections (next due in May 2023). The estimated cost of a poll, if required, is in the region of £1,000. Regardless of whether a poll is required, costs will be incurred for the production of nomination papers, notices, etc (£120 in 2019).

Environmental Support Reserve. This reserve was created in 2018 from funds transferred to the Council by the former Aldcliffe Residents' Association (ARA). As set out in the Reserves Protocol, and in accordance with the ARA's wishes, the funds have to date been earmarked for a range of Environmental purposes. Spend to date from the reserve has been limited to £500, for two Ecological Surveys carried out in support of the NDP.

General Account. The Council has set a target of £3,500 for its General Account balance. This is substantially based on the estimated cost of an extraordinary (mid-term) election being necessary. This eventuality is assessed as being low risk.

3. Analysis

Elections Reserve. Following contributions to the reserve over the past 3 years, the balance is now sufficient to cover potential costs of the 2023 scheduled election. No further action is required at this stage.

Environmental Support Reserve. The reserve has not been used apart from the ecological surveys linked to the development of the NDP. In the absence of clear plans for the use of the reserve, this may be an appropriate time to review the purpose and future application of these funds. It would be courteous to consult relevant residents from the former ARA on any proposed changes.

General Account. The balance of £6,225 at 31/03/22 suggests that up to £2,725 could be transferred to earmarked reserves whilst retaining the target level of £3,500 in the General Account.

4. Options

If Councillors wish to review both the Environmental Support Reserve and the available General Account balances, there is a total of up to £5,244 available to allocate to earmarked reserves.

Based on the Council's priorities and activities over recent years, Councillors may wish to consider earmarking reserves for one or more of the following purposes:

Neighbourhood Plan Review. It may be prudent to earmark funds at this stage to engage professional advice for future reviews of the NDP.

Planning Advice. Councillors may wish to make funds available to engage professional advice on future planning issues and applications.

Maintenance. It may be prudent to earmark funds to support the maintenance work of the Lengthsman and provide funds for potential future projects within the parish (such as the Snuff Mill Lane drain clearance). Members will be aware that the current General Account balances have substantially arisen following annual underspends on the Lengthsman budget.

Other. Councillors may have other objectives and priorities for which an earmarked reserve would be appropriate.

However Councillors wish to proceed, it is recommended that the conditions within the current Reserves Protocol for the Environmental Support Reserve, governing 'How and When Used', are adopted for any new reserve.

5. Recommendations

- (1) That Councillors establish one or more new earmarked reserves to replace the Environmental Support Reserve, supplemented with up to £2,725 from the General Account balances.
- (2) That the Reserves Protocol is revised to reflect Councillors' resolution on recommendation 1.

Reserves Protocol (Approved 18/12/2018)

The purpose of, and procedures governing, the Parish Council's designated Reserves are set out below.

NB. Nothing under 'How and When Used' exempts any order or contract from requirements in the Council's Financial Regulations.

Reserve	Purpose	How and When Used	Timescale for review
Environmental Support Reserve	<p>To support action to promote, research and implement measures designed to protect or enhance the local environment.</p> <p>Environmental topics may include (for example):</p> <ul style="list-style-type: none"> • Habitat; • Landscape; • Biodiversity; • Rural transport. 	<p>Established in 2018 from funds donated by the former Aldcliffe Residents Association.</p> <p>Contributions to the reserve to be approved by Council following consultation with the RFO (the Clerk).</p> <p>Individual contributions from the reserve up to a limit of £500 may be determined by the Chair, in consultation with other Councillors and the RFO. Otherwise, contributions are to be formally approved by Council.</p>	Budget & Outturn.
Elections	To even out the cost of holding Parish Council elections every four years.	Contributions to and from the reserve to be formally approved by Council following consultation with the RFO (the Clerk)	Budget & Outturn.

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 5th July 2022

Agenda Item 12 – Payments for Authorisation

Payee & Detail	£
Lancaster Quaker Meeting – hire of meeting room, 5th July 2022 (not yet received)	23.00
Robinson Countryside – Lengthsman Services, June 2022 (4 hours)	70.00
Derek Whiteway – Parish Clerk salary and expenses, June 2022	166.53
HMRC – PAYE deductions, June 2022	41.60