



**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Parish Council Meeting to be held at The Quaker Meeting House on  
Tuesday, 17<sup>th</sup> January 2023 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, 6<sup>th</sup> December 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:

<b>Application No</b>	<b>Description</b>
<b>None received</b>	

- b) To consider any other planning matters affecting the Parish.
5. **Lancaster South Area Action Plan.** To agree the Parish Council's response to the City Council's LSAAP Topic Paper consultation. Draft papers to be circulated prior to the meeting.
6. **Budget Review 2022/23 and 2023/24.** To approve the Council's budget and precept for 2023/24 (report attached)
7. **Proposed diversion of Public Right of Way, Aldcliffe Hall Drive.** To receive an update on the proposal.
8. **Stodday Picnic Site.** To review progress with a project to refurbish the picnic area. The Clerk and Councillor Walton to report.
9. **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:

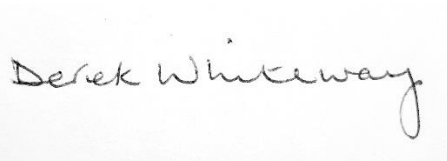
Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
Ancillary	Broadband provision	Neighbourhood Development Plan

c) Report of District and County Councillors

d) Public discussion

**10. Payments.** To authorise payment of accounts. Report attached.

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



**Derek Whiteway**

**Parish Clerk**

**Tel: 01524 64908**

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**9<sup>th</sup> January 2023**

## Minutes of the Meeting held on 6<sup>th</sup> December 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

### 22/087 Apologies for Absence

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

### 22/088 Minutes of the previous meeting

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

#### Matters arising:

- 2) **22/076(2) Lunecliffe Road / Stodday Lane Hedgerows.** No further reports regarding the hedgerows. Councillors reported that recent flooding on Lunecliffe Rd had abated. The issue had been logged with Lancashire County Council, who were due to re-inspect.
- 3) **22/076(3) Street Cleaning arrangements.** The Clerk advised that he had not had any further update from the City Council.

**Action:** The Clerk will follow up on the enquiry about street cleaning services in the parish.

- 4) **22/076(4) Canalside Car Parking.** Councillor Walton had received a response from the County Council's Highways Service stating that there was nothing they could do about the issues raised.
- 5) **22/078(4) Arna Wood Fields.** Councillor Walton reported having recently seen lights on in the two caravans during the evening. It was agreed that Councillors should keep a record of any points of concern about the site.

**Action:** The Clerk will report concerns and seek an update from the City Planning Enforcement officers on the position with the site.

- 6) **22/081 Aldcliffe Cycleway Wildlife Opportunities.** The Clerk reported that progress with arranging a meeting had been delayed by other commitments, but that he remained in contact with Natural England (NE) on the proposal.

**Action:** The Clerk will continue to liaise with NE to arrange a meeting.

## 22/089 Declarations of Interest

No further declarations were made.

## 22/090 Planning Applications

### 1) New planning consultations.

Application No	Description
22/0208/TPO	<p><b>T1 (Beech) - Large stem to south-west to be reduced by up to 5m.</b> 9 Aldcliffe Hall Drive, Aldcliffe.</p> <p>A response had been submitted prior to the meeting supporting the application, subject to the Tree Officer's assessment.</p>
22/0209/TPO	<p><b>Proposed works to various trees as per tree work recommendations in Section 5/Appendix 4 of the attached Tree Report.</b> Aldcliffe Hall Lane (sic), Aldcliffe.</p> <p>A response had been submitted prior to the meeting 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.</p>

## 22/091 Lancaster South Area Action Plan (LSAAP)

Councillors Ward and Walton reported that a liaison meeting had been held on 7<sup>th</sup> November 2022, introducing the 'thematic papers', which were about to be published.

Parish Councils had been given the opportunity to respond to the papers, with a deadline of 9<sup>th</sup> January 2023. Councillors Ward and Walton offered to draft responses as a steer for the Parish Council, to be considered at its next meeting on 3<sup>rd</sup> January 2023.

**Action:** Councillors Ward and Walton will provide draft responses to the thematic papers as a steer for the Parish Council, to be considered at its next meeting on 3<sup>rd</sup> January 2023.

Councillor Ward left the meeting at this point

## 22/092 Proposed Diversion of Public Right of Way, Aldcliffe Hall Drive.

The Chairman and Clerk reported on the responses received to the recent consultation and on a meeting held with David Goode and Adrian Ibison from the County Council's PRoW service.

Following discussion, Councillors agreed that the Clerk should seek further information on some aspects of the proposal and draft the Parish Council's response.

**Action:** The Clerk will contact the PRow officers to seek further information on some aspects of the proposal; ask for an extension of time in which to respond; and draft the Parish Council's response.

### **22/093 Budget Review 2022/23 and 2023/24.**

The Clerk introduced a provisional budget report covering the current 2022/23 financial year and initial estimates for 2023/24. The 2023/24 Council Tax Base figures (required to set the precept) had not yet been received from Lancaster City Council.

The Clerk outlined available strategies to manage the forecast outturn for 2022/23 and the provisional budget estimates for 2023/24.

Following discussion, Councillors agreed that a further report should be presented to the Council's next meeting on 3<sup>rd</sup> January 2023 to allow Councillors to set the budget and the precept.

**Action:** The Clerk will submit a further budget report to the Council's meeting scheduled for 3<sup>rd</sup> January 2023.

### **22/094 Lengthsman**

Nothing to report.

### **22/095 Stodday Picnic Site**

The Clerk reported on work required to complete the installation of the purchased furniture items, and options for adding a litter bin and a further seat to the project. It was agreed that both items should be included if practicable and affordable.

**Action:** The Clerk will liaise with Councillor Walton, City Councillor Dant and the City Council on the installation of the furniture and to purchase and install further furniture/facilities at the site.

### **22/096 Public Discussion and Updates**

#### **City and County Councillors' Reports**

No further reports were received.

#### **Clerk's Report:**

Nothing further to report

#### **Members' Updates**

##### **1) Highways (Chairman)**

Nothing further to report.

##### **2) Broadband Provision (Councillors Hall and Walton)**

Nothing further to report.

**3) Ancillary (Chairman)**

Nothing further to report.

**4) Other Matters**

Councillor Parrett reported that she (along with a Councillor from Wennington PC) had attended, by invitation, a meeting of Scotforth Parish Council focused on the Neighbourhood Development Planning process. Councillor Parrett reported that the meeting had been useful and that Scotforth PC were considering whether to commence the NDP process.

**Public Discussion:**

No further matters were raised.

**22/097 Payments**

<b>Payee &amp; Detail</b>	<b>£</b>
Lancaster Quaker Meeting – hire of meeting room, 6 <sup>th</sup> 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

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

**22/098 Date and venue for next meeting**

The next meeting is scheduled for Tuesday, 3<sup>rd</sup> January 2023 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date:



## Agenda Item: 6

### Revised Budget 2022/23 and Budget and Precept 2023/24

#### Report of The Parish Clerk

##### 1. Background

The Parish Council is required to undertake a robust annual budget process to:

- establish the level of funds required to deliver plans for the coming year;
- determine the level of reserves that should be maintained; and
- set the Parish Council's precept for the coming year.

The City Council has recently notified that the Parish Council's Tax Base for 2023/24 (the figure which determines how much of the precept each Council Taxpayer is charged) is 146.82, a marginal reduction of 0.47 on the 2022/23 level of 147.29. The Parish Council is required to notify the City Council of its precept by 3<sup>rd</sup> February 2023.

##### 2. Budget Review and Estimates

Section A of the appended budget statement provides the results of a General Account budget review, setting out projected final figures for the current year 2022/23 and estimates for 2023/24.

###### Revised Estimates 2022/23

The 2022/23 Revised Estimates show a projected General Account balance at 31/03/23 of £7,580. The Parish Clerk advises that a target level of general account balances of £3,500 remains appropriate, which suggests that, as at 31<sup>st</sup> March 2023, balances in the order of £4,080 could be available for other purposes.

###### Estimates 2023/24

Estimates for 2023/24 have been produced on a 'continuation of services' basis, with no new or one-off budget headings included.

As well as the Parish Council's normal activities and transactions (referred to as 'General Account'), the statement also sets out in Section B the projected transactions and balances for the Council's other earmarked reserves and accounts, as follows:

- Environmental Support Reserve
- Elections Reserve
- Stodday Picnic Site

### 3. Conclusions

- a) **General Account Reserve:** Following a review of significant financial risks facing the Parish Council, it is concluded that a target general reserve of £3,500 remains appropriate to cover potential liabilities.
- b) **Precept:** As set out in the appended statement, General Fund recurring expenses are estimated at £7,180 for 2023/24, with other receipts (i.e. excluding the precept) of £809. The estimated net payments of £6,371 represent an increase of £291 (4.8%) on the approved net budget for 2022/23. Should Councillors wish to proceed with this draft budget, the implications for the precept are set out in the following table. Any Budget deficit will need to be funded from ongoing balances.

Precept Strategy	Precept Sum	Precept Increase %	Budget Deficit	Resulting Balances
1. No increase	£5,600	0%	£771	£6,809
2. £200 increase	£5,800	3.6%	£571	£7,009
3. £400 increase	£6,000	7.1%	£371	£7,209
4. Balanced Budget	£6,380	14%	0	£7,580

- c) It is recommended that the option 2 precept of £5,800 is set for 2023/24, with the projected budget deficit of £571 being met from balances. At the notified Tax Base, this would result in an annual charge of £39.50 for a Band D property, an annual increase of £1.48 (3.9%) on the 2022/23 precept of £38.02. Applying £571 of balances to fund the budget deficit will result in the Council having a projected General Account balance of £7,009 (£3,509 above the target level of £3,500).

Should Councillors wish to consider a higher precept to provide funds for any increase in services or new initiatives, the cost per £1,000 increase in the precept for a Band D property would be £6.81 per annum. The Clerk advises that, given the existing level of funds available in the Council's general and earmarked reserves, any such proposals would need to be clear and specific and have Councillors' full commitment.

- d) **Non-recurring expenses:** There are no non-recurring items currently included in the draft budget for 2023/24.
- e) **Earmarked Reserves.** Section B of the draft budget statement sets out the current and anticipated balances on the Council's earmarked reserves. In this draft of the budget, no projected spend for 2023/24 has been included for any of the earmarked reserves.

### 4. Recommendations

- a) That a target level of general reserve of £3,500 is endorsed.
- b) That the draft budget for 2023/24 is approved, subject to the inclusion of any growth or savings.
- c) That, subject to any changes under b), a precept of £5,800 is approved and notified to Lancaster City Council.



## Section A – General Account Budget Review 2022/23 and Estimates 2023/24

Receipts and payments to 31<sup>st</sup> December 2022 have been reviewed and estimates developed for the remainder of 2022/23 and for 2023/24. The 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 31/12/22	Estimated Jan-Mar 2023	Revised Estimate	Variance		
<b>Opening Balance</b>	<b>5,842</b>	<b>6,162</b>	<b>-</b>	<b>6,162</b>	<b>320</b>	<b>7,580</b>	
<b>Receipts</b>							
<b>Precept</b>	5,600	5,600	0	5,600	0	5,600	1
<b>Other Receipts</b>							
Local Delivery Scheme	500	-	800	800	300	800	2
VAT Refund	70	313	0	313	243	9	
<b>Total Receipts</b>	<b>6,170</b>	<b>5,913</b>	<b>800</b>	<b>6,713</b>	<b>543</b>	<b>6,409</b>	
<b>Payments</b>							
<b>Staff Costs</b>							
Parish Clerk Salary	- 1,900	- 1,690	-840	- 2,530	(630)	- 2,240	3
PAYE	- 475	- 422	-210	- 632	(157)	- 560	3
<b>Other Payments</b>							
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	- 184	-69	- 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)	-	
<b>Transfers</b>							
Transfer to Elections Reserve	- 250	- 250	0	- 250	0	-	
<b>Total Payments</b>	<b>- 6,650</b>	<b>- 3,385</b>	<b>- 1,910</b>	<b>- 5,295</b>	<b>1,355</b>	<b>- 7,180</b>	
<b>Net Receipts/Payments</b>	<b>- 480</b>	<b>2,528</b>	<b>- 1,110</b>	<b>1,418</b>	<b>1,898</b>	<b>- 771</b>	<b>6</b>
<b>Closing Balance</b>	<b>5,362</b>	<b>8,690</b>		<b>7,580</b>	<b>2,218</b>	<b>6,809</b>	

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.
- Local Delivery Scheme.** The PC applied to be included in the County Council's 2022/23 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.
- Staff Costs.** 2022/23 overspend is due to additional 'overtime' (92 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 and variability in the industry, a 10% inflation factor has been applied for 2023/24.
6. **Net Receipts/Payments.** In 2022/23, net receipts of £1,418 are anticipated, giving a closing general account balance of £7,580. For 2023/24, retaining the same level of precept is anticipated to result in annual net payments (i.e. a budget deficit) of £771.

## Section B – Earmarked Reserves and Accounts

Currently anticipated activity and balances on the Council’s earmarked reserves and accounts are set out in the following table and accompanying notes.

Reserve / Account	Balance Bfwd 01/04/22	To 31/12/22	Estimated Jan-Mar 2023	Projected Balance 31/03/23	Notes
Environmental Support Reserve	2,519	-	-	2,519	1
Elections Reserve	750	250	-	1,000	2
Stodday Picnic Site	2,500	- 915	- 1,585	0	3
<b>Totals</b>	<b>5,769</b>	<b>- 665</b>	<b>- 1,585</b>	<b>3,519</b>	

### Notes:

1. **Environmental Support Reserve.** No payments made or scheduled from this reserve.
2. **Elections Reserve.** Following a transfer of £250 into the reserve in 2022/23, this reserve now stands at the target level of £1,000.
3. **Stodday Picnic Site.** £5,482 received from funding bodies (University Wind Turbine CBF £2,756, Lancashire County Council £2,726). Costs of works and furniture to date £3,897. Plans are to complete the scheme by 31<sup>st</sup> March 2023.

# ALDCLIFFE WITH STODDAY PARISH COUNCIL



**Parish Council Meeting, 17<sup>th</sup> January 2023**

## **Agenda Item 10 – Payments for Authorisation**

<b>Payee &amp; Detail</b>	<b>£</b>
Lancaster Quaker Meeting – hire of meeting room, 17th January 2023 (not yet received)	23.00
Tech Hub North West. G-Suite licence 2023	55.15
Derek Whiteway – Parish Clerk salary and expenses, December 2022	421.12
HMRC – PAYE deductions, December 2022	105.20