

Minutes of the Annual Meeting of the Parish Council held on 7th May 2025 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.
Derek Whiteway, Parish Clerk

Part A - Annual Parish Council Meeting Business

25/011 Apologies for Absence

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

25/012 Chairman's Annual Report 2024/25

The Chairman presented his Annual Report for 2024/25 to the meeting. A copy of the report will be published on the Parish Council website.

25/013 Election of Officials 2025/26

- a) Councillor Parrett proposed that Councillor Webster be elected as Chairman for the municipal year 2025/26. The proposal was seconded by Councillor Dant and carried unanimously.

Resolved: That Councillor Webster is elected Chairman of the Parish Council for the municipal year 2025/26.

- b) Councillor Ward proposed that Councillor Walton be elected as Vice-Chairman for the municipal year 2025/26. The proposal was seconded by Councillor Parrett and carried unanimously.

Resolved: That Councillor Walton is elected Vice-Chairman of the Parish Council for the municipal year 2025/26.

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

25/014 Councillors' Roles

Councillors agreed the following roles for the municipal year 2025/26: The list was proposed by Councillor Walton, seconded by Councillor Dant and agreed unanimously.

- 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

25/015 Annual Governance and Accountability Return (AGAR) and Final Accounts 2024/25.

The Clerk presented a report covering the submission and publication of the AGAR and the outcome of the Council's financial accounts for 2024/25

Councillors asked questions of the Clerk discussed the recommendations made in the report.

Recommendations 1 to 5 (regarding the AGAR). It was proposed by Councillor Ward, seconded by Councillor Dant and carried unanimously that recommendations 1 to 5 be approved.

Resolved

1. That the Internal Auditor's report is accepted and noted.
2. That Section 1 of the AGAR – the Annual Governance Statement 2024/25, is approved.
3. That Section 2 of the AGAR – Accounting Statements 2024/25, 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 Tuesday 3rd June to Monday 14th July 2025 inclusive.

Recommendations 6 and 7 (regarding the accounts). It was proposed by Councillor Dant, seconded by Councillor Parrett and carried unanimously that recommendations 6 and 7 be approved.

Resolved

6. That the Council's target level of General Account balances is set at £5,000.
7. That the following proposed transfers to earmarked reserves are confirmed:
 - a) NDP Review Reserve £750
 - b) External Works and Special Projects Reserve (New) £500
 - c) Consultancy Services Reserve (New) £3,000

25/016 Risk Register Review 2025/26

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, it was proposed by Councillor Dant, seconded by Councillor Ward and carried unanimously that the draft risk register be approved subject to the following amendment:

Risk R7. Wording of the risk to be altered to reflect the current position regarding the ongoing review of the Lancaster City Council Local Plan and potential for further housing developments.

Resolved: That the draft risk register is approved subject to the above-mentioned amendment.

25/017 Review of Council Policies and Procedures

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

- a) Standing Orders
- b) Financial Regulations
- c) Information Management and Data Protection Policy
- d) Privacy Notice
- e) Publication Scheme
- f) Complaints Procedure

The Clerk reported that in his opinion, the policies remained fit for purpose, with no substantive changes being proposed.

It was proposed by Councillor Walton, seconded by Councillor Parrett that the policies be approved.

Resolved: That the above-mentioned policies be approved for the 2025/26 municipal year.

Part B - Monthly Parish Council Meeting Business

25/018 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 2nd April 2025 were approved without further amendment.

25/019 Declarations of Interest

No changes or new declarations were made.

25/020 Public discussion.

None.

25/021 Planning Applications

1) Planning Consultations

Application No	Description
25/00006/REFLB and 25/00011/REF (Appeals against refusal of Planning Permission)	Listed building application for installation of a gate and control panel, repair of wall and fence and realignment of pedestrian/cyclist path. East Lodge Aldcliffe Road Lancaster Installation of a gate and control panel, repair of wall and fence and realignment of pedestrian/cyclist path. East Lodge, Aldcliffe Road, Lancaster. Councillors considered draft responses which had been circulated prior to the meeting. Following discussion, it was proposed by Councillor Ward, seconded by Councillor Parrett and carried unanimously that the responses be submitted, subject to the addition of comments linking the two appeal cases and stressing the objection submitted by the North-West Ambulance Service. Resolved. That, subject to the changes proposed, the draft responses be submitted to the Planning Inspector.
25/0067/TPO	Lime tree -dead section of tree to be removed. The Limes, Aldcliffe Road, Lancaster. It was proposed by Councillor Ward, seconded by Councillor Parrett and carried unanimously that a response be submitted commending the application to the Tree Officer's judgement. Resolved. That a response be submitted commending the application to the Tree Officer's judgement.
25/00418/FUL	Retrospective application for the construction of external raised decking. Aldcliffe Heights, Aldcliffe Hall Drive, Aldcliffe. It was proposed by Councillor Ward, seconded by Councillor Parrett and carried unanimously that a response be submitted expressing no objection to the application. Resolved. That a response be submitted expressing no objection to the application.
25/0079/TPO	Beech (T1) - fell, Beech (T1/T3) - crown clean broken and dead limbs and branches. Lunecliffe Hall, Ashton Road, Lancaster. It was proposed by Councillor Parrett, seconded by Councillor Ward and carried unanimously that a response be submitted commending the application to the Tree Officer's judgement. Resolved. That a response be submitted commending the application to the Tree Officer's judgement.

2) Update on Previous Planning Applications

The Clerk presented a Planning Application and Issues Tracker report. Following discussion, Councillors resolved to note the report.

Resolved. That the report be noted.

3) Other Planning Matters

Designation of Conservation Areas

Nothing further to report. Councillors Ward and Walton are to consider consulting Stodday residents.

Review of the District Local Plan.

Councillor Dant is preparing for consideration by the Parish Council, a proposal that fields either side of Lancaster Canal to the South of Aldcliffe and Haverbreaks down to Deep Cutting (Ashton Road) be designated as Public Green Spaces on grounds of visual amenity and biodiversity, etc.

Review of the Neighbourhood Development Plan (NDP)

Councillor Parrett reported that she had now identified all applications which the Parish Council had commented on since the making of the NDP. The Clerk is to review Councillor Parrett's findings.

25/022 Consultations

None received.

The Clerk advised Councillors of the following event invitations:

- a) Parish Council Forum (Lancaster City Planning Service). 21 May 2025, from 2pm to 4pm - Lancaster's Storey Institute. Councillor Parrett and Ward attending.
- b) LALC's Lancaster Area Committee. 21st May 2025 at Morecambe Town Hall at 7 p.m. Councillor Walton will attend if available.

25/023 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
6	Stodday roads and hedgerows	County Highways have agreed to cut back the overgrowth that hides the full width of the carriageway on Stodday Lane. Action: The Council will monitor progress.
11	Road surface and flooding issues on Lunecliffe Road:	A proposed road closure for the period from 4th to 14th March for resurfacing works had been postponed. Rescheduled dates are still awaited.
15	Broadband Provision:	Action: The Parish Council, through liaison with City Councillor Hamilton-Cox is exploring potential opportunities with B4RN.
17	PRoW Maintenance – Smuggler’s Lane FP	Action: The Parish Council will monitor any work undertaken by Lancashire County Council contractors.
20	PRoW maintenance – Snuff Mill Lane restricted byway	Action: The situation needs to be monitored when it rains again, and work by a contractor may still be required on the ditch.
22	Debris on Parish Roads	Lancashire County Council has provided advice on how to respond to, and report incidents. Action: Advice on responding to incidents involving debris on the Parish’s roads will be published on the Parish Council’s website and notified to residents.
25	Missing grit bin on Aldcliffe Hall Lane	The replacement bin had not yet been delivered.
29	United Utilities proposed developments at Stodday WwTW	Work is due to commence in May with the delivery to the site of staff welfare cabins. Action: The Parish Council continues to liaise with United Utilities and will monitor any impacts on residents and traffic flows.
30	Defaced sign at the end of Stodday Lane	The defaced sign has been reported to Lancashire County Council. The job had been assessed, and work 'programmed to be undertaken'. Action: Monitor progress

Members’ Updates

2) Highways (Chairman)

Nothing further to report.

3) Amenity, including the Lengthsman (Chairman)

Nothing further to report.

4) Stakeholder Liaison.

Nothing further to report.

5) Broadband.

Nothing further to report.

6) Neighbourhood Development Plan (NDP).

Councillor Parrett reported that, in preparation for a review of the NDP, she had now identified all applications which the Parish Council had commented on since the making of the NDP.

7) Other Matters

None raised

25/024 Payments

Payee & Detail	£
St Paul's Parish Hall – Meeting on 7 th May 2025 (Note 1)	25.20
LALC – Annual Subscription 2025/26	53.19
Dawn Allen – Internal Audit 2024/25	68.00
Derek Whiteway – Parish Clerk salary and expenses, April 2025 (includes £21.00 re Land Registry searches)	181.84
HMRC – PAYE deductions, April 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.

It was proposed by Councillor Ward, seconded by Councillor Parrett and carried unanimously that the above payments be approved.

Resolved: That the above accounts be approved for payment.

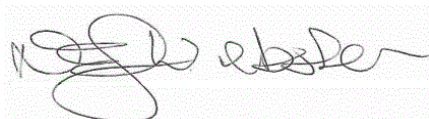
25/025 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 4th June 2025 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 9:00pm



Clerk of the Council



Chair

Date: 4th June 2025