

Minutes of the Meeting held on 5th April 2023 at 7.00pm at St Paul's Parish Hall, Scotforth

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

23/001 Apologies for Absence

Apologies for absence were received from Councillors Nick Webster and Duncan Hall, City Councillors Tim Dant and Abi Mills and County Councillor Gina Dowding.

23/002 Minutes of the previous meeting

- 1) Councillors agreed that draft Minute 22/124(1) required additional detail on discussions held at the meeting. Subject to that change, and a minor typographical error in Minute 22/129(1), the minutes of the Parish Council Meeting, held on 7th March 2023, were approved.

Matters arising:

- 2) **22/122(2) Street Cleaning arrangements.** No street sweeping visit had yet been made to Stodday.

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

- 3) **22/122(3) Arna Wood Fields.** The City Council had advised that a planning enforcement notice would be issued in the next few weeks. It was reported that further outbuildings had been added at the site. Councillors agreed not to take any action at this stage on the sampling and testing water from Snuff Mill beck.

Action: The Clerk will monitor progress with the City Planning Enforcement officer's proposed action.

The site's hedges remain untrimmed and encroaching onto the highway, as do those on land to the East of Stodday Lane.

Action: The Clerk will report the untrimmed condition of these bordering hedges to Lancashire County Council.

- 4) **22/122(4) Aldcliffe Cycleway Wildlife Opportunities.** The Clerk was continuing to compile a list of parties interested in attending a meeting with Natural England.

Action: The Clerk will continue to liaise with NE and other parties to arrange a meeting.

- 5) **22/122(5) 'Slow Down – Save Lives' campaign.** The Lancashire Road Safety Partnership requires photos of any proposed locations for displaying the banner sign. Councillor Ward agreed to attend to this.

Action: Councillor Ward will provide photos of proposed locations in Stodday for displaying the banner sign.

- 6) **22/122(6) Accession of His Majesty King Charles III.** The Clerk reported that he had received just one email from a parishioner expressing an interest in any arrangements to commemorate the coronation. Councillors agreed that no further action be taken on this matter at this stage.

- 7) **22/129(1) Road markings, Luncliffe Rd/Stodday Lane junction.** Lancashire County Council had replied to say that the road markings would be reinstated during the 2023/24 financial year.

23/003 Declarations of Interest

No further declarations were made.

23/004 Planning Applications

- 1) **New planning consultations.**

Application No	Description
23/00283/FUL	<p>Erection of 45 dwellings (C3) with associated infrastructure including landscaping, open space, access, highway and drainage. Land At Grid Reference 347281 459157, Ashton Road, Lancaster.</p> <p>Councillors discussed earlier comments (shared by email) which confirmed the Parish Council's previous objections to the proposed development. Concerns included:</p> <ul style="list-style-type: none">• Traffic impacts on the Parish• Affordable housing provision• Conflicts with the Bailrigg Garden Village design principles and the Lancaster South Area Action Plan. <p>Councillors agreed that these comments be developed into a formal response asking that the City Council refuses the application.</p> <p>Resolved: That a consultation response be submitted asking that the City Council refuses the application.</p>

2) Planning update.

The Clerk presented a report updating the status of previous planning applications. No further applications had been decided since the last meeting.

Resolved: The report was noted.

23/005 Lancaster South Area Action Plan (LSAAP)

Councillor Ward reported that Lancaster City Council, having published their report following the series of Parish liaison meetings, were proposing further consultation with relevant Parish Councils. Councillor Ward advised that the timescale for the Area Action Plan continued to slip.

Councillors Ward and Walton agreed to continue in their roles representing the Parish Council.

Action: Councillors Ward and Walton will continue to represent the Parish Council in future liaison events and consultations.

23/006 Stodday Picnic Site

Councillor Walton reported that the remaining seat and litter bin had now been delivered and all the remaining furniture was due to be installed on Thursday, 6th April. The Clerk is to liaise with the volunteer who currently empties the litter bin at the site and agree arrangements for emptying the new bin. Councillor Ward confirmed that she wished to be involved in these arrangements.

Action: The Clerk will liaise with Councillors Ward and Walton to agree arrangements for emptying the new litter bin.

23/007 Parish Council Election, May 2023.

The Clerk reported that the City Council had announced that four nominations had been submitted for election to the Parish Council. A poll would not therefore be necessary on 4th May 2023 and the Parish Council would be entitled to fill the one remaining vacant seat by co-option.

Councillors confirmed their decision from the meeting on 7th March 2023, that the first meeting of the new Council should be held on Wednesday, 10th May 2023 and that monthly meetings should be held thereafter on the first Wednesday of each month (except for the August recess).

The Chairman proposed a vote of sincere thanks to outgoing Councillor Duncan Hall for his valuable contributions to the Council and the Parish. Councillors agreed unanimously.

Resolved (1) That the next meeting of the Parish Council be held on Wednesday, 10th May 2023 at St Paul's Parish Hall, Scotforth and that monthly meetings thereafter be held on the first Wednesday of each month, except for the August recess.

Resolved (2) That the Parish Council's sincere thanks are expressed to outgoing Councillor Duncan Hall for his valuable contributions to the Council and the Parish.

23/008 Public Discussion and Updates

City and County Councillors' Reports

No further reports were received.

Clerk's Report:

- 1) Annual Return.** The Clerk reported that he had now received the 2022/23 Annual Governance and Accountability Return (AGAR) papers and was planning to bring the completed return to the May meeting for approval. The Clerk recommended that Dawn Allen be engaged once again as the Council's Internal Auditor.

Resolved: That Dawn Allen be engaged as Internal Auditor for the 2022/23 accounts and AGAR.

Members' Updates

- 2) Highways (Chairman)**

Nothing further to report.

- 3) Amenity (incl Lengthsman)**

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**

Nothing further to report.

Public Discussion:

No further matters were raised.

23/009 Payments

The Clerk advised that, in addition to the payments listed on the agenda, a further invoice had been received from Glasdon UK Ltd in the sum of £99.02 for the supply of ground fixings for the previously purchased benches.

The Clerk also reported that, on submission of the April payroll, the PAYE deductions had calculated at £36.60 rather than the £36.80 reported in the payments list. The Clerk's net pay therefore increased by £0.20 to £147.00.

Payee & Detail	£
Glasdon UK Ltd – Picnic Site bench and litter bin	1457.13
Glasdon UK Ltd – Fixings for Picnic Site benches	99.02
St Paul's Parish Hall – Room hire 5 th April 2023	25.20
Derek Whiteway – Parish Clerk salary and expenses, March 2023	147.00
HMRC – PAYE deductions, March 2023	36.60

Resolved: That the above accounts be approved for payment.

The Clerk advised that, if the Council wished to use St Paul's Parish Hall for future meetings, advance payment would be required for each booking. Councillors agreed that, subject to the Council being satisfied about cancellation policies, any such invoices should be paid in advance under delegated authority.

Resolved: That, subject to the Council being satisfied about cancellation policies, future invoices for room bookings at St Paul's Parish Hall be paid in advance under delegated authority.

23/010 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 10th May 2023 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 8:45pm

Derek Whiteway

Clerk of the Council

K.S. Walton

Chair

Date: 10th May 2023