

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) Amenities, 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
Rose & Thistle – Sign clearance, leaf collection and hedge trimming	192.00

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

Resolved: That the above accounts be approved for payment.

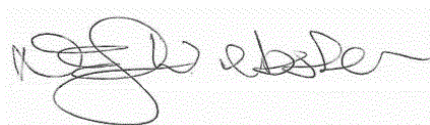
24/104 Date and venue for next meeting

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

Handwritten signature of Derek Whiteway in black ink.

Clerk of the Council

Handwritten signature of the Chair in black ink.

Chair

Date: 2nd April 2025