



Minutes of the Meeting of the Parish Council held on 1st May 2024 at 7.00pm at St Paul's Parish Hall, Scotforth

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

24/011 Apologies for Absence

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

24/012 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 3rd April 2024 were approved without further amendment.

Matters arising:

2) 24/002(2) Review of Non-Designated Heritage Assets.

Letters and emails have been sent to residents in 7 properties shown on the City Council's online NDHA map but not identified in the Parish NDP. One resident had replied saying she was happy for the property to be included in the Parish's NDHA list.

A letter has been sent to Lancaster City Council querying the approach taken to listing further NDHAs and pointing out 2 anomalies on the online map. (Arna Wood Farm and 'Rowden House' letter box). A response is awaited.

3) 24/002(3) Oaklands and Craiglands Court Pedestrian Gates and Cattle Grid

The Clerk had written to the County Council thanking them for the new cattle grid at Craiglands Court and asking for the damaged pedestrian gate to be repaired. The gate has been inspected and an email received indicating that repairs would be undertaken.

Action: Monitor progress with repairs to the gate.

4) 24/002(4) United Utilities Sewage Discharge Statistics.

Councillor Ward reported that she had been in contact with Mr Davies of United Utilities (UU), who was happy to meet with the PC. Councillors agreed that a meeting would be a positive way forward. City Councillor Hamilton-Cox advised that the City Council had approached Mr Wong of UU asking for a Cabinet Briefing, to consider concerns over capacity to cope with future development.

Action: Cllr Ward will pursue arrangements for a meeting with UU

5) 24/002(5) Stodday Lane and Lunecliffe Road hedgerows.

City Councillor Hamilton-Cox advised that he had submitted comments and photos to Lancashire County Council. No response received to date. No further updates.

Action: Keep the matter under review.

6) 24/002(7) Parish Council Website and Email Addresses

The Clerk provided Councillors with information obtained from other Councils about potential providers and likely costs. Councillors agreed that further information was required.

Action: The Clerk will investigate further and report to a future meeting of the Council.

24/013 Chairman's Annual Report 2023/24

The Chairman presented his Annual Report for 2023/24 to the meeting. A copy of the report will be published on the Parish Council website.

24/014 Election of Officials 2024/25

- a) Councillor Dant proposed that Councillor Webster be elected as Chairman for the municipal year 2024/25. The proposal was seconded by Councillor Ward and carried unanimously.

Resolved: That Councillor Webster is elected Chairman of the Parish Council for the municipal year 2024/25.

- b) Councillor Webster proposed that Councillor Walton be elected as Vice-Chairman for the municipal year 2024/25. The proposal was seconded by Councillor Ward and carried unanimously.

Resolved: That Councillor Walton is elected Vice-Chairman of the Parish Council for the municipal year 2024/25.

- c) To sign the Declaration of Acceptance of Office of Chair.
The Chairman authorised the Clerk to add his electronic signature to the Acceptance of Office.

24/015 Declarations of Interest

No further declarations or changes to existing declarations were made.

24/016 Councillors' Roles.

Councillors agreed the following roles for the municipal year 2024/25:

- a) Highways. Councillor Webster
- b) Amenity, including Lengthsman liaison. Councillor Webster
- c) Stakeholder liaison, including United Utilities. Councillor Ward
- d) Neighbourhood Development Plan. Cllr Parrett
- e) Ancillary/projects. To be determined as they arise
- f) Broadband provision. Councillor Walton

24/017 Public Discussion

No members of the public were in attendance.

24/018 Annual Governance and Accountability Return (AGAR) and Final Accounts 2023/24

The Clerk presented a report covering the submission and publication of the AGAR and the outcome of the Council's financial accounts for 2023/24.

Councillors discussed the report and asked questions of the Clerk. Following discussion, Councillors agreed that the Council's reserves should be reviewed as a separate exercise and future agenda item. Councillors also agreed a need to review the Council's purposes and expectations of the Lengthsman service.

Resolved

1. That the Internal Auditor's report is accepted and noted.
2. That Section 1 of the AGAR – the Annual Governance Statement 2023/24, is approved.
3. That Section 2 of the AGAR – Accounting Statements 2023/24, is approved.
4. That the Council claims exemption from the limited assurance audit and submits the required Exemption Certificate.
5. That the period for the exercise of public rights to inspect the accounts is set as Monday 3rd June to Friday 12th July 2024 inclusive.
6. That funds in the General Account balance are used to:
 - a) Close the Stodday Picnic Site Project account (a charge of £166); and
 - b) Make a contribution of £120 to the Elections Reserve.
7. That, subject to 6(a) and 6(b) above, the Council's reserves are subject to a separate review and consideration as a future agenda item.

24/019 Risk Register Review 2024/25

The Clerk presented a report into a review of the Council's risk register, proposing a small number of amendments to the register. Following discussion, Councillors resolved that the draft risk register be approved subject to the following amendments:

Risk 7. Keep the risk level as 'High'.

Risk 11. Retain the risk in the register, rated as 'Medium'.

Risk 21. Downgrade the risk to 'Low'.

Add a new risk covering the community impact of unregulated development and development in breach of planning law and failure of the LPA to enforce planning policy.

Resolved: That the draft risk register is approved subject to the above-mentioned amendments/additions.

24/020 Review of Council Policies and Procedures

The Clerk reported that he had undertaken an annual review of the Council's following policies:

- a) Information Management and Data Protection Policy
- b) Privacy Notice
- c) Publication Scheme
- d) Complaints Procedure

The Clerk reported that in his opinion, the policies remained fit for purpose and that no changes were proposed.

Resolved: That the above-mentioned policies be approved for the 2024/25 municipal year.

24/021 Planning Applications.

- a) To consider and comment on planning matters, including new planning applications and an update on decisions (report attached). New applications received since the last meeting are set out below:

Application No	Description
24/00464/FUL	<p>Installation of roof lights to front elevation. Barn 5, Waterside Farm, Stodday Lane.</p> <p>Resolved: That a response be submitted expressing no objection to the application but asking that due consideration be given to the Parish’s NDP and associated Design Codes</p>

Update on Previous Planning Applications

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

- b) To consider any other planning matters affecting the Parish.

23/00049/REF (Appeal). Councillor Dant and City Councillor Hamilton-Cox had attended the Public Hearing on 16-17th April 2024 reviewing the refusal of application 22/00885/OUT for up to 70 dwellings, Land North of Ashford House, Ashton Rd, Lancaster. The Inspector’s decision following the hearing was not yet known.

23/01140 - Arna Wood Traveller Site. City Councillor Hamilton-Cox provided an update on his discussion with planning officers regarding progress with the application. Following discussion, Councillors agreed that the Parish Council should seek a professional opinion on the application, with a view to submitting further comments.

Resolved: That the Clerk requests the case officer for the application for a month’s abeyance to permit the Parish Council to provide further comments; and

That the Parish Council should contact its planning consultants regarding the provision of consultancy advice on the application.

24/022 Lancaster University Wind Turbine Community Benefits Fund.

The Clerk reported a recently received email advertising an opportunity to bid for funding from the University Wind Turbine CBF. The deadline for applications was advertised as the end of June 2024.

Following discussion of several potential projects, Councillors agreed that the condition and issues affecting Long Mile Line were a priority and that the bidding opportunity be offered for suggestions to the Morecambe Bay Wildfowlers Association (MBWA) and the estuary foreshore tenant farmers.

Action: The Clerk will notify the MBWA and tenant farmers of the bidding opportunity and seek their views and suggestions.

24/023 Clerk and Councillor Updates

- a) Clerk's report on activities and correspondence since last meeting
Freedom of Information Request. The Clerk reported that the response to a parishioner's recent request for information would be sent the following day.

- b) Members' updates and reports since the last meeting

Highways (Chairman)

Lunecliffe Road drainage and surface conditions. The Council had received from County Councillor Dowding a response from County Highways, which included a promise of further inspections, but no immediate action. Councillors expressed their continued frustration at the County Council's lack of action on this issue.

The Clerk had requested an update from the County Council regarding the promised white lining work at the junction between Lunecliffe Road and Aldcliffe Lane. A response was awaited.

Amenity, including the Lengthsman (Chairman)

Nothing further to report

Stakeholder Liaison (Councillor Ward)

Nothing further to report

Broadband (Councillor Walton)

Councillors discussed recently mentioned proposals for broadband provision by B4RN to Glasson Dock and Thurnham and the use by some parishioners of the 'Starlink' service, Councillors agreed that a) Councillor Walton should investigate further the use of the Starlink service in Stodday and b) that the Council should contact Thurnham with Glasson Parish Council regarding the B4RN proposals in their area.

Actions. Councillor Walton will investigate Stodday residents' use of the Starlink service; and the Clerk will contact Thurnham with Glasson Parish Council regarding the B4RN proposals in their area.

Other Matters

Stodday Picnic Site. Councillor Ward reported risks associated with recent campfires having been set at the site. Councillors agreed that action was needed to reduce any risks to people and the site and to safeguard the seats and tables.

Actions. The Clerk will consult the Fire and Rescue Service on appropriate measures to consider.

- c) Report of District and County Councillors
Nothing further to report.

24/024 Payments

Payee & Detail	£
Scotforth Parish Hall. Hire of Meeting Room for Parish Council meeting, 1 st May 2024 (see note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, April 2024	153.82
HMRC – PAYE deductions, March 2024	38.40
LALC – Annual Subscription 2024/25	52.63
Dawn Allen – Internal Audit Fee 2023/24	68.00


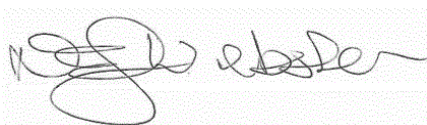
Note 1. Invoices from St Paul's Parish Hall are now received at the end of each calendar month and payments are processed separately.

Resolved: That the above accounts be approved for payment.

24/025 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 5th June 2024 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 9.05pm

Clerk of the Council

Chair

Date 5th June 2024: