

ALDCLIFFE WITH STODDAY PARISH COUNCIL



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, 2nd April 2025, 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 March 2025 (attached).
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
25/00034/DIS	Discharge of conditions 3,4,5 and 7 on approved application 23/01140/FUL. Field 3225, Arna Wood Lane, Aldcliffe.

- b) To receive an update on previous applications. Clerk's report attached.
 - c) To consider any other planning matters affecting the Parish.
 - i) Designation of Conservation Areas.
6. **Lancaster University Wind Turbine Community Benefit Fund – Round 12.** To consider potential projects for which an application to the Fund might be appropriate.
7. **Annual Governance and Accountability Return.** To advise Councillors of arrangements for completing and submitting the 2024/25 Annual Return and to appoint an Internal Auditor
8. **Clerk and Councillor Updates.** To receive any 'information only' updates on activities in recent weeks.
 - a) Clerk's report on activities and correspondence since the last meeting and update on ongoing issues. Clerk's report attached.

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
27th March 2025

Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

Minutes of the Meeting of the Parish Council held on 5th March 2025 at 7.00pm at St Paul's Parish Hall, Scotforth

Present: Councillor Nick Webster (Chairman)
Councillors Tim Dant, Denise Parrett and Heather Ward.
Derek Whiteway, Parish Clerk

24/097 Apologies for Absence

Apologies for absence were received from Councillor Walton and from City Councillors Tim Hamilton-Cox and Abi Mills and County Councillor Gina Dowding.

24/098 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 5th February 2025 were approved without further amendment.

24/099 Declarations of Interest

No changes or new declarations were made.

24/100 Public discussion.

None.

24/101 Planning Applications

1) Planning Consultations

Application No	Description
None Received	

2) Update on Previous Planning Applications

The Clerk presented a Planning Application Tracker report (previously circulated), which was noted.

Planning Application 24/00638/FUL - Installation of a gate and control panel, etc. East Lodge. It was noted that planning application notices were still attached to the railings at the entrance to Aldcliffe Hall Drive.

Action: The Clerk will inform Lancaster City Council and ask that the notices are removed.

Planning Application 23/01140/FUL - 3 Gypsy/Traveller pitches, Arna Wood Lane. Councillors again discussed concerns expressed over the extent

of external lighting at the site following planning consent and whether this conformed to the planning condition. It was agreed that this should now be raised as a query with Lancaster City Council.

Action. The Clerk will query with Lancaster City Council whether the level of external lighting installed at the site conforms with the approved planning condition.

Planning Application 23/00687/FUL - 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.

Councillors again discussed this application in the context of associated application 23/00283/FUL for the erection of 45 dwellings. Councillors agreed that a letter should be sent to Lancaster City Council Development Management Team requesting clarification of the process and timescale for determining this application.

Action: A letter is to be sent to Lancaster City Council requesting clarification of the process and timescale for determining this application.

3) Other Planning Matters

- a) Review of the Neighbourhood Development Plan (NDP).

Councillors discussed options for undertaking a review of the NDP and the level of resources that would be required (including consultancy and finance). Councillor Parrett advised that, in line with official guidance (issued by Locality), a 'light-touch' review was currently appropriate. This would seek to identify any minor changes required since the NDP was 'made', but which would not necessarily affect the NDP policies. Councillor Parrett proposed that such a review be commenced in the Autumn of 2025.

Resolved: That a 'light-touch' review of the NDP be undertaken, commencing in the Autumn of 2025.

24/102 Clerk and Councillor Updates

City and County Councillor's Report:

None received.

Clerk's Report:

- 1) The Clerk presented a 'Decisions and Issues Tracker' report which had been previously circulated to Councillors.

Following discussion, Councillors agreed the following:

Ref	Decision / Issue	Update / Action
1	Street cleaning arrangements, Aldcliffe and Stodday	A request had been submitted on 05/02/25 to the City Council for a street cleaning visit to Stodday Lane. Action: The Clerk will ensure that the request is followed up.
6	Stodday hedgerows	The hedgerows and verges have now been trimmed. Sweeping action is now required to clear the full width of the carriageway. Resolved: Clearing the carriageway should be raised as an issue with the County Council.
11	Road surface and flooding issues on Lunecliffe Road:	A road closure TTRO had been received for the period from 4th to 14th March for resurfacing works. Councillors had observed that flooding issues on the road had been much improved since the recent work.
15	Broadband Provision:	No further progress to report.
17	PRoW Maintenance – Smuggler’s Lane FP	Action: The Parish Council will monitor work undertaken by Lancashire County Council contractors.
20	PRoW maintenance – Snuff Mill Lane restricted byway	There had been some changes in the flow of water, with no water currently travelling the full length of the ditch adjacent to the path. Action: The situation needs to be monitored when it rains again, and work by a contractor is still required on the ditch. A fallen tree had been reported to United Utilities; this was yet to be removed.
22	Debris on Parish Roads	Action: The Clerk will write to Lancashire County Council about the issue and enquire about any action the Parish Council can take to assist.
25	Missing grit bin on Aldcliffe Hall Lane	The replacement bin had not yet been delivered. Action. The Clerk will contact the County Council to ask about progress.
27	Oaklands Court entrance gate.	The dropped gate had now been repaired.

Ref	Decision / Issue	Update / Action
29	United Utilities proposed developments at Stodday WwTW	A Parish Councillor and two residents had met with UU on site on Thursday, 13th February. A letter with further questions about the proposed work was sent to UU on 24/02/25. Action: Await United Utilities' response to the letter sent on 24/02/25
30	Defaced sign at the end of Stodday Lane	The defaced sign had been reported to Lancashire County Council. The job had been assessed, and work was 'programmed to be undertaken' Action: Monitor progress

2) Consultations

- a) **Lancaster City Council.** A consultation invitation had been received from Lancaster City Council to provide information for a Gypsy and Traveller Accommodation Assessment (GTAA), and a Strategic Housing Market Assessment (SHMA) for 2025.

Resolved: Following discussion, Councillors agreed that a consultation response should be submitted for both the GTAA and SHMA.

Actions: Councillor Ward will draft a response to the GTAA consultation. The Clerk will draft a response to the SHMA consultation, referring to the Parish's Neighbourhood Development Plan (NDP) and suggesting that meaningful responses could not be given to many of the questions.

- b) **Scotforth Parish Council.** A 'Regulation 14' consultation had been received from Scotforth Parish Council into their draft Neighbourhood Development Plan.

Resolved: That a consultation response be submitted to Scotforth Parish Council, not commenting on the substance of the draft NDP, but congratulating the Council on the draft and wishing them well with for a successful conclusion to the process.

- 3) **Lancaster University Wind Turbine Community Benefit Fund (CBF).** A notification had been received advising that Round 12 of the CBF was now open, the deadline for bids being 25th June 2025.

Agreed: That Councillors consider potential projects for which a funding application might be made.

Members' Updates

4) Highways (Chairman)

Nothing further to report.

5) Amenity, including the Lengthsman (Chairman)

Nothing further to report.

6) Stakeholder Liaison.

Nothing further to report.

7) Broadband.

Nothing further to report.

8) NDP.

Nothing further to report.

9) Other Matters

Councillor Dant reported on discussions held with a resident of Craiglands Court about recent construction work at a neighbouring property. Councillors agreed that the concerns raised by the resident over the resulting restrictions to access were justified and that Lancashire County Council should have managed the process better, especially as regards notifying neighbours.

Resolved: That a letter be sent to Lancashire County Council in support of the resident's concerns.

24/103 Payments

Payee & Detail	£
St Paul's Parish Hall – Meeting on 5 th March 2025 (Note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, February 2025	199.21
HMRC – PAYE deductions, February 2025	49.60

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

Resolved: That the above accounts be approved for payment.

24/104 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 2nd April 2025 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 8.50pm

Clerk of the Council

Chair

Date:

Agenda Item 5(b) - Planning Applications and Issues Tracker

Ref	Planning Application / Issue	Origin	Latest Position	Decision
Part A - Planning Applications				
P1	23/00283/FUL 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.	Mar 2023	05/02/25 Further consultation received from Lancaster CC. Councillors resolved that a response be submitted asking that the application is refused. 13/02/25 Letter of objection submitted	Undecided
P2	23/00687/FUL 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.	Jun 2023	14/03/25 Letter sent to LCC asking about timescale and process for decision on this application and asking that the PC be consulted prior to it being determined.	Undecided
P3	23/01140/FUL 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.	Sep 2023	05/02/25 (Meeting) Concerns raised about the level of external lighting at the site. Agreed that this be queried with LPA in terms of the approved planning condition. 24/02/25 Plans covering external lighting (inter alia) are required by 3 months of the Decision Notice (i.e. by 6th March 2025) See Discharge of Conditions application 25/00034/DIS below	Application Permitted 28/10/24
P7	25/00034/DIS. Discharge of conditions 3,4,5 and 7 on approved application 23/01140/FUL. Field 3225, Arna Wood Lane, Aldcliffe.	Mar 2025	To be considered at Parish Council meeting on 2nd April 2025.	Undecided
Part B - Other Planning Matters				
OP1	Planning enforcement action re unauthorised occupation of land adj Stodday Lane/Snuff Mill Lane. Effluent discharges into Stodday watercourse	Mar 2024	29/10/24 LCC have served an Enforcement Notice on the Daisyfields site for the removal of the caravans, outbuildings, domestic paraphernalia and areas of hardstanding. The Notice was not appealed and therefore requires compliance by 17 June 2025.	Ongoing

Aldcliffe with Stodday Parish Council

Agenda Item 8(a) - Clerk's Report - Decisions and Issues Tracker

Ref	Decision/Issue	Origin	Latest Position
1	Street cleaning arrangements, Aldcliffe and Stodday	April 2023	Requests submitted via online report for street cleaning of Stodday Lane are being followed up with Lancaster City Council.
4	Aldcliffe Road fly-parking	October 2023	Agreed to share information and work together with Cllr Hamilton-Cox to make progress on this issue.
6	Stodday hedgerows	April 2024	Hedgerows and verges have now been trimmed (March 2025). Councillors are concerned that the full width of the carriageway is still not fully visible and usable, due to several years of overgrowth. County Highways have been asked to cut back the overgrowth that hides the full width of the carriageway.
11	Road surface and flooding issues on Lunecliffe Road: a) ongoing safety concerns and the lack of action; b) reporting of highways issues using the County Council's 'Love Clean Streets' app; c) reinstatement of white lining at the junction of Lunecliffe Road and Aldcliffe Lane	April 2024	A road closure TTRO for 4th to 14th March to allow resurfacing works has been postponed by Lancashire County Council pending further consideration of traffic diversion arrangements.
15	Broadband Provision: a) Proposals for broadband provision by B4RN to Glasson Dock and Thurnham; b) 'Starlink' service	May 2024	City Councillor is to make enquiries about B4RN developments on New Quay Road and the possibility of running fibre along cycletrack to AwS. B4RN are interested in having a meeting with the PC.
16	Stodday Picnic Site: a) Securing the picnic tables b) Efficient litter bin emptying arrangements	May 2024	The Parish Council is to make improvements to current arrangements for volunteers to regularly empty the picnic site litter bin. Agreed to purchase of a wheelbarrow to assist with emptying the bin.
17	PRoW Maintenance – Smuggler's Lane FP	June 2024	The Spring trimming by County Council is to be monitored.

Ref	Decision/Issue	Origin	Latest Position
20	PRoW maintenance – Snuff Mill Lane restricted byway	July 2024	Discussions are being held with a contractor regarding work necessary to clear the blocked ditch and resolve the flooding. There have been some changes in the flow of water, with no water currently travelling the full length of the pathside ditch. The situation needs to be monitored when it rains again, and work is still required on the ditch. A fallen tree has now been removed.
22	Debris on Parish Roads	July 2024	Lancashire County Council is to be consulted about the issue and any action the Parish Council can take to assist.
25	Missing grit bin on Aldcliffe Hall Lane	October 2024	The County Council has ordered a replacement bin. This is now expected to be installed by the end of March 2025.
28	Cattle grid at Oaklands.	January 2025	The cattle grid has been filling up with water - blocked drain to the centre of the road. Awaiting the next occurrence of 'flooding' before reporting
29	United Utilities planned developments at Stodday WwTW	January 2025	Concerns over proposed installation/relocation of units on Stodday WwTW site, possibly involving removal of trees. The Parish Council is continuing to correspond with United Utilities to satisfy question regarding the proposed works.
30	Defaced sign at the end of Stodday Lane	February 2025	The defaced sign has been reported to Lancashire County Council. Work has been programmed.A16:G38

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 2nd April 2025

Agenda Item 9 – Payments for Authorisation

Payee & Detail	£
St Paul's Parish Hall – Meeting on 2 nd April 2025 (Note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, March 2025	160.84
HMRC – PAYE deductions, March 2025	40.20

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