



## Minutes of the Meeting of the Parish Council held on 6<sup>th</sup> March 2024 at 7.00pm at St Paul's Parish Hall, Scotforth

**Present:** Councillor Nick Webster (Chairman)  
Councillors Tim Dant, Denise Parrett and Heather Ward

In attendance:  
City Councillor Tim Hamilton-Cox  
Derek Whiteway, Parish Clerk  
Two members of the public

### 23/097 Apologies for Absence

Apologies for absence were received from Councillor Kevan Walton, City Councillor Abi Mills and County Councillor Gina Dowding.

### 23/098 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 7<sup>th</sup> February 2024 were approved without further amendment.

#### Matters arising:

- 2) **23/087(2) Review of Non-Designated Heritage Assets.** No progress to report.

**Action:** The Clerk will write to the owners/occupiers of the properties identified and will write to the City Council Planning Team about the discrepancy.

- 3) **23/087(3) Parish Maintenance Works.** The Clerk has requested Morecambe Town Council to provide details of weed spraying schedules and scope for the coming year.

**Action:** The Chairman and Clerk will liaise in securing services to deliver the parish's forthcoming maintenance needs.

The Chairman reported that the Craiglands Court cattle grid had now been repaired.

- 4) **23/087(4) United Utilities Sewage Discharge Statistics.** No progress to report.

**Action:** The Clerk and Chairman will liaise in writing to the Chair of Lancaster City Council's Overview and Scrutiny Committee to ask for an investigation into sewage discharge into the district's rivers.

**Action:** The Chairman, Councillor Ward and the Clerk will liaise in developing contacts with United Utilities and obtaining statistics on sewage discharges from the Stodday WwTW.

- 5) **23/078(5) Stodday Lane and Lunecliffe Road hedgerows.** A further response had been received from County Highways, reiterating that no further action was proposed. Councillors agreed that the issue needed to be resolved and that County Councillor Dowding should be asked to pick up the matter with the County Council. City Councillor Hamilton-Cox offered to provide assistance if possible.

**Action:** The Clerk will request assistance from County Councillor Dowding.

- 6) **23/078(6) Fallen Road Sign on Aldcliffe Lane.** The Clerk had reported the fallen/damaged signs to County Highways, who had confirmed they would inspect and assess the situation.

- 7) **23/093 Parish Council Website and Email Addresses.** The Clerk reported on further advice received from LALC since the last meeting. The Council's existing email arrangements would meet mandatory requirements for 2023/24 but it was felt that further requirements would be forthcoming. Following discussion, Councillors agreed that all Councillors should be issued with a council-specific gmail account and that an email protocol and document management policy should be developed.

**Action:** The Clerk will arrange for council-specific gmail addresses to be set up for all Councillors and will develop a draft email protocol and document management policy to be considered at a future meeting.

### **23/099 Declarations of Interest**

No further declarations or changes to existing declarations were made.

### **23/100 Public discussion.**

The members of the public in attendance raised questions over progress with planning matters regarding land at Arna Wood/Stodday.

Councillors reported concerns over a suspected effluent discharge to a watercourse in the area and the erection of a new building on the site of planning application 23/01140/FUL. Following discussion, Councillors agreed that these

concerns should be reported and an update on progress with planning applications and planning enforcement action formally requested from Lancaster City Council.

**Action:** Councillors' concerns over a suspected effluent discharge into a watercourse at Stodday and the erection of a new building on the site of planning application 23/01140/FUL will be formally reported to Lancaster City Council.

**Action:** The Clerk will request an update on progress with planning application 23/01140/FUL and with planning enforcement action in the parish.

### 23/101 City Councillor's Report.

City Councillor Hamilton-Cox provided an update on Lancaster City Council's planning enforcement service and offered to follow up on recently reported concerns.

Councillor Hamilton-Cox had registered to speak at the planning appeal hearing (23-00049-REF) for a housing development on land North of Ashford House on 16<sup>th</sup> and 17<sup>th</sup> April 2024.

Councillor Hamilton-Cox left the meeting at the end of this item and offered his apologies for next meeting of the Parish Council.

### 23/102 Planning Applications

#### 1) Planning Consultations

Application No	Description
24/00218/FUL	<p><b>Demolition of existing conservatory, erection of a single storey rear extension and first floor extension over garage. 10</b> Craiglands Court, Aldcliffe.</p> <div data-bbox="671 1435 1538 1563" style="border: 1px solid black; padding: 5px;"> <p><b>Resolved:</b> A response to be submitted with no objection in principle to the proposal, but asking that due consideration is given to the Parish NDP and associated Design Codes.</p> </div>

#### 2) Update on Previous Planning Applications

The Clerk's report on recent planning decisions made by Lancaster City Council was accepted.

#### 3) Public Hearing – Application 23/00049/REF (Appeal)

An appeal hearing against Lancaster City Council's refusal of application 22/00885/OUT (housing development on land North of Ashford House) is being held at Lancaster Town Hall on 16-17 April 2024

**Resolved:** That Councillor Dant should register to speak at the hearing on behalf of the Parish Council.

### **23/103 Lancaster City Council Review of the Local Plan.**

Councillors Parrett and Ward provided feedback on Lancaster City Council Forum meetings held on 28<sup>th</sup> February (all parishes) and 5<sup>th</sup> April 2024 (NDP parishes). Key points included:

- The City Council is aiming to complete the Local Plan Review within a maximum of 2 years and an initial draft Plan by the end of 2024;
- Evidence is to be sought from a wide range of organisations, with an emphasis on first-hand, local knowledge/evidence of issues (e.g. flooding);
- There will be a renewed 'call for sites', which will be key to the review;
- An emphasis on identifying sites for enhancing biodiversity;
- A district-wide Housing Needs assessment and review of Sustainable Settlements will be carried out;
- Whilst currently 'suspended' the concept of large-scale development in the South Lancaster area is likely to remain in the Local Plan;
- Inclusion of a new Lancaster Hospital site will be a major feature, with 3 areas currently under consideration;
- The City Council is aiming for the published document to be more modern, accessible and understandable to all users;
- The Parish's NDP, being relatively recent, is well positioned for the review, but some further review work should be anticipated;
- Further Forum meetings will be held.

Councillors agreed that comments made so far in response to the City Council's recent Settlement Review questions should be submitted.

**Action:** The Clerk will submit the response to the City Council's recent Settlement Review survey questions.

### **23/104 Offer of a Donation of Land**

To be deferred to the next meeting. Councillors plan to visit the site in the intervening period.

### **23/105 Clerk and Councillor Updates**

#### **City Councillor's Report:**

See Minute 23/101

## Clerk's Report:

### 1) **AGAR arrangements and appointment of Internal Auditor**

The Clerk outlined arrangements and timescales for the forthcoming 2023/24 Annual Governance and Accountability Report review and proposed that Dawn Allen be again appointed as Internal Auditor.

**Resolved:** That Dawn Allen be appointed as Internal Auditor for the 2023/24 review.

### 2) **Request sent to LCC re Street Cleaning schedules in the Parish**

A request had been sent to Lancaster City Council Cleansing Service for street cleaning schedules in the parish.

### 3) **80th Anniversary of D-Day – Lighting of the Beacons**

An email has been received via Lancashire County Council from the Lancashire Lieutenancy as the "Beacons Champion", seeking support for a "Light up Lancashire" event to commemorate D-Day on 6th June 2024. The Clerk will circulate the email to Councillors to consider.

**Action:** The Clerk will circulate the email to Councillors to consider.

### 4) **GIS for Digital Mapping**

A service recently promoted by email to provide digital mapping to support Neighbourhood Plans is to be investigated and considered at a future meeting of the Council.

**Action:** Details of the service will be explored and considered at a future meeting of the Parish Council.

## Members' Updates

### 5) **Highways (Chairman)**

Nothing to report.

### 6) **Amenity, including the Lengthsman (Chairman)**

Nothing to report.

### 7) **Stakeholder Liaison.**

Nothing further to report.

### 8) **Broadband.**

Nothing further to report.

**9) Other Matters**

None

**23/106 Payments**

<b>Payee &amp; Detail</b>	<b>£</b>
Scotforth Parish Hall. Hire of Meeting Room for Parish Council meeting, 6 <sup>th</sup> March 2024 (see note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, February 2024	172.80
HMRC – PAYE deductions, February 2024	43.20

Note 1. Invoices from St Paul's Parish Hall are now received at the end of each calendar month and payments are processed separately.

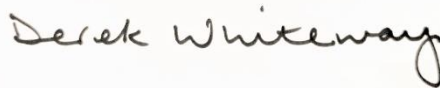
**Resolved:** That the above accounts be approved for payment.

**23/107 Date and venue for next meeting**

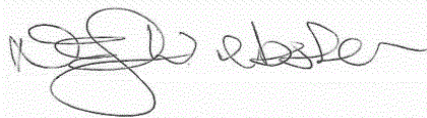
The next meeting is scheduled for Wednesday, 3<sup>rd</sup> April 2024 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm. Councillor Ward offered her apologies for the meeting.

The meeting closed at 9:00pm

Clerk of the Council:



Chair:



Date: 3<sup>rd</sup> April 2024