



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: 5th July 2022