

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 July 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, 4th June 2025 (previously circulated).
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
None Received	

- b) To receive an update on previous applications. Clerk's report attached.
 - c) To consider any other planning matters affecting the Parish.
6. **Local Green Space Proposal.** To consider a proposed submission to Lancaster City Council to designate land to the East and West of Lancaster Canal as Local Green Spaces.
7. **Review of the Neighbourhood Development Plan (NDP).** To discuss arrangements for a proposed review of the NDP.
8. **Digital and Data Compliance.** Clerk's report to come
9. **Succession Planning.** Item for discussion.
10. **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

11. **Consultations.** None received to date
12. **Finances.** Clerk's report attached.
13. **Payments.** To authorise payment of accounts. Report attached.
14. **Date of Next Meeting.** To confirm the date and time of next meeting.

Derek Whiteway
Parish Clerk
26th June 2025

Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

Minutes of the Meeting of the Parish Council held on 4th June 2025 at 7.00pm at St Paul's Parish Hall, Scotforth

Present: Councillor Nick Webster (Chairman)
Councillors Tim Dant, Kevan Walton and Heather Ward.
County Councillor Gina Dowding
Derek Whiteway, Parish Clerk

25/026 Apologies for Absence

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

25/027 Minutes of the previous meeting

The minutes of the Parish Council's Annual Meeting held on 7th May 2025 were approved without further amendment.

25/028 Declarations of Interest

No changes or new declarations were made.

25/029 Public discussion.

None.

25/030 Planning Applications

1) Planning Consultations

Application No	Description
None Received	

2) Update on Previous Planning Applications

The Clerk introduced an update on previous applications and planning issues. No new decisions had been made since the previous Council meeting

Planning application 22/0209/TPO - Proposed works to various trees... Aldcliffe Hall Drive. Councillors resolved to follow up with the City Council's Tree Officer the planting of replacement trees included in the approved application.

3) Other Planning Matters

Councillor Ward gave a verbal update on matters discussed at a recent City Council Planning Forum meeting. The Government's Planning and Infrastructure Bill is aiming to speed up construction. Local councils are to be given around 30 months for completing Local Plans, probably timed to coincide with the implementation of local government restructuring. The City Council's Local Plan is therefore scheduled for public examination in December 2027 and adoption in 2028.

For AwSPC and other areas with Neighbourhood Development Plans, the NDPs will continue, with local review. NDPs will in future need to adapt to new Local Plan when adopted. Councillors agreed to discuss proposals for reviewing the NDP at the next meeting of the Parish Council.

25/031 Clerk and Councillor Updates

1) City and County Councillor's Report:

Councillors discussed with County Councillor Dowding progress with several issues. Updates and further actions agreed are set out in the Clerk's Report (minute 25/031(2)).

Councillor Dowding also advised Councillors of changes being made to the County Council's issue reporting system, which would soon be introduced for Parish Councils.

2) Clerk's Report:

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
4	Aldcliffe Road fly-parking	County Councillor Dowding is to take up the issue again with Lancashire County Council.
6	Stodday hedgerows	County Highways have agreed to cut back the overgrowth that hides the full width of the carriageway on Stodday Lane. This had not yet been done. The Clerk will request an update.
11	Road surfacing works on Lunecliffe Road	Resurfacing works have been deferred indefinitely during construction works at the Stodday WwTW. County Councillor Dowding is to report to Lancashire County Council local concerns about the delay and ongoing safety issues

Ref	Decision/Issue	Update / Action
31	Website domain, emails addresses and IT Policy.	The SAPPP Practitioners Guide has raised expected standards for Parish Councils. The Clerk is to report to the July meeting on a draft IT Policy and an assessment of website and email standards.
32	Excessive cutting back of verges on the Greenway (estuary multi-use path).	County Councillor Dowding is to take up the matter with Lancashire County Council.
33	Issues re Japanese Knotweed and other invasive species along the Lune estuary.	The Clerk is to make further enquiries with relevant landowners and farmers.

Members' Updates

3) Highways (Chairman)

Nothing further to report.

4) Amenity, including the Lengthsman (Chairman)

Nothing further to report.

5) Stakeholder Liaison.

Nothing further to report.

6) Broadband.

Nothing further to report.

7) NDP.

Nothing further to report.

8) Other Matters

Councillors discussed reported concerns over inconsiderate and potentially dangerous driving by contractors using the Parish's highways. No action was identified at this stage, but Councillors agreed to remain vigilant to the problem.

25/032 Consultations

None received.

25/033 Finances

The Clerk introduced a report setting out the General Account budget position, Earmarked Reserve balances and Bank Reconciliation as at 28th May 2025. There were no extraordinary matters to report at this early stage in the financial year.

Resolved: That the report is noted

25/034 Payments

Payee & Detail	£
St Paul's Parish Hall – Meeting on 4 th May 2025 (Note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, May 2025	192.53
HMRC – PAYE deductions, May 2025	48.00

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

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

Resolved: That the above accounts be approved for payment.

25/035 Date and venue for next meeting

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

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date:

Aldcliffe with Stodday Parish Council

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

Ref	Status	Planning Application / Issue	Latest Position	Decision
Part A - Planning Applications				
P1	Live	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.	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	Awaiting Decision
P2	Live	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.	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. 08/05/25 Planning Response - Unable to confirm at this stage whether the application will be reported to planning committee, but will advise when known.	Awaiting Decision
P7	Live	25/00034/DIS. Discharge of conditions 3,4,5 and 7 on approved application 23/01140/FUL. Field 3225, Arna Wood Lane, Aldcliffe.		Awaiting Decision
P8	Live	25/00006/REFLB and 25/00011/REF - (Appeals against refusal of Planning Permission) a) 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. b) Installation of a gate and control panel, repair of wall and fence and realignment of pedestrian/cyclist path. East Lodge, Aldcliffe Road, Lancaster.	07/05/25 Parish Council resolved to submit further representations to the Planning Inspector.	Appeals Ongoing
P10	Live	25/00418/FUL - Retrospective application for the construction of external raised decking. Aldcliffe Heights, Aldcliffe Hall Drive, Aldcliffe.	07/05/25 The Parish Council resolved to submit a response expressing no objection to the application.	Awaiting Decision

Ref	Status	Planning Application / Issue	Latest Position	Decision
Part B - Other Planning Matters				
OP1	Live	Planning enforcement action re unauthorised occupation of land adj Stodday Lane/Snuff Mill Lane. Effluent discharges into Stodday watercourse	29/10/24 LCC 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 required compliance by 17 June 2025. 25/06/25 Planning Enforcement Officer reported that the owner has indicated that they have now complied with the enforcement notice. The Officer will provide a further update after conducting a site inspection.	Ongoing
OP2	Live	Planning enforcement action re unauthorised caravan located on land adj Arna Wood Lane.Stodday Lane/Snuff Mill Lane. Land Regisrty ref LAN69814.		Ongoing
OP3	Live	Application 22/0209/TPO. Compliance with approved plans to plant replacement trees.	14/06/25 City Cllr Abi Mills has agreed to take the matter up with the City's Tree Officer, Sam Lumb.	Ongoing

Aldcliffe with Stodday Parish Council

Decisions and Issues Tracker for PC Meeting on 2nd July 2025

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.
6	Stodday hedgerows	April 2024	20/06/25 A message has been received from Lancashire County Council that work to clear the overgrowth hiding the full width of the carriageway will be completed within the next 8-10 weeks.
11	Road surface and flooding issues on Lunecliffe Road	April 2024	Resurfacing works have been postponed indefinitely by Lancashire County Council due to the traffic impacts of impending work at the Wastewater Treatment Works.
15	Broadband Provision:	May 2024	18/06/25 News has been received suggesting that Openreach have plans to roll out full fibre broadband to Aldcliffe by December 2025
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.
17	PRoW Maintenance – Smuggler’s Lane FP	June 2024	The Spring trimming by County Council is to be monitored.
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.
25	Missing grit bin on Aldcliffe Hall Lane	October 2024	A replacement bin has now been delivered and installed.
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	Work commenced in May 2025. 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	February 2025	The defaced sign has been reported to Lancashire County Council. Work has been programmed.
31	Website domain, emails addresses and IT Policy. Increased expectations in the SAPPP Practitioners Guide.	May 2025	The 2025 SAPPP Practitioners Guide was issued recently, with a new item in the AGAR for 2025/26. AGS Assertion 10 - Digital and Data Compliance. An IT Policy is required. The Clerk has included an item on the July meeting agenda.

Ref	Decision/Issue	Origin	Latest Position
32	Excessive cutting back of verges on the Greenway (estuary multi-use path).		County Councillor Dowding is to take this matter up with Lancashire County Council.
33	Issues re Japanese Knotweed and other invasive species along the Lune estuary.	May 2025	The Parish Council is taking up the reported issues with landowners and tenant farmers on the affected stretch of the estuary.

Parish Council Meeting, 2nd July 2025

Agenda Item 12 – Finance Update

Part 1 – General Account Budget Update as at 25th June 2025

	Budget £	To Date £
A. Balance Bfwd	9,132	10,196
Receipts		
Precept	6,050	6,050
Bank Interest	200	-
VAT Refund	286	318
B. Sub-Total- Receipts	6,536	6,368
Payments		
Parish Clerk Salary	- 2,320	- 514
PAYE	- 580	- 128
Parish Clerk Expenses	- 20	- 21
Parish Clerk Training	-	-
Councillors Expenses	- 50	-
Meeting Room Hire	- 350	- 76
Subscriptions	- 60	- 53
Lengthsman Services	- 1,500	-
Insurance	- 255	-
Printing & Stationery	- 50	-
IT Services	- 210	-
Data Protection Registration	- 40	-
Internal Audit	- 80	- 68
Bank Charges	- 80	- 12
Recoverable VAT	-	-
C. Sub-Total - Payments	- 5,595	- 872
D. Net Receipts/Payments (B minus C)	941	5,495
Internal Transactions		
Appropriations to Reserves	- 1,000	- 1,000
Transfer to EW&SP Reserve		- 500
Transfer to NDP Review Reserve		- 750
Transfer to Consultancy Services Reserve		- 3,000
E. Total Internal Transactions	- 1,000	- 5,250
Balance Carried Forward (A+D+E)	9,073	10,441

Part Two –General Account and Earmarked Reserves Summary

Reserves Summary	General Account	Environmental Support Reserve	Elections Reserve	NDP Review Reserve	EW & SP Reserve	Consultancy Services Reserve	Totals
Balance Bfwd 01/04/2025	10,196	2,519	1,000	750	-	-	14,465
Transfers into the Reserve	-	-	-	750	1,000	3,500	5,250
Transfers from the Reserve	- 5,250	-	-	-	-	-	5,250
Receipts into the Reserve	6,368	-	-	-	-	-	6,368
Payments from the Reserve	- 872	-	-	-	-	-	872
Current Balance	10,441	2,519	1,000	1,500	1,000	3,500	19,960

Part 3 – Bank Reconciliation

Aldcliffe with Stodday Parish Council

Bank Reconciliation Statement

Date: 25/06/2025

Bank Balance	25/06/2025	Unity Trust Instant Access Account	12,113.91	
		Unity Trust Current Account	7,846.32	
		Total	19,960.23	Agreed

Cash Book Summary:

Bank Account (All)

Row Labels	Sum of £ Gross	Sum of Cleared Amt	Unpresented Items
Balance Bfwd	14,464.87	14,464.87	0.00
Receipt	6,367.76	6,367.76	0.00
Payment	-872.40	-872.40	0.00
Grand Total	19,960.23	19,960.23	0.00

Unpresented Items

Bank Account (All)

Cleared (All)

Sum of Unpres

Receipt/Pay	Payt Ref	Payee/Source	Total
+ Receipt			-
+ Payment			-
Grand Total			-

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 2nd July 2025

Agenda Item 13 – Payments for Authorisation

Payee & Detail	£
St Paul's Parish Hall – Meeting on 2 nd July 2025 (Note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, June 2025	215.45
HMRC – PAYE deductions, June 2025	53.80

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