



MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held at The Quaker Meeting House on
Tuesday, 1st November 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, 4th October 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.**
 - 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
None received to date	

- b) To consider an invitation from Story Homes to comment on proposals to submit a Full planning application for a residential development on land at Ashton Road.
 - c) To consider any other planning matters affecting the Parish.
5. **South Lancaster Area Action Plan.** To consider any issues arising from recent City Council engagement meetings with Parish Councils.
6. **Insurance Policy.** To consider quotations received for 2022/23 and approve the appointment of an insurer. Parish Clerk's report attached.
7. **Aldcliffe cycleway wildlife opportunities.** To consider proposals for discussions with Natural England and other agencies.
8. **Lengthsman.** To give further consideration to arrangements for the future provision of a Lengthsman service.
9. **Stodday Picnic Site.** To review progress with a project to refurbish the picnic area.
10. **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).

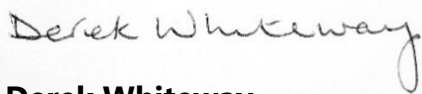
- a) Clerk's report on activities and correspondence since the last meeting
- b) Members' updates and reports since the last meeting, including:

Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
Ancillary	Broadband provision	Neighbourhood Development Plan

- c) Report of District and County Councillors
- d) Public discussion

11. Payments. To authorise payment of accounts. Report attached.

12. Date of Next Meeting. To confirm the date and time of next meeting.



Derek Whiteway

Parish Clerk

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26th October 2022

Minutes of the Meeting held on 4th October 2022 at 7.00pm at the Quaker Meeting House, Lancaster

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

22/063 Apologies for Absence

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

22/064 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 6th September 2022, were approved subject to the correction of a typographical error in minute 22/060(3).

Matters arising:

- 2) **22/060(2) Lunecliffe Road / Stodday Lane Hedgerows.** The Clerk referred to Councillors' previous discussions regarding overgrown hedgerows. Councillors reported that no work had been undertaken on these hedgerows and it was agreed that the Clerk should now write to the landowner requesting that they be trimmed.

Action: The Clerk will write to the relevant landowner(s) to request that the hedgerows are trimmed.

- 3) **22/0650(3) Oaklands Court street nameplate.** The Clerk advised that he had sent an email to the City Council requesting an update on the request for the nameplate to be replaced

22/065 Declarations of Interest

No further declarations were made.

22/066 Lancaster South Area Action Plan (LSAAP)

Councillor Ward reported on a liaison meeting on 26/09/22, hosted by Lancaster City Council Planning Service, which she and Councillor Walton had attended alongside representatives from other South Lancaster Parish Councils. Representatives from Lancashire County Council Highways also attended. This meeting had focused on highways and transport (excluding sustainable transport issues).

The meeting considered: the new M6 junction 33 spine road; park and ride provision; link road to Hazelrigg Lane; implications for the A6 and Pointer Roundabout; and issues surrounding the construction of a crossing of the West Coast mainline.

Planning officers reported to the meeting that figures on reduced traffic flows, through improved public transport provision were being worked up and modelling would be presented at a public consultation in early 2023.

Councillor Ward advised that the meeting also considered traffic implication for the A588 Ashton Road, the proposed bus-only access at Ashford Road and rat-running through Aldcliffe and Stodday. Councillor Ward expressed a feeling that the reported traffic concerns regarding the A588 had not yet been fully acknowledged and that the planners had been requested to include these areas in traffic surveys.

Councillors discussed this last point, concluding that the Parish Council should investigate options regarding traffic survey and produce a portfolio of written and photographic evidence to submit to the Planners.

Action: The Clerk will investigate options for commissioning a traffic survey on the parish's roads.

Action: Councillors Ward and Walton will draft a paper evidencing Councillors' concerns regarding traffic on the parish's roads and the A588 approach to the Pointer Roundabout.

The Chairman thanked Councillor Ward for her input and update.

The next liaison meeting is due in October, the date not yet announced.

22/067 Planning Applications

- 1) **New planning consultations.** No new consultations had been received.
- 2) **Other matters** – Councillors discussed the recent City Council approval of application 22/00794/FUL and expressed concern that the decision appeared not to have given due consideration to the Neighbourhood Development Plan.

22/068 Neighbourhood Development Plan (NDP)

Councillor Parrett reported that, following a decision by Lancaster City's Full Council on 28th September 2022, the NDP was now formally adopted and 'made' and would now be a formal part of the District's Local Plan..

Action: The Clerk will publicise locally and via the Lancaster Guardian, the City Council's formal adoption of the NDP.

22/069 Lengthsman

The Chairman reported that the Parish's Lengthsman had recently resigned from his duties.

Councillors discussed the immediate implications for the parish and options for securing services to address the areas of work covered by the Lengthsman.

Action: The Clerk will make enquiries with the City Council regarding the provision of street cleaning services within the parish.

Action: Options for securing services previously provided by the Lengthsman will be investigated further.

22/070 Stodday Picnic Site

The Clerk reported that the City Council's Public Realm officers were now taking delivery of the order and would install the furniture.

The two picnic tables will incorporate plaques acknowledging the contribution of the Lancaster University Wind Turbine Community Benefit Fund, City and County Councils and the Parish Council, and dedicating the site to the reign of HM Queen Elizabeth II.

It was agreed that, following installation of the furniture, an official opening event should be arranged.

Action: The Clerk will liaise with Councillor Walton, City Councillor Dant and the City Council on the delivery and installation of the furniture and the staging of an official opening of the picnic site.

22/071 Canalside Parking on Aldcliffe Road

No further progress was reported. Councillor Walton is still planning to contact the Chair of the County Council Highways Committee about the issue.

22/072 Public Discussion and Updates

City and County Councillors' Reports

No further reports were received.

Clerk's Report:

1) Insurance Renewal

The Clerk reported that a renewal quote had recently been sent by the Council's current insurers, quoting a figure of £619, an increase of 284% on the 2021/22 premium of £218. Councillors agreed that the Clerk should seek competitive quotes and report back to the next Council meeting.

Resolved: The Parish Council will seek competitive quotes for its insurance policy for 2022/23. The Clerk will report back to the next Council meeting.

2) **Parish and Town Council Conference.** The Clerk advised Councillors that Lancashire County Council was again staging an annual conference at County Hall, Preston on Saturday, 12th November. The agenda had not yet been published.

Members' Updates

3) Highways (Chairman)

Nothing further to report.

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.

22/073 Payments

Payee & Detail	£
Lancaster Quaker Meeting – hire of meeting room, 4 th October 2022 (not yet received)	23.00
Derek Whiteway – Parish Clerk salary and expenses, September 2022	128.50
HMRC – PAYE deductions, September 2022	31.60

Resolved: That the above accounts be approved for payment.

22/074 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 1st November 2022 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date:

Parish Council Meeting, 1st November 2022

Agenda Item 6 – Insurance Policy 2022/23

Report of the Parish Clerk

1. Background

The Council's insurance policy expires on 16th November 2022. As reported to the Council meeting on 4th October 2022, the Council's appointed insurers, Hiscox have submitted a renewal quotation of £618.89, an increase of 284% on the 2021/22 premium of £218.00. Councillors resolved on 4th October that competitive quotes should be sought.

2. Report

Additional quotes have been obtained from Zurich Municipal and BHiB, both being leading providers of insurance to the local government sector. A summary of the premiums quoted, and the extent of cover under the major sections of cover are set out in the following table:

	Hiscox	Zurich	BHiB
Annual Premium Quoted	£618.89	£241.00	£465.25
Section	Sum Covered		
All Risks (Property)	£5k	£23k	= <£48k
Money	£250k	£250k	£250k
Public Liability	£10m	£12m	£10m
Employers Liability	£10m	£10m	£10m
Libel & Slander	Incl in Officials Indemnity	£100k	£250k
Fidelity Guarantee		£250k	£150k
Officials Indemnity	£500k	Incl in Fidelity Guarantee	£500k
Personal Accident	£100k	£2m	£100k
Legal Expenses	£100k	£250k	£250k
Internet & Email	£50k	N/A	N/A
Crisis Containment	£25k	N/A	N/A
Data Breach Response	N/A	N/A	£25k

3. Conclusions

The length and complexity of the full policy documents would make a complete and thorough comparison unduly costly and time consuming. Copies of the complete document sets supplied by the three companies can be provided to Councillors on request.

Given the limited extent and nature of the Parish Council's organisation and activities, and the resultant low levels of risk involved, the Clerk is satisfied that all three policy proposals meet both the Council's needs and its statutory responsibility to maintain appropriate insurance. As such, there appears no value in accepting any other than the quote obtained, i.e. that from Zurich Municipal.

4. Recommendation

The Parish Clerk recommends that the Council accepts the quotation from Zurich Municipal, in the sum of £241.00 for an annual insurance policy commencing on 16th November 2022.

Derek Whiteway, Parish Clerk

26th October 2022

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 1st November 2022

Agenda Item 11 – Payments for Authorisation

Payee & Detail	£
Glasdon Ltd – Picnic tables and benches	3,191.52
Lancaster Quaker Meeting – hire of meeting room, 1 st November 2022 (not yet received)	23.00
Derek Whiteway – Parish Clerk salary and expenses, October 2022	126.10
HMRC – PAYE deductions, October 2022	31.40