

Minutes of the Meeting of the Parish Council held on 2nd July 2025 at 7.00pm at St Paul's Parish Hall, Scotforth

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

25/036 Apologies for Absence

Apologies for absence were received from Councillors Kevan Walton and Heather Ward

25/037 Minutes of the previous meeting

The minutes of the Parish Council's Meeting held on 4th June 2025 were approved without further amendment.

25/038 Declarations of Interest

No changes or new declarations were made.

25/039 Public discussion.

None.

25/040 Planning Applications

1) Planning Consultations

Application No	Description
None Received	

2) Update on Previous Planning Applications

The Clerk presented the Planning Applications Tracker report, which was accepted by Councillors.

Item OP1 - Planning enforcement action re unauthorised occupation of land adjacent to Stodday Lane/Snuff Mill Lane. Councillors were pleased to note that Lancaster City Council's enforcement order had now been complied with.

Resolved: That the report be noted

3) Other Planning Matters

No other matters raised

25/041 Local Green Space Proposal.

Councillor Dant had circulated a draft submission prior to the meeting proposing that land to the North and South of Lancaster Canal between Aldcliffe and Deep Cutting be designated as Local Green Space. Lancaster City Council was inviting submissions, with a deadline of 28th July 2025.

City Councillors Abi Mills and Sarah McGowan had expressed their support for the proposal. Following discussion, Councillors agreed that the Council should seek other local support for the submission from the following:

Haverbreaks Residents Association, Canal and River Trust, Fairfields Association, and Ramblers Association.

Resolved: It was proposed by Councillor Dant, seconded by Councillor Parrett and passed unanimously that, subject to final agreement, the proposal be submitted to Lancaster City Council.

25/042 Review of the Neighbourhood Development Plan (NDP).

Councillor Parrett gave a verbal update on plans to undertake a review of the NDP in the Autumn. It was noted that the Government had recently withdrawn funding to assist with the development and review of NDPs.

Following discussion, Councillors agreed that the review should be scheduled for the Autumn and that Councillors Parrett and Dant should liaise to arrange a Working Group to undertake the review.

Action. Councillors Parrett and Dant will liaise to arrange a Working Group to undertake the NDP review during the Autumn of 2025.

25/043 Digital and Data Compliance.

The Clerk presented a verbal update on issues arising from new requirements regarding website and email arrangements. The Clerk is to report fully and formally to the September meeting of the Parish Council.

Action. The Clerk will present a formal report to the September meeting of the Council.

25/044 Succession Planning.

Councillors discussed matters surrounding engagement with parishioners and the future recruitment of Parish Councillors.

Following discussion, Councillors agreed that a regular newsletter should be produced and distributed to parishioners promoting the work of the Council and that options for organising a community event should be explored.

Action. Councillors will liaise to produce a newsletter and to consider options for a future community event.

25/045 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/noted the following:

Ref	Decision/Issue	PC Minutes
15	Broadband Provision:	Councillors noted reports that Openreach were planning to roll out full fibre broadband to Aldcliffe by December 2025.
17	PRoW Maintenance – Smuggler's Lane FP	Hedge trimming work had been carried out during the week commencing 23/06/25. The Clerk is to thank the County Council for the more appropriate timing of the work this year.
20	PRoW maintenance – Snuff Mill Lane restricted byway	Councillors reported that the drains were flowing freely at present. The situation needs to be monitored, especially following heavy rain.
25	Missing grit bin on Aldcliffe Hall Lane	The replacement bin, filled with grit, had been delivered on 20/06/25.
28	Cattle grid at Oaklands.	Concerns over the cattle grid and drain being full of leaves had been reported to Lancashire County Council.
30	Defaced sign at the end of Stodday Lane	The Clerk is to follow up this issue.

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) NDP.

Nothing further to report.

7) Other Matters

None raised

25/046 Consultations

None received.

25/047 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

25/048 Payments

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.

Resolved: That the above accounts be approved for payment.

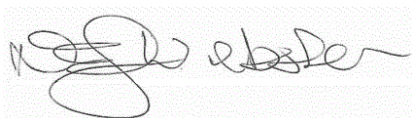
25/049 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 3rd September 2025 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 9:00pm



Clerk of the Council



Chair

Date: 3rd September 2025