

Minutes of the Meeting of the Parish Council held on 1st October 2025 at 7.00pm at St Paul's Parish Hall, Scotforth

Present: Councillor Nick Webster (Chairman)
Councillors Tim Dant, Denise Parrett, Heather Ward and Kevan Walton.
County Councillor Gina Dowding
Derek Whiteway, Parish Clerk
6 Members of the public

25/063 Apologies for Absence

None.

25/064 Minutes of the previous meeting

The minutes of the Parish Council's Meeting held on 3rd September 2025 were approved without further amendment.

25/065 Declarations of Interest

No changes or new declarations were made.

25/066 Public discussion.

Members of the public and Councillors discussed several issues centred on roadside parking on Aldcliffe Road between Haverbreaks bridge and Aldcliffe Hall Drive. The matters discussed included:

1. Traffic obstructions created by parked vehicles, including an increase in overnight parking of camper vans;
2. The need for hedgerow trimming along the Fairfield Association side of the road;
3. Road surface issues and potholes;
4. Additional hazards caused by speeding tractors, on the above stretch of road and elsewhere in the parish;

The Chairman explained the Parish Council's history regarding these concerns and County Councillor Dowding explained the action she had taken to date with the County Council.

Councillors and parishioners explored a number of suggestions/options on the above concerns, including:

- Measures to improve traffic flow (e.g. provision of passing places);

- Measures to improve safety for pedestrians, cyclists and road users (e.g. signage, pedestrian crossings, contacting farming contractors about tractor driving concerns);
- Measures to improve the condition and usable width of the road surface.

In conclusion, all agreed that further approaches to the County Council and Canal and River Trust (CRT) were necessary to make meaningful progress. Councillor Dowding agreed to take the lead on raising these matters with Lancashire County Council and the CRT.

The delayed resurfacing of Lunecliffe Road was also discussed and it was agreed that Councillor Dowding should request that the work be undertaken sooner rather than later.

Parishioners indicated that a group of residents were considering establishing a Neighbourhood Watch Scheme, which the Parish Council welcomed.

25/067 Planning Applications

1) Planning Consultations

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. The Clerk advised that the standard consultation expiry date had been revised to 15th October 2025. Councillors discussed a draft response letter that had been received from the consultants. Councillors agreed that the letter should be accepted by the Parish Council subject to the following: - The letter should specifically mention the NDP and its relevance to the application; and - Changes to some minor points of emphasis and detail. Councillors agreed that the consultants' letter should be submitted by the Parish Council with a short covering letter. Councillors also agreed not to request that the application be called in for consideration by Planning Regulatory Committee. Resolved: That, subject to the agreed alteration, the consultants' letter be submitted as the Parish Council's response.

2) Update on Previous Planning Applications

The Clerk presented an update report, which was noted by Councillors.

3) Other Planning Matters

No other matters were raised

25/068 Review of the Neighbourhood Development Plan (NDP).

Councillor Parrett referred to a draft schedule of amendments prepared by the Council's consultants, which had been circulated prior to the meeting. The NDP Review Group is taking this forward in preparation for the report being submitted to Lancaster City Council. The report will be presented to the Parish Council for formal acceptance and approval before submission for the City Council.

25/069 Succession Planning.

Councillors agreed that a further newsletter should be produced in the near future.

25/070 Clerk and Councillor Updates

City and County Councillor's Report:

No further reports received.

Clerk's Report:

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
6	Stodday hedgerows	The Clerk is to follow up with Lancashire County Council an outstanding action for the clearance of overgrowth on the carriageway.
11	Road surface and flooding issues on Lunecliffe Road	County Councillor Dowding is to request that the delayed resurfacing work be undertaken sooner rather than later. See minute 25/066.
16	Stodday Picnic Site	The Council's contractors have been asked to undertake some work to trim the foliage surrounding the site. Arrangements for emptying the litter bin may need reviewing when the City Council introduces its new three-weekly collection schedules.
20	PRoW maintenance – Snuff Mill Lane restricted byway	Councillors reported that the drains were still flowing but the situation needs to be monitored, especially following heavy rain.

Ref	Decision/Issue	PC Minutes
29	United Utilities developments at Stodday WwTW	The Parish Council is maintaining contact with United Utilities about progress and is enquiring about recent reports regarding traffic movements.

Members' Updates

1) Highways (Chairman)

Nothing further to report.

2) Amenity, including the Lengthsman (Chairman)

Nothing further to report.

3) Stakeholder Liaison.

Nothing further to report.

4) Broadband.

Nothing further to report.

5) NDP.

Nothing further to report.

6) Other Matters

None raised

25/071 Consultations

None received.

25/072 Finances

The Clerk introduced a report setting out the General Account budget position, Earmarked Reserve balances and Bank Reconciliation as at 31st August 2025. There were no matters arising that required a decision. Councillors accepted the report.,

Resolved: That the report be noted.

25/073 Payments

Payee & Detail	£
Hudson Hill Consulting, IT Services, October 2025	11.99
St Paul's Parish Hall – Meeting on 1 st October 2025 (Note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, Sept 2025 Net pay. £165.88 Printing charges, Mar to Aug 2025 £20.45 (409 copies @ £0.05)	186.33
HMRC – PAYE deductions, Sept 2025 £41.60 - Employer's NICs, July-August 2025 £3.11	44.71
Information Commissioner's Office – Data Protection registration Payable by Direct Debit, due 02/11/25	47.00
Zurich Insurance. Insurance premium 2025/26 (due 16/11/25)	241.00
Stephenson Halliday – consultancy (Note 2)	tbc

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

Note 2. Work had been commissioned and was in progress, with an invoice expected in early October. Councillors resolved that delegated authority be given to the Clerk to pay the invoice in agreement with the Chairman.

Resolved: That the above accounts be approved for payment.

Also, that the Clerk be given delegated authority, in consultation with the Chairman, to pay an anticipated invoice from Stephenson Halliday.

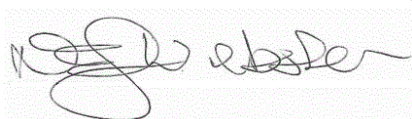
25/074 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 5th November 2025 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 9:00pm



Clerk of the Council



Chair

Date: 5th November 2025