

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, 5th November 2025, commencing at 7.00pm**

A G E N D A

- 1. Apologies.**
- 2. Minutes.** Minutes of the Parish Council Annual Meeting held on Wednesday, 1st October 2025 (previously circulated).
- 3. Declarations of Interest.**
- 4. Public Participation.** To adjourn the meeting for a period of public participation. 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
None Received to Date	

- b) To receive an update on previous applications..
 - c) To consider any other planning matters affecting the Parish.
- 6. Review of Standing Orders.** Clerk's report attached.
- 7. Review of the Neighbourhood Development Plan (NDP).**
- 8. Succession Planning.**
- 9. Clerk and Councillor Updates.**
 - a) Clerk's report
 - b) Members' updates and reports since the last meeting
 - c) Report of District and County Councillors
- 10. Consultations.**
- 11. Finances.** Clerk's report attached.
- 12. Payments.** Report attached.
- 13. Date of Next Meeting.**

**Derek Whiteway
Parish Clerk
19th October 2025**

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Minutes of the Annual 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) Amenities, 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:

Aldcliffe with Stodday Parish Council

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

Planning Applications and Issues Tracker as at 04 November 2025

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.	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	Live	25/00006/REFLB & 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	Status	Planning Application / Issue	Latest Position	Decision
P13	Live	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.	01/10/25. Councillors agreed that a draft letter prepared by consultants should be accepted by the Parish Council and submitted, subject to minor amendments. The the consultants' letter should be submitted by the Parish Council with a short covering letter.	Awaiting Decision
Part B - Other Planning Matters				
OP2	Live	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	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

Meeting Date: 5th November 2025

Agenda Item:

6

Report of: The Parish Clerk

Review of Standing Orders

1. Introduction

The National Association of Local Councils (NALC) has this year issued a revised set of model Standing Orders for Parish Councils. The Parish Council's existing Standing Orders are based on the previous NALC model issued in 2018. The current standing orders can be viewed on the Parish Council website at <https://aldcliffewithstoddaypc.org/policies/procedures-and-decision-making/>

2. Detail

Revised Standing Orders for the Parish Council have been drafted based on the NALC model and are appended to this report. The introduction to the Standing Orders includes explanatory notes, which cover those parts of the Standing Orders that are mandatory due to statutory requirements (shown in bold type in the document) and those discretionary elements which the Parish Council must determine itself.

The Clerks recommendations for those discretionary elements are highlighted in the document in yellow highlight, and are listed below:

Para 1(t) Limit to length of time a Councillor may speak on a motion. The recommendation is 5 minutes.

Para 3(f) Limit on the period allowed for public participation. The recommendation is 15 minutes.

Para 3(g) Limit of the length of time a member of the public can speak during the public participation part of the meeting. The recommendation is 5 minutes.

Para 3(x) Limit to the length of a meeting. The recommendation is 2.5 hours

Para 9(b) and 9(d) Period of notice required for inclusion of a motion on the agenda. The recommendation is 'at least seven clear days.

Para 9(e) Authority to make a decision regarding a request for a dispensation. The recommendation is the Proper Officer (i.e. the Clerk)

Para 22(a) Relations with the Press and Media. Note that accepting this clause as drafted will require the PC to develop and adopt a press and media policy. I'd recommend that the Council does not currently require a Press and Media Policy.

Para 26(b) Number of Councillors required to give notice of a motion to vary the Council's Standing Orders. The recommendation is 'at least two councillors'.

3. Recommendations

That, subject to any further proposed changes the draft Standing Orders are approved including the above recommended clauses.

INTRODUCTION.....	2
1. RULES OF DEBATE AT MEETINGS	3
2. DISORDERLY CONDUCT AT MEETINGS	4
3. MEETINGS GENERALLY.....	5
4. COMMITTEES AND SUB-COMMITTEES.....	8
5. ORDINARY COUNCIL MEETINGS.....	9
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	11
7. PREVIOUS RESOLUTIONS	11
8. VOTING ON APPOINTMENTS	11
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	12
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	12
11. MANAGEMENT OF INFORMATION	13
12. DRAFT MINUTES	14
13. CODE OF CONDUCT AND DISPENSATIONS.....	14
14. CODE OF CONDUCT COMPLAINTS.....	15
15. PROPER OFFICER.....	16
16. RESPONSIBLE FINANCIAL OFFICER	17
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	17
18. FINANCIAL CONTROLS AND PROCUREMENT	18
19. HANDLING STAFF MATTERS.....	19
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	20
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	20
22. RELATIONS WITH THE PRESS/MEDIA	21
23. EXECUTION AND SEALING OF LEGAL DEEDS	21
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	21
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	21
26. STANDING ORDERS GENERALLY.....	21

INTRODUCTION

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h) A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j) Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k) One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l) A councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of debate on it.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o) Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- (i) to speak on an amendment moved by another councillor;
 - (ii) to move or speak on another amendment if the motion has been amended since they last spoke;
 - (iii) to make a point of order;
 - (iv) to give a personal explanation; or
 - (v) to exercise a right of reply.
- p) During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q) A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r) When a motion is under debate, no other motion shall be moved except:
- (i) to amend the motion;
 - (ii) to proceed to the next business;
 - (iii) to adjourn the debate;
 - (iv) to put the motion to a vote;
 - (v) to ask a person to be no longer heard or to leave the meeting;
 - (vi) to refer a motion to a committee or sub-committee for consideration;
 - (vii) to exclude the public and press;
 - (viii) to adjourn the meeting; or
 - (ix) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s) Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t) Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a) No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

- b) If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

In this section, clauses applicable to different types of meeting are denoted using the following key:

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a) **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b) **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c) **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f) The period of time designated for public participation at a meeting in accordance with standing order 3(e) **shall not exceed 15 minutes** unless directed by the chair of the meeting.
- g) Subject to standing order 3(f), a member of the public shall not speak for **more than 5 minutes.**
- h) In accordance with standing order 3(e), a question shall not require a

response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

- i) A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j) A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k) Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l) **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p) **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r) **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t) The minutes of a meeting shall include an accurate record of the following:
 - (i) the time and place of the meeting;
 - (ii) the names of councillors who are present and the names of councillors who are absent;
 - (iii) interests that have been declared by councillors and non-councillors with voting rights;
 - (iv) the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - (v) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - (vi) if there was a public participation session; and
 - (vii) the resolutions made.
- u) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x) A meeting shall not exceed a **period of two and a half hours**.

4. COMMITTEES AND SUB-COMMITTEES

- a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d) The Council may appoint standing committees or other committees as may be necessary, and:
 - (i) shall determine their terms of reference;
 - (ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - (iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - (iv) shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - (v) may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - (vi) shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - (vii) shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - (viii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - (ix) shall determine if the public may participate at a meeting of a committee;

- (x) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- (xi) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- (xii) may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f) **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j) Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- (i) **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - (ii) Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - (iii) Receipt of the minutes of the last meeting of a committee;
 - (iv) Consideration of the recommendations made by a committee;
 - (v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - (vi) Review of the terms of reference for committees;
 - (vii) **Appointment** of members to existing committees;
 - (viii) Appointment of any new committees in accordance with standing order 4;
 - (ix) Review and adoption of appropriate standing orders and financial regulations;
 - (x) **Review** of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - (xi) Review of representation on or work with external bodies and arrangements for reporting back;
 - (xii) **In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;**
 - (xiii) Review of inventory of land and other assets including buildings and office equipment;
 - (xiv) Confirmation of arrangements for insurance cover in respect of all **insurable** risks;
 - (xv) Review of the Council's and/or staff subscriptions to other bodies;
 - (xvi) Review of the Council's complaints procedure;
 - (xvii) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- (xviii) Review of the Council's policy for dealing with the press/media;
- (xix) Review of the Council's employment policies and procedures;
- (xx) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- (xxi) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c) The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d) If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or sub-committee].

7. PREVIOUS RESOLUTIONS

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b) When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a) Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d) If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g) Motions received shall be recorded and numbered in the order that they are received.
- h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a) The following motions may be moved at a meeting without written notice to the Proper Officer:
 - (i) to correct an inaccuracy in the draft minutes of a meeting;
 - (ii) to move to a vote;
 - (iii) to defer consideration of a motion;
 - (iv) to refer a motion to a particular committee or sub-committee;
 - (v) to appoint a person to preside at a meeting;
 - (vi) to change the order of business on the agenda;

- (vii) to proceed to the next business on the agenda;
- (viii) to require a written report;
- (ix) to appoint a committee or sub-committee and their members;
- (x) to extend the time limits for speaking;
- (xi) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- (xii) to not hear further from a councillor or a member of the public;
- (xiii) to exclude a councillor or member of the public for disorderly conduct;
- (xiv) to temporarily suspend the meeting;
- (xv) to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- (xvi) to adjourn the meeting; or
- (xvii) to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d) **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

In this section, clauses applicable to different types of meeting are denoted using the following key:

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e) **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f) Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b) Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to

the meeting after it has considered the matter in which they had the interest.

- c) Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e) A decision as to whether to grant a dispensation shall be made **by the Proper Officer** and that decision is final.
- f) A dispensation request shall confirm:
 - (i) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - (ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - (iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - (iv) an explanation as to why the dispensation is sought.
- g) Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h) **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - (i) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - (ii) **granting the dispensation is in the interests of persons living in the Council's area; or**
- i) it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a) **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a) The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
- (i) **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- (ii) subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
- (iii) convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- (iv) **facilitate inspection of the minute book by local government electors;**
- (v) **receive and retain copies of byelaws made by other local authorities;**
- (vi) hold acceptance of office forms from councillors;
- (vii) hold a copy of every councillor's register of interests;
- (viii) assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- (ix) liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- (x) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- (xi) assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- (xii) arrange for legal deeds to be executed;
(see also standing order 23);
- (xiii) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- (xiv) record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- (xv) refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- (xvi) manage access to information about the Council via the publication scheme; and
- (xvii) retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a) The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a) "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c) The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - (i) the Council's receipts and payments (or income and expenditure) for each quarter;
 - (ii) the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - (iii) the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - (i) each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - (ii) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - (i) the keeping of accounting records and systems of internal controls;
 - (ii) the assessment and management of financial risks faced by the Council;
 - (iii) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - (iv) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - (v) whether contracts with an estimated value below [60,000] or due to

special circumstances are exempt from a tendering process or procurement exercise.

- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - (i) a specification for the goods, materials, services or the execution of works shall be drawn up;
 - (ii) an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - (iii) tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - (iv) tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - (v) tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e) **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a) A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if they are not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c) The chair of the Council or, in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the

work of the Parish Clerk.

- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Council or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g) In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a) **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b) *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a) The Council may appoint a Data Protection Officer.
- b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f) **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a) **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b) Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a) Unless duly authorised no councillor shall:
 - (i) inspect any land and/or premises which the Council has a right or duty to inspect; or
 - (ii) issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a) All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at

least two councillors to be given to the Proper Officer in accordance with standing order 9.

- c) The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d) The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

DRAFT

Aldcliffe with Stodday Parish Council

Agenda Item 9(a) - Clerk's Report - Decisions and Issues Tracker

Decisions and Issues Tracker for PC Meeting on 5th November 2025

Ref	Decision/Issue	Origin	Latest Position
4	Aldcliffe Road fly-parking	October 2023	Following a meeting with officers by Cllr Dowding, LCC have made an undertaking to add an H bar on the stretch of road opposite the Pony Wood footpath entrance. Further representations are to be made re H bars and clearing verge overgrowth.
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. Work to be programmed to trim surrounding vegetation.
20	PRoW maintenance – Snuff Mill Lane restricted byway	July 2024	Discussions have been 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.
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. 03/09/25 (Meeting) Recent reports of changes in operating hours and traffic movements are being pursued by Councillors with UU.

Ref	Decision/Issue	Origin	Latest Position
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.
32	Excessive cutting back of verges on the Greenway (estuary multi-use path).	June 2025	County Councillor Dowding is to take this matter up with Lancashire County Council.

Parish Council Meeting, 5th November 2025

Agenda Item 11 – Finance Update

Part 1 – General Account Budget Update as at 4th November 2025

Key messages:

- a) No remedial actions required at this stage.
- b) Lengthsman budget remains wholly unspent - £1,500 remaining.
- c) Projected balances at 31/03/26 are £6,600 compared with the approved target of £5,000.

	Annual Budget	Actuals To Date	Expected Nov-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	140	150	290	90
VAT Refund	286	318	-	318	32
B. Sub-Total- Receipts	6,536	6,508	150	6,658	122
Payments					
Parish Clerk Salary	- 2,320	- 1,246	- 952	- 2,198	122
PAYE	- 580	- 315	- 238	- 553	27
Parish Clerk Expenses	- 20	- 21	-	- 21	1
Parish Clerk Training	-	-	-	-	-
Councillors Expenses	- 50	-	- 50	- 50	-
Meeting Room Hire	- 350	- 151	- 126	- 277	73
Subscriptions	- 60	- 53	-	- 53	7
Lengthsman Services	- 1,500	-	- 1,000	- 1,000	500
Insurance	- 255	- 241	-	- 241	14
Printing & Stationery	- 50	- 20	- 30	- 50	0
IT Services	- 210	- 170	- 50	- 220	10
Data Protection Registration	- 40	- 47	-	- 47	7
Internal Audit	- 80	- 68	-	- 68	12
Bank Charges	- 80	- 42	- 30	- 72	8
Recoverable VAT	-	- 150	-	- 150	150
C. Sub-Total - Payments	- 5,595	- 2,524	- 2,476	- 5,000	595
D. Net Receipts/Payments (B minus C)	941	3,984	- 2,326	1,658	717
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	8,930	- 2,326	6,604	2,469

Part Two –General Account and Earmarked Reserves Summary

Key messages:

- a) NDP Review Reserve. A further invoice of £578 is expected, reducing the balance to £344.
- b) Consultancy Services Reserve. An invoice remains to be received re planning consultancy (quote received for between £700 and £1000)

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	6,508	-	-	-	-	-	6,508
Payments from the Reserve	- 2,524	-	-	- 578	-	-	3,102
Current Balance	8,930	2,519	1,000	922	1,000	3,500	17,871

Part 3 – Bank Reconciliation

Key messages:

- a) Balances in both accounts are at appropriate levels – no intervention required.

Date: 04/11/2025

Bank Balance 04/11/2025	Unity Trust Instant Access Account	12,253.87	
	Unity Trust Current Account	5,617.15	
	Total	17,871.02	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	6,507.72	6,507.72	0.00
Payment	-3,101.57	-3,101.57	0.00
Grand Total	17,871.02	17,871.02	0.00

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 5th November 2025

Agenda Item 12 – Payments for Authorisation

Payee & Detail	£
Hudson Hill Consulting, IT Services, November 2025	11.99
St Paul's Parish Hall – Meeting on 5 th November 2025 (Note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, Oct 2025	166.08
HMRC – PAYE deductions, Oct 2025	41.40

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