



## Minutes of the Meeting held on 6<sup>th</sup> September 2022 at 7.00pm at the Quaker Meeting House, Lancaster

**Present:** Councillor Nick Webster (Chairman)  
Councillors Denise Parrett and Heather Ward  
Derek Whiteway, Parish Clerk

### 22/052 Apologies for Absence

Apologies for absence were received from Councillors Duncan Hall and Kevan Walton and from City Councillor Tim Dant.

### 22/053 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 5<sup>th</sup> July 2022, were approved without further amendment.

#### Matters arising:

- 2) **22/040(3) Conservation Work.** The Clerk had received an email from Mandy Knott, Coastal Lead Adviser (Natural England) advising that she had changed her role with NE. Further contact regarding arrangements for a meeting were awaited.

**Action:** The Clerk will maintain contact with Natural England regarding this matter.

- 3) **22/044 Review of Financial Balances and Reserves.** Councillors agreed that this could be deferred to a future meeting of the Council.

**Action:** Options regarding the Council's reserves and balances will be developed further for consideration at a future meeting.

### 22/054 Declarations of Interest

No further declarations were made.

### 22/055 Planning Applications

- 1) **New planning consultations.** No new consultations had been received.
- 2) **Other matters** – Councillors discussed the status of ongoing planning applications in the parish. Councillor Walton had reported a recent change to the plans for a Day Room in application 21/01581/FUL at Field 3225, Arna Wood Lane. Councillors agreed that a further response should be submitted pointing out the outcome of the recent NDP Referendum and stressing the status of the now adopted Plan and associated Design Codes.

**Resolved:** A further response is to be submitted to the City Council regarding recent changes to application 21/01581/FUL.

### **22/056 Lancaster South Area Action Plan (LSAAP)**

Councillor Ward reported on a liaison meeting on 22/08/22, hosted by Lancaster City Council Planning Service, which she and Councillor Walton had attended alongside representatives from other South Lancaster Parish Councils. This meeting had focused on the proposed Site Assessment process for land within the 'Broad Location for Growth' in South Lancaster.

Councillor Ward explained that the AAP was now divided into 'parcels' and that the City Council had ruled out any development to the East of Lancaster University. It had been acknowledged that proposed housing density would vary between the parcels, but that, by applying design codes, there would be no over-building on any parcel.

A paper is being produced on 'Green and Blue Infrastructure' (GBI), which covers a range of natural assets and can include areas of public open space, playing fields, woodlands, trees, hedgerows, etc as well as rivers, lakes, canals and ponds. This will be intended to guard against the misuse of such assets.

The Chairman thanked Councillor Ward for her input and update.

The next liaison meeting was scheduled for Monday, 26<sup>th</sup> September 2022.

### **22/057 Neighbourhood Development Plan (NDP)**

Councillor Parrett reported that the NDP referendum on Thursday, 21<sup>st</sup> July 2022 had returned a 90 votes to 5 majority in favour of approving the Plan. The plan would now be presented to a Meeting of Full Council of Lancaster City Council on 28<sup>th</sup> September for the plan to be formally 'made'.

Councillor Parrett proposed, and Councillors agreed unanimously that, following the City Council's 'making' of the NDP, the Parish Council should formally write to consultant Louise Kirkup and top management of Kirkwells Ltd expressing sincere and grateful thanks for their work on the project.

**Action:** Councillor Parrett and the Clerk will liaise to write to Louise Kirkup and Kirkwells Ltd on behalf of the Parish Council.

### **22/058 Stodday Picnic Site**

The Chairman referred to a recent update from Councillor Walton and an email from City Councillor Dant regarding arrangements to install the new furniture. It was agreed that enquiries should be made to establish whether the City Council could assist with taking delivery of and installing the furniture.

Councillors asked whether the picnic site could be dedicated to the Platinum Jubilee of HM Queen Elizabeth II. The Clerk confirmed that there was sufficient slack in the current project budget to allow commemorative plaques to be considered.

**Action:** The Clerk will liaise with Councillor Walton, City Councillor Dant and relevant parties on the delivery and installation of the furniture and the provision of a commemorative plaque(s).

## 22/059 Canalside Parking on Aldcliffe Road

The Chairman reported that Councillor Walton was planning to contact the Chair of the County Council Highways Committee about the issue.

## 22/060 Public Discussion and Updates

### City and County Councillors' Reports

No further reports were received.

#### Clerk's Report:

##### 1) Appointment of External Auditor

The Clerk reported that 5-year contracts for the provision of external audit services to smaller authorities were due to be commissioned by the Smaller Authorities' Audit Appointments (SAAA). Parish Councils have the option to 'opt-out' and appoint their own auditor. The clerk advised that there were no benefits in opting-out and a likelihood of incurring undue costs. Councillors resolved unanimously that the Parish Council should not opt out of the SAAA process.

**Resolved:** The Parish Council is not to opt out of the SAAA process for appointing external auditors.

##### 2) Lunecliffe Road / Stodday Lane Hedgerows

The Clerk referred to a recent email from Councillor Walton regarding overgrown hedges on Lunecliffe Road and Stodday Lane. Given recent hedge trimming activity in the Parish and a response from Lancashire County Council on the matter, Councillors agreed that further action should be deferred for the time being.

#### Members' Updates

##### 3) Highways (Chairman)

The Chairman asked the Clerk to follow up with the City Council on the provision of a replacement street nameplate for Oaklands Court.

**Action:** The Clerk will follow up on the replacement street nameplate for Oaklands Court.

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

Nothing further to report.

##### 5) Ancillary (Chairman)

Nothing further to report.

**6) Other Matters**

None raised

**Public Discussion:**

No further matters were raised.

**22/061 Payments**

Payee & Detail	£
Lancaster City Council – groundworks to Stodday picnic site (note 1)	1,484.71
Lancaster Quaker Meeting – hire of meeting room, 6 <sup>th</sup> Sept 2022	23.00
Derek Whiteway – Parish Clerk salary and expenses, July/August 2022	362.42
HMRC – PAYE deductions, July/August 2022	90.40


Note 1. This invoice was paid under delegated authority on 2<sup>nd</sup> August 2022 and was presented for information only

**Resolved:** That the above accounts be approved for payment.

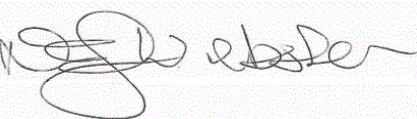
**22/062 Date and venue for next meeting**

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

The meeting closed at 9:00pm



Clerk of the Council



Chair

Date: 4<sup>th</sup> October 2022