



MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held at St Paul's Parish Hall, Scotforth on  
Wednesday, 3<sup>rd</sup> July 2024, commencing at 7.00pm**

## A G E N D A

1. **Apologies.** To receive apologies
2. **Minutes.** To consider and approve Minutes of the Parish Council Meeting held on Wednesday, 5th June 2024 (attached) and receive updates on any matters arising.
3. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
4. **Public Discussion.** To adjourn the meeting for a period of public discussion  
Note: Any matters needing a 'decision' will normally be considered as an agenda item at a future meeting.
5. **Planning Applications.**
  - a) To consider and comment on new planning applications received since the last meeting as set out below:

| Application No | Description   |
|----------------|---|
| 24/00638/FUL   | <b>Installation of a gate and control panel, repair of wall and fence and realignment of pedestrian/cyclist path.</b><br>East Lodge, Aldcliffe Road, Lancaster.<br><b>Consultation deadline – 10<sup>th</sup> July 2024</b> |

- b) To receive an update on previous applications. Clerk's report attached.
  - c) To consider any other planning matters affecting the Parish.
6. **Lengthsman Services.** To review the scope of and budget for the provision of Lengthsman services within the Parish.
7. **Review of Reserves.** To review the Council's Reserves Protocol and the current level of reserves. (Clerk's report to follow)
8. **Clerk and Councillor Updates.** To receive 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 Liaison (incl United Utilities) |
| Neighbourhood Development Plan | Broadband                |   |

- c) Report of District and County Councillors

- 9. **Payments.** To authorise payment of accounts. Report attached.
- 10. **Date of Next Meeting.** To confirm the date and time of next meeting.

**Derek Whiteway**  
**Parish Clerk**  
**27<sup>th</sup> May 2024**

**Tel: 01524 64908**  
**Email: [clerk@aldcliffewithstodaypc.org](mailto:clerk@aldcliffewithstodaypc.org)**

## Minutes of the Meeting of the Parish Council held on Wednesday, 5<sup>th</sup> June 2024 at 7.00pm at St Paul's Parish Hall, Scotforth

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

### 24/026 Apologies for Absence

None received

### 24/027 Minutes of the previous meeting

- 1) The minutes of the Annual Parish Council Meeting held on 1<sup>st</sup> May 2024 were approved without further amendment.

#### Matters arising:

#### 2) 24/012(2) Review of Non-Designated Heritage Assets.

The Clerk had circulated a response received from the City Council's Conservation Team about future maintenance of NDHA listings.

Following discussion, Councillors agreed that they would be happy for the City Council to maintain the definitive list of NDHAs once all assets were properly included. In the meantime, the Council would continue to maintain its own list.

**Action:** The Clerk will reply to the Conservation Team to ask that all assets included in the Parish Council's NDHA listing are incorporated into the City Council's record.

#### 3) 24/012(3) Oaklands and Craiglands Court Pedestrian Gates and Cattle Grid.

The Chairman reported that the pedestrian gates had been inspected and that work was hopefully imminent.

**Action:** Monitor progress with repairs to the gate.

#### 4) 24/012(4) United Utilities Sewage Discharge Statistics.

Councillor Ward had made arrangements for Councillors to visit the United Utilities site on 21<sup>st</sup> June, from 1.30pm. The Site Manager had advised that Councillors wear sturdy footwear.

**5) 24/012(5) Stodday Lane and Lunecliffe Road hedgerows and other highways issues.**

The County Council had indicated on 9<sup>th</sup> May 2024 that they were aiming to complete the white lining work at the junction within the next 12 weeks.

Councillor Ward reported that Stodday residents had again commented on the intrusive condition of the hedgerows.

At the advice of City Councillor Hamilton-Cox, Councillors agreed to write to County Councillor Rupert Swarbrick, the Cabinet Member for Highways and Transport, covering all the issues at the location and emphasising the dangers. Councillor Walton agreed to create a draft and liaise with the Clerk in submitting the letter.

**Action:** The Parish Council will write to County Councillor Rupert Swarbrick, the Cabinet Member for Highways and Transport.

**6) 24/012(6) Parish Council Website and Email Addresses**

No further progress. To be considered at a future meeting.

**7) 24/022 Lancaster University Wind Turbine Community Benefits Fund**

Details of the invitation had been sent to the Morecambe Bay Wildfowlers Association (MBWA) and tenant farmers for their consideration and views. No responses yet received.

**8) 24/023(b) Stodday Picnic Site**

Councillors agreed that Councillor Walton and the Clerk should liaise to arrange for the picnic tables to be anchored.

Regarding the provision of a barbeque or fire-pit facility, the Lancaster Fire and Rescue Service had advised that the picnic site's location would not be covered by the Fire Safety Order and they advised contacting the Council.

Following discussion, Councillors agreed that the County Council's Countryside Officer Tim Blythe should be consulted.

**Action:** The Parish Council will seek the views and advice of the County Council's Countryside Officer on providing a barbeque or fire pit facility at the site.

**24/028 Declarations of Interest**

No further declarations or changes to existing declarations were made.

## 24/029 Public discussion.

Trimming of Smugglers Lane hedgerows. The Clerk had recently received two emails complaining about the County Council's trimming of the Smugglers Lane hedgerows and its impact on the wildflowers growing on the lane. One of the correspondents attended the meeting to ask the Parish Council to undertake future work on the lane in place of the County Council.

Following discussion, Councillors agreed that representations be made to the County Council's Public Rights of Way (PRoW) team regarding the scheduling of the work, referencing the County Council's Biodiversity Strategy as appropriate.

Councillors also agreed the need for a broader discussion about the Parish Council's work programme for Lengthsman services and the challenges in finding a suitable contractor.

**Action:** The Parish Council will request the County Council's Public Rights of Way (PRoW) team to consider scheduling work on the lane so as to avoid damage to the wildflowers.

**Action:** Consideration of broader Lengthsman services will be included on the agenda for the July meeting of the Parish Council.

## 24/030 Planning Applications

### 1) Planning Consultations

No new planning consultations had been received.

### 2) Update on Previous Planning Applications

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

### 3) Other Planning Matters

#### a) Arna Wood Traveller site. Application 23/01140/FUL

The Parish Council's letter with the appended letter from Stephenson Halliday had been submitted to the City Council on 24<sup>th</sup> May 2024.

#### b) Unauthorised Developments in the Parish.

City Councillor Hamilton-Cox is continuing to liaise with the City Council's Enforcement Officer.

#### c) 22/00885/OUT. Development of up to 70 dwellings, etc. Land North of Ashford House, Ashton Road.

City Councillor Hamilton-Cox advised that the applicant's appeal against the refusal of planning permission had been dismissed.

**d) 22/0209/TPO Tree works on Aldcliffe Hall Drive**

Councillors discussed the work recently undertaken to trees on Aldcliffe Hall Drive. It was agreed that the City Council's Tree Officer should be asked to confirm that work has been carried out in accordance with the decision notice for application 22/0209/TPO.

Councillors also agreed that a letter should be sent to Aldcliffe Hall Estates expressing disappointment on behalf of local residents about the adverse impact of mowing of Aldcliffe Hall Drive on the biodiversity of the area.

**Action:** The City Council's Tree Officer will be asked to confirm that recent work on Aldcliffe Hall Drive has been carried out in accordance with the decision notice for application 22/0209/TPO.

**Action:** The Clerk will write to Aldcliffe Hall Estates expressing disappointment on behalf of local residents about the adverse impact of mowing of Aldcliffe Hall Drive on the biodiversity of the area.

**24/031 Public Right of Way Maintenance.**

Matters relating to work on Smugglers Lane were covered in the Public Participation section of the agenda (minute 24/029 refers).

The Clerk advised that Lancashire County Council was now inviting Parish councils to participate in the 2024/25 Local Delivery Scheme and Biodiversity Small Grants Scheme. The deadline for applications is 30th June 2024. Following discussion, Councillors agreed to defer applying for the funding for this year.

**Action:** It was agreed that the Clerk should enquire whether the County Highways planned weed spraying work has been undertaken by Morecambe Town Council.

**24/032 Consultations.**

**a) Lancaster City Council – Local Plan Review – Open Space Assessment.** (Deadline 23<sup>rd</sup> June 2024).

**Action:** Councillors Parrett and Ward agreed to consider completing a response on behalf of the Council.

**24/033 Clerk and Councillor Updates**

**City Councillor's Report:**

No further matters reported.

### Clerk's Report:

- 1) The Parish's Ward Councillor Abi Mills had been elected as the Lancaster City Mayor at the Annual Council Meeting on 10<sup>th</sup> May.

**Action:** The Clerk will send a letter of congratulations and good wishes to the Mayor for her year of office.

### Members' Updates

- 2) **Highways (Chairman)**

The Chairman reported that a pothole at the Southern end of Aldcliffe Hall Drive was being repaired by the relevant resident.

- 3) **Amenity, including the Lengthsman (Chairman)**

Nothing to report.

- 4) **Stakeholder Liaison.**

Nothing further to report.

- 5) **Broadband.**

Nothing further to report.

- 6) **Neighbourhood Development Plan**

The only current issue is the NDHA listings (see minute 24/027(2)).

- 7) **Other Matters**

None

### 24/034 Payments

| Payee & Detail   | £      |
|--|--------|
| Scotforth Parish Hall. Hire of Meeting Room for Parish Council meeting, 5 <sup>th</sup> June 2024 (see note 1) | 25.20  |
| Stephenson Halliday. Consultancy regarding planning application 23/01140/FUL. See note 2                       | tbc    |
| Derek Whiteway – Parish Clerk salary and expenses, May 2024  | 262.72 |
| HMRC – PAYE deductions, May 2024   | 63.80  |

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

Note 2. Councillors authorised the Clerk, in consultation with the Chairman, to approve and pay the anticipated invoice.

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

**24/035 Date and venue for next meeting**

The next meeting is scheduled for Wednesday, 3<sup>rd</sup> July 2024 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 8:50pm

Clerk of the Council

Chair

Date:

DRAFT





## Agenda Item: 5(b)

### Planning Application Update - Comments & Decisions

#### Update for June – July 2024

| Application Number / Description  | Parish Council Comment  | Planning Authority Decision / Status |
|---|---|--------------------------------------|
| <b>Part A – Applications decided since the last update</b>  |   |                                      |
| <b>24/00464/FUL</b> Installation of roof lights to front elevation. Barn 5, Waterside Farm, Stodday Lane.   | 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 (Min 24/021) | <b>Application Permitted</b>         |
| <b>23/00049/REF (Appeal)</b> Appeal against refusal of application 22/00885/OUT. Up to 70 dwellings, Land North of Ashford House, Ashton Rd, Lancaster. | That a further response be submitted to the Planning Inspector restating and updating the Parish Council's grounds for objecting to the development. (Min 23/091)               | <b>Appeal Dismissed</b>              |

| <b>Part B – Undecided Applications</b>   |
|--|
| <p><b>23/00283/FUL (March 2023 – Outside the Parish).</b> 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. <b>Parish Council resolved that a consultation response be submitted asking that the City Council refuses the application (Min 23/004)</b></p>   |
| <p><b>23/00687/FUL</b> Temporary change of use of agricultural land and construction of an area of hardstanding to allow for compound parking in association with proposed development at land off Ashton Road. Land at Grid Reference 347281 459157, Ashton Road, Lancaster.</p> <p><b>Parish Council resolved that a response letter be submitted objecting to and seeking refusal of the planning application (Min 23/043).</b></p>                   |
| <p><b>23/01140/FUL</b> Partially retrospective change of use of land to 3 no Gypsy/Traveller pitches comprising 3 touring caravans and 3 mobile homes, siting of a day room, erection of a barn, installation of a septic tank and creation of an area of hardstanding.</p> <p><b>Parish Council resolved: That a response letter be submitted objecting to the application on the same grounds as for application 21/01581/FUL (Min 23/063(1)).</b></p> |

# ALDCLIFFE WITH STODDAY PARISH COUNCIL



## Parish Council Meeting, 3rd July 2024

### Agenda Item 9 – Payments for Authorisation

| Payee & Detail   | £      |
|--|--------|
| Scotforth Parish Hall. Hire of Meeting Room for Parish Council meeting, 3 <sup>rd</sup> July 2024 (see note 1) | 25.20  |
| Derek Whiteway – Parish Clerk salary and expenses, June 2024   | 249.96 |
| HMRC – PAYE deductions, June 2024  | 62.40  |
| Stephenson Halliday. Consultancy regarding planning application 23/01140/FUL. See note 2                       | 900.00 |

Note 1. St Paul's Parish Hall Invoices for PC meetings are approved in advance and paid at the end of each calendar month.

Note 2. On 5<sup>th</sup> June 2024, Councillors authorised the Clerk, in consultation with the Chairman, to approve and pay the anticipated invoice (minute 24/034 refers). The invoice was paid on 20<sup>th</sup> June 2024.