

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held at The Quaker Meeting House on
Tuesday, 6th December 2022 commencing at 7.00pm**

A G E N D A

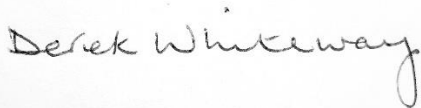
1. **Apologies.** To receive apologies
2. **Minutes.** To consider and approve Minutes of the Meeting held on Tuesday, 1st November 2022 (attached) and receive updates on any matters arising.
3. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
4. **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 set out below:

Application No	Description
22/0208/TPO	T1 (Beech) - Large stem to south-west to be reduced by up to 5m. 9 Aldcliffe Hall Drive, Aldcliffe. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Response submitted supporting the application, subject to the Tree Officer's assessment.</div>
22/0209/TPO	Proposed works to various trees as per tree work recommendations in Section 5/Appendix 4 of the attached Tree Report. Aldcliffe Hall Lane (sic), Aldcliffe. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Response submitted asking the Tree Officer to give due consideration to relevant sections of the Parish NDP. Also, questioning the need for works related to a proposed PRoW diversion (referenced in the supporting Tree Survey), which has yet to be decided.</div>

- b) To consider any other planning matters affecting the Parish.
5. **Proposed diversion of Public Right of Way, Aldcliffe Hall Drive.** To consider the Parish Council's response to Lancashire County Council's invitation to comment on the proposal.
6. **Budget Review 2022/23 and 2023/24.** To consider the Clerk's preliminary revised estimates for 2022/23 and draft budget for 2023/24 (report attached)

7. **South Lancaster Area Action Plan.** To consider any issues arising from recent City Council engagement meetings with Parish Councils.
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. The Clerk and Councillor Walton to report.
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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30th November 2022

Minutes of the Meeting held on 1st November 2022 at 7.00pm at the Quaker Meeting House, Lancaster

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

22/075 Apologies for Absence

Apologies for absence were received from Councillor Duncan Hall and City Councillor Abi Mills.

22/076 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting, held on 4th October 2022, were approved without further amendment.

Matters arising:

- 2) **22/060(2) Lunecliffe Road / Stodday Lane Hedgerows.** The Clerk reported that he had written to the relevant landowners.
- 3) **22/069 Street Cleaning arrangements.** Councillors discussed the current condition of the parish's streets and roads and agreed that the City Council should be requested to resume a regular street cleaning service.

Action: The Clerk will contact the City Council to enquire about street cleaning services and request that regular visits are resumed.

- 4) **22/071 Canalside Car Parking.** Councillor Walton had written to the Chairman of the County Council's Highways Committee and was awaiting a response from the Highways service.

22/077 Declarations of Interest

No further declarations were made.

22/078 Planning Applications

- 1) **New planning consultations.** No new consultations had been received.
- 2) **Story Homes – Proposed Residential Development on Land at Ashton Road.**
Story Homes had written to the Parish Council inviting comments on plans for a housing development on land adjacent to Ashton Road. Approval for outline plans for up to 55 dwellings had been granted in September 2021 (application ref 20/00305/OUT).

Following discussion, Councillors resolved to thank Story Homes for their consultation invitation, but not submit any comments at this stage.

Resolved: That the Parish Council thanks Story Homes for their consultation invitation but chooses not to comment at this stage.

3) **Proposed Diversion of Public Right of Way, Aldcliffe Hall Drive.**

The Clerk had received an email from Lancashire County Council's Public Rights of Way team inviting comments on a proposal to divert a section of the Aldcliffe Hall Drive Restricted Byway. The proposal affects the Eastern end of the Byway, a stretch of approximately 50m in length, taking the right of way off the Drive and on to a new path through the wooded area to join Aldcliffe Road near the corner of Padfield Lane. The County Council had requested comments by 2nd December 2022.

Following discussion, Councillors agreed that further time was required for the Parish Council to consider how to consult on and respond to the proposed diversion and resolved that the Clerk should write requesting an extension of time.

Resolved: That the Clerk writes to Lancashire County Council requesting an extension of time to consider and respond to the proposal.

4) **Arna Wood Fields**

The Clerk had received an email from a resident querying development on fields bordering Aldcliffe Lane/Stodday Lane, on a site which had been subject to investigation by the City Council's Planning Enforcement team earlier in the year. Following discussion, Councillors agreed that the resident's concerns should be acknowledged, and the situation monitored.

Resolved: That the Parish Council continue to monitor activity and developments at this site.

22/079 Lancaster South Area Action Plan (LSAAP)

Councillor Ward reported that no further liaison meetings had been held since the last Parish Council meeting. A meeting (date not yet decided) was due to be held in November to consider the 6 thematic papers produced by the City Council and a further meeting was due in December on Sustainable Transport.

The Clerk reported that he had written to Lancashire County Council enquiring whether the Parish Council was able to request a traffic survey on its roads.

Councillor Ward left the meeting at this point

22/080 Insurance Policy

The Clerk introduced a report setting out details of three quotations received for the Parish Council's insurance for 2022/23 (renewal date, 16th November 2022). The Clerk had recommended that the quotation by Zurich Municipal, in the sum of £241.00 be accepted.

Following discussion, Councillors resolved that the quotation by Zurich Municipal, in the sum of £241.00 be accepted.

Resolved: That the Parish Council accepts the quotation by Zurich Municipal to provide the Council's insurance policy for 2022/23.

22/081 Aldcliffe Cycleway Wildlife Opportunities

The Clerk reported on discussions held with Natural England (NE) regarding opportunities to protect and improve conditions on the estuary for both wildlife and visitors. The Clerk proposed that he liaise with NE to arrange a meeting and invite relevant local authorities, landowners and other stakeholders to attend.

Resolved: That the Clerk liaise with NE to arrange a meeting, hosted by the Parish Council and invite relevant local authorities, landowners and other stakeholders to attend.

22/082 Lengthsman

Options for filling the position of Lengthsman or otherwise covering the services provided continued to be explored. It was agreed that any orders for work at this stage should be on an ad-hoc basis.

22/083 Stodday Picnic Site

The Clerk reported that the picnic tables and benches had been delivered to the City Council's White Lund Depot and awaited installation.

Councillor Walton reported that he and Cllr Ward's husband were planning to do some tidying and strimming work around the periphery of the site.

The Clerk provided a headline update regarding the project budget. Following discussion, Councillors agreed that options for including a litter bin and a further bench or seat should be investigated.

Action: The Clerk will liaise with Councillor Walton, City Councillor Dant and the City Council on the delivery and installation of the furniture and in exploring the provision of further furniture/facilities at the site.

22/084 Public Discussion and Updates

City and County Councillors' Reports

No further reports were received.

Clerk's Report:

1) Parish and Town Council Conference

The Clerk reminded Councillors that the County Council was hosting an annual Conference on Saturday, 12th November. The draft agenda had now been provided. Councillors agreed to consider whether they would be able to attend.

2) NJC Pay Negotiations 2022/23

The Clerk reported that the NJC had agreed a pay settlement with employers and a revised pay scale, effective from 1st April 2022. This would be incorporated into the Clerk's pay claim for November 2022.

3) Lancaster City Council Planning Service Review

Councillor Walton had advised that he was planning to attend the City Council's peer review workshop on Tuesday, 8th November

Members' Updates

4) Highways (Chairman)

Nothing further to report.

5) Broadband Provision (Councillors Hall and Walton)

Nothing further to report.

6) Ancillary (Chairman)

Nothing further to report.

7) Other Matters

None raised

Public Discussion:

No further matters were raised.

22/085 Payments

Payee & Detail	£
Glasdon Ltd – Picnic tables and benches	3,191.52
Lancaster Quaker Meeting – hire of meeting room, 1 st Nov 2022	23.00
Derek Whiteway – Parish Clerk salary and expenses, October 2022	126.10
HMRC – PAYE deductions, October 2022	31.40

Resolved: That the above accounts be approved for payment.

22/086 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 6th December 2022 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9:10pm

Clerk of the Council

Chair Date:



Parish Council Meeting, 6th December 2022

Agenda Item 6 – General Account Budget Review 2022/23 and Estimates 2023/24

Receipts and payments to 30th November 2022 have been reviewed and estimates developed for the remainder of 2022/23 and for 2023/24. The provisional revised estimates for 2022/23 and estimates for 2023/24 are set out in the following statement.

	Revised Estimates 2022/23					Estimate 2023/24	Notes
	Approved Budget	Actuals to 30/11/22	Estimated Dec-Mar	Revised Estimate	Variance		
Opening Balance	5,842	6,162	-	6,162	320	7,701	
Receipts							
Precept	5,600	5,600	0	5,600	0	5,600	1
Other Receipts							
Local Delivery Scheme	500	-	800	800	300	800	2
VAT Refund	70	313	0	313	243	9	
Total Receipts	6,170	5,913	800	6,713	543	6,409	
Payments							
Staff Costs							
Parish Clerk Salary	- 1,900	- 1,413	-1020	- 2,433	(533)	- 2,240	3
PAYE	- 475	- 353	-255	- 608	(133)	- 560	3
Other Payments							
Parish Clerk Expenses	- 15	-	-15	- 15	0	- 15	
Parish Clerk Training	- 40	-	-40	- 40	0	- 40	
Councillors Expenses	- 50	-	-50	- 50	0	- 50	
Meeting Room Hire	- 261	- 161	-92	- 253	8	- 275	
Subscriptions	- 60	- 52	0	- 52	8	- 60	
Lengthsman Services	- 2,965	- 353	-500	- 853	2,113	- 3,250	4
Insurance	- 232	- 241	0	- 241	(9)	- 265	5
Printing & Stationery	- 65	- 8	-30	- 38	27	- 65	
IT Services	- 165	- 46	-120	- 166	(1)	- 175	
Data Protection Registration	- 35	- 35	0	- 35	0	- 35	
Internal Audit	- 65	- 60	0	- 60	5	- 70	
Bank Charges	- 72	- 36	-36	- 72	0	- 80	
Recoverable VAT	-	- 9	0	- 9	(9)	-	
Transfers							
Transfer to Elections Reserve	- 250	- 250	0	- 250	0	-	
Total Payments	- 6,650	- 3,016	- 2,158	- 5,174	1,476	- 7,180	
Net Receipts/Payments	- 480	2,897	- 1,358	1,539	2,019	- 771	6
Closing Balance	5,362	9,059		7,701	2,339	6,930	

Notes:

- Precept.** The estimated precept for 2023/24 is included here at the same level as 2022/23. See note 6 for the implications of this.

2. **Local Delivery Scheme.** The PC applied to be included in the County Council's Local Delivery Scheme (£500) and a new Biodiversity Small Grant Scheme (£300). The funding has not yet been received and the Clerk is making enquiries.
3. **Staff Costs.** 2022/23 overspend is due to additional 'overtime' (82 hours -v- 36 budgeted) and a higher than anticipated pay award (c. 9% -v- 3% budgeted). 2023/24 estimate includes 12 months x 14 hours per month contractual hours, plus 48 hours overtime provision and 4% pay award allowance.
4. **Lengthsman.** Significant underspend in 2022/23 is due to the loss of the Lengthsman. 2023/24 budget is based on 192 hours (48 weeks x 4 hours) x £17 per hour.
5. **Insurance.** Recognising the variety of quotes obtained for the 2022/23 policy, a 10% inflation factor has been added for 2023/24.
6. **Net Receipts/Payments.** In 2022/23, a net underspend of £1,539 is anticipated, giving a closing balance of £7,701. For 2023/24, retaining the same level of precept is anticipated to result in annual net payments of £771.

Matters for Consideration

The 2023/24 Council Tax Base letter has not yet been received from Lancaster City Council. The tax base is not expected to be significantly different to the 2022/23 level.

Councillors are asked at this stage to consider the 2022/23 revised estimates and 2023/24 estimates, with a view to approving the budget and setting the precept at the January meeting of the Council.

The Parish Clerk provisionally advises that a target level of general account balances of £3,500 remains appropriate, which suggests that, as at 31st March 2023, balances in the order of £4,200 could be available for other purposes.

Councillors' views and comments are requested, particularly on the budget items noted in the above statement. At this stage, it will be helpful if Councillors can also consider the strategy for managing the £771 projected budget deficit for 2023/24. The main options available are to raise the precept and/or apply funds from accumulated balances. For guidance, a £1 increase in the precept for a Band D property (at the 2022/23 tax base) would raise an additional £147. The precept charge for a Band D property in 2022/23 was £38.02.

Derek Whiteway, Parish Clerk

30th November 2022

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 6th December 2022

Agenda Item 11 – Payments for Authorisation

Payee & Detail	£
Lancaster Quaker Meeting – hire of meeting room, 6 th December 2022 (not yet received)	23.00
Derek Whiteway – Parish Clerk salary and expenses, November 2022	276.76
HMRC – PAYE deductions, November 2022	69.40