

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, 3rd September 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 Annual Meeting held on Wednesday, 2nd July 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 (**substantive matters highlighted in green**):

Application No	Description
25/00841/VCN	Erection of single storey rear extension, a first-floor side extension over existing garage, installation of rooflights and conversion of loft and garage to ancillary living accommodation (pursuant to the variation of condition 2 on planning permission 24/00855/FUL to amend previously approved plans). 8 Craiglands Court, Aldcliffe. Resolved: Response submitted stating that Councillors had no comment to make on the application.
25/00928/VCN	Demolition of existing porch, erection of rear and side extension, construction of raised decking at rear, installation of steps to new entrance to replace existing and replace existing front door with window (pursuant to the variation of condition 2 on 24/00325/FUL to amend the approved design). Arna Wood Farm West, Arna Wood Lane, Aldcliffe. Deadline for comments: 12th September 2025

Application No	Description
25/00744/FUL	Retrospective application for change of use of agricultural land and retention of gypsy/traveller pitch including hardstanding, mobile home, sewage treatment plant, associated access and parking and erection of a dayroom building. Land At Arna Wood Lane, Aldcliffe. Deadline for comments: 19th September 2025

- b) To receive an update on previous applications. Clerk's report attached.
- c) To consider any other planning matters affecting the Parish.

6. Review of the Neighbourhood Development Plan (NDP). To discuss arrangements for a proposed review of the NDP.

7. Digital and Data Compliance. Clerk's report attached.

8. Succession Planning. Item for discussion.

9. 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

10. Consultations. None received to date

11. Finances. Clerk's report attached.

12. Payments. To authorise payment of accounts. Report attached.

13. Date of Next Meeting. To confirm the date and time of next meeting.

Derek Whiteway
Parish Clerk
28th August 2025

Tel: 01524 64908
Email: clerk@aldcliffewithstodaypc.org

Minutes of the Annual 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:

Aldcliffe with Stodday Parish Council

Planning Applications and Issues Tracker as at 31 August 2025

Ref	Planning Application / Issue	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.	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	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	25/00034/DIS. Discharge of conditions 3,4,5 and 7 on approved application 23/01140/FUL. Field 3225, Arna Wood Lane, Aldcliffe.	24/06/25 A split decision notice was issued on 24th June 2025. Proposed external lighting arrangements not agreed; further details are required with respect to the detailing of the timber cladding to the day room; further details required re roof material for the proposed barn.	Split Decision 24/06/25
P8	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

Ref	Planning Application / Issue	Latest Position	Decision
Part B - Other Planning Matters			
OP2	Planning enforcement action re unauthorised caravan located on land adj Arna Wood Lane.Stodday Lane/Snuff Mill Lane. Land Registry ref LAN69814.	03/09/25 Retrospective planning application 25/00744/FUL submitted. Consultation is included on the meeting agenda.	Ongoing
OP3	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

Parish Council Meeting, 3rd September 2025

Agenda Item 7 – Digital and Data Compliance

Report of the Parish Clerk

1. IT Policy

An IT Policy is required by the Practitioners Guide for 2025/26 and to enable compliance with a new assertion to be included in the Governance Statement of the AGAR for 2025/26. An initial draft IT Policy (Appendix A) has previously been considered and provisionally accepted by Councillors.

Recommendation: That the draft IT Policy is approved by the Parish Council.

2. Website Accessibility

Compliance is required with Web Content Accessibility Guidelines 2.2 (AA) and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

To comply, some improvement is needed with accessibility issues. As previously suggested, the Clerk has begun a rolling programme of website review/assessment and improvements.

Allied to this, the PC needs to publish on its website a “website accessibility statement” indicating the website’s level of compliance, any known issues, and users’ rights re reporting and/or requesting alternative formats. A draft statement, based on available templates is at Appendix B. The draft statement is a work in progress and will require updates as further results arise from the Clerk’s ongoing review.

Recommendation: That the draft Website Accessibility Statement is approved and published. Also that the Clerk is authorised to make further updates as necessary.

3. Website Domain and Emails

The Parish Council’s .org website domain and clerk’s email address comply with the requirements in the 2025/26 Practitioner’s Guide and AGAR Governance Statement assertion. It seems highly likely, however, that Parish Councils will be required to move to a .gov domain and email addresses in the near future.

The PC’s current website hosting provider is Hudson Hill Consulting (Runcorn). Having now managed to sort out charges due for the past 18 months, ongoing charges for website hosting in 2025/26 are £9.99 per month (£120 p.a.).

Information regarding the provision of a .gov website and email address:

- 1) Hudson Hill Consulting. Information requested but not yet provided.
- 2) Indicative costs, local provider. Monthly charge of £30 (£360 p.a.) for hosting a website and a single email address for a similarly sized local PC.
- 3) Netwise (St Helens) Netwise provide the website for Carnforth Town Council. They offer a range of packages according to the size of the local Council. The 'Standard' package (for small Parish Councils), including 3 email accounts consists of a £499 setup fee and £275 p.a. for hosting.

Recommendation: That no changes are made to website hosting and email account in the current year, but that Councillors consider whether to budget for potential future costs when setting the Council's budget for 2026/27.

Appendix A

Aldcliffe with Stodday Parish Council - IT Policy.

Initial Draft (version 0.1) 31st August 2025

1. Introduction

Aldcliffe with Stodday Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Aldcliffe with Stodday Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Aldcliffe with Stodday Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Aldcliffe with Stodday Parish Council does not currently provide any hardware or systems. The only IT resources provided, under the control of the Parish Clerk, are:

- a) the official email address of the Parish Clerk:
clerk@aldcliffewithstoddaypc.org; and
- b) the Google Drive linked to the Council's website domain
www.aldcliffewithstoddaypc.org

Appendix A

5. Data management and security

All sensitive and confidential Aldcliffe with Stodday Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Aldcliffe with Stodday Parish Council does not currently operate a discrete network. Occasional access to resources held on the Council's G-Drive may be provided when required to Councillors and contractors (e.g. Internal Auditor)

Aldcliffe with Stodday Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Aldcliffe with Stodday Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Aldcliffe with Stodday Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Aldcliffe with Stodday Parish Council does not currently provide users with any mobile devices or facilities for remote working. The Parish Clerk's normal place of work is his/her home, using personal IT facilities.

Appendix A

10. Email monitoring

Aldcliffe with Stodday Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

The Parish Clerk is the Parish Council's nominated Data Protection Officer.

All suspected security breaches or incidents should be reported immediately to the Parish Clerk for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

Aldcliffe with Stodday Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. Employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Appendix A

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk.

All staff and councillors are responsible for the safety and security of Aldcliffe with Stodday Parish Council's IT and email systems. By adhering to this IT and Email Policy, Aldcliffe with Stodday Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Approved by the Parish Council on: _____

Appendix B

Draft Website Accessibility Statement (version 0.1, 31/08/25)

This accessibility statement applies to the Aldcliffe with Stodday Parish Council website (url: www.aldcliffewithstoddaypc.org)

We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of the website are not fully accessible:

- some older PDF documents are not fully accessible to screen reader software
- you cannot modify the line height or spacing of text
- (further issues to be added as necessary)

What to do if you can't access parts of this website

If you need information on this website to be provided in a different format, please contact the Parish Clerk as follows:

- email: clerk@aldcliffewithstoddaypc.org
- call 01524 64908

We'll consider your request and get back to you in 14 days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, please contact the Parish Clerk (details above).

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

We are committed to making this website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance Status

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2](#) AA standard, due to the non-compliances and exemptions listed below.

Non-accessible content

The content listed below is non-accessible for the following reasons.

Non-compliance with the accessibility regulations

- Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.2 success criterion 1.1.1 (non-text content). We plan to add text alternatives for all images by March 2026. When we publish new content we'll make sure our use of images meets accessibility standards.
- (further issues to be added as necessary)

Navigation and accessing information

- (NB. the following are examples rather than identified issues)
- There's no way to skip the repeated content in the page header (for example, a 'skip to main content' option).
- It's not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content.
- It's not possible for users to change text size without some of the content overlapping.
- (further issues to be added as necessary)

Content that's not within the scope of the accessibility regulations

PDFs and other documents

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing our services. For example, we do not plan to fix documents for meetings that took place before 23 September 2018, newsletters published before 23 September 2018.

Any new PDF documents we publish will meet accessibility standards.

What we're doing to improve accessibility

We review our website annually for improvements in accessibility and will make updates to the site when required. ,

Preparation of this accessibility statement

This statement was prepared on 31st August 2025

The website was last tested in July/August 2025 against the WCAG 2.2 AA standard. The test was carried out by the Parish Clerk, with the most viewed pages being tested using automated testing tools.

Approved by the Parish Council on

Aldcliffe with Stodday Parish Council

Decisions and Issues Tracker for PC Meeting on 3rd September 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.
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	Hedge trimming work had been carried out during the week commencing 23/06/25. The timing had been good this year and appreciated by residents.
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.
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. 03/09/25 (Meeting) Recent reports of changes in operating hours and traffic movements are being pursued by Councillors with UU.
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 a report on the September meeting agenda.

Ref	Decision/Issue	Origin	Latest Position
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.
34	Surfacing work to footpath FP0101031 on the Lune embankment between AHL and Freeman's Wood	May 2025	03/09/25 (Meeting) A response has been received from the PRow Manager explaining the reasons and process for commissioning this work.

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 3rd September 2025

Agenda Item 11 – Finance Update

Part 1 – General Account Budget Update as at 31st August 2025

	Annual Budget	Actuals To Date	Expected Sep-Mar	Projected for Year	Projected Variance
	£	£	£	£	£
A. Balance Bfwd	9,132	10,196		10,196	1,064
Receipts					
Precept	6,050	6,050	-	6,050	-
Bank Interest	200	71	150	221	21
VAT Refund	286	318	-	318	32
B. Sub-Total- Receipts	6,536	6,439	150	6,589	53
Payments					
Parish Clerk Salary	- 2,320	- 730	- 1,590	- 2,320	0
PAYE	- 580	- 182	- 398	- 580	0
Parish Clerk Expenses	- 20	- 21	-	- 21	1
Parish Clerk Training	-	-	-	-	-
Councillors Expenses	- 50	-	- 50	- 50	-
Meeting Room Hire	- 350	- 126	- 180	- 306	44
Subscriptions	- 60	- 53	-	- 53	7
Lengthsman Services	- 1,500	-	- 1,000	- 1,000	500
Insurance	- 255	-	- 255	- 255	-
Printing & Stationery	- 50	-	- 50	- 50	-
IT Services	- 210	- 160	- 60	- 220	10
Data Protection Registration	- 40	-	- 50	- 50	10
Internal Audit	- 80	- 68	-	- 68	12
Bank Charges	- 80	- 24	- 48	- 72	8
Recoverable VAT	-	- 32	-	- 32	32
C. Sub-Total - Payments	- 5,595	- 1,396	- 3,681	- 5,077	518
D. Net Receipts/Payments (B minus C)	941	5,043	- 3,531	1,512	571
Internal Transactions					
Appropriations to Reserves	- 1,000	- 1,000	-	- 1,000	-
Transfer to EW&SP Reserve		- 500	-	- 500	500
Transfer to NDP Review Reserve		- 750	-	- 750	750
Transfer to Consultancy Services Reserve		- 3,000	-	- 3,000	3,000
E. Total Internal Transactions	- 1,000	- 5,250	-	- 5,250	4,250
Balance Carried Forward (A+D+E)	9,073	9,988	- 3,531	6,457	2,616

Part Two –General Account and Earmarked Reserves Summary

Reserves Summary	General Account	Env 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	6,439	-	-	-	-	-	6,439
Payments from the Reserve	- 1,396	-	-	-	-	-	- 1,396
Current Balance	9,988	2,519	1,000	1,500	1,000	3,500	19,508

Part 3 – Bank Reconciliation

Bank Reconciliation Statement

Date: 31/08/2025

Bank Balance 31/08/2025	Unity Trust Instant Access Account	12,184.77	
	Unity Trust Current Account	7,322.74	
	Total	19,507.51	Agreed

Cash Book Summary:

Row Labels	Sum of £ Gross	Sum of Cleared Amt	Unpresented Items
Balance Bfwd	14,464.87	14,464.87	0.00
Receipt	6,438.62	6,438.62	0.00
Payment	-1,395.98	-1,395.98	0.00
Grand Total	19,507.51	19,507.51	0.00

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 3rd September 2025

Agenda Item 12 – Payments for Authorisation

Payee & Detail	£
A. Payments approved and paid under delegated authority in August 2025	
Hudson Hill Consulting. IT Services 2024/25, April-Aug 2025	179.94
Hudson Hill Consulting, IT Services, September 2025	11.99
B. Payments for Authorisation, September 2025	
St Paul's Parish Hall – Meeting on 3 rd September 2025 (Note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, July/Aug 2025	350.13
HMRC – PAYE deductions, July/Aug 2025	87.60

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