

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 December 2025, commencing at 7.00pm**

A G E N D A

1. **Apologies.** To receive apologies
2. **Minutes.** To consider and approve Minutes of the Parish Council meeting held on Wednesday, 5th November 2025 (previously circulated).
3. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
4. **Public Discussion.** To adjourn the meeting for a period of public discussion Note: Any matters needing a 'decision' will normally be considered as an agenda item at a future meeting.
5. **Planning Applications.**
 - a) To consider and comment on new planning applications received since the last meeting, as set out below:

Application No	Description
25/01186/FUL	Part retrospective change of use of land to form 3 gypsy and traveller family pitches, the keeping of horses, siting of static caravans and erection of amenity buildings. Land To The East Of Arna Wood Farm, Aldcliffe. Consultation Deadline: 12th December 2025

- b) To receive an update on previous applications. Clerk's report to follow.
 - c) To consider any other planning matters affecting the Parish.
6. **Review of the Neighbourhood Development Plan (NDP).** Update.
7. **Succession Planning.** Item for discussion.
8. **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.
 - 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

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

Derek Whiteway
Parish Clerk
27th November 2025

Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

Minutes of the Meeting of the Parish Council held on 5th November 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.
Derek Whiteway, Parish Clerk

25/075 Apologies for Absence

Apologies were received from County Councillor Gina Dowding.

25/076 Minutes of the previous meeting

The minutes of the Parish Council's Meeting held on 1st October 2025 were approved without further amendment.

25/077 Declarations of Interest

No changes or new declarations were made.

25/078 Public discussion.

None

25/079 Planning Applications

1) Planning Consultations

No new consultations had been received.

2) Update on Previous Planning Applications

The Clerk presented an update report. There had been no new decisions published since the last meeting of the Parish Council.

It was noted that the Parish Council's consultation response to planning application 25/00744/FUL had not been loaded on the Planning Portal. The Clerk will follow up.

3) Other Planning Matters

Councillors discussed reports of further developments at Arna Wood, with touring caravans and temporary facilities being introduced in one of the paddocks. Councillors agreed that the Clerk should seek advice from the Planning Service on the planning position relating to temporary accommodation, etc .

Councillors also discussed reports that building work was still ongoing on the Four Oaks Caravan Park site at Arna Wood and that some of the planning conditions, including external lighting and building cladding, were yet to be met. Councillors agreed that the Clerk should write to the Planning Service enquiring about the development's current level of compliance with planning approvals and conditions.

25/080 Review of Standing Orders

The Clerk introduced a report proposing revised Standing Orders based on the new national model issued by NALC in 2025.

Following discussion, Councillors agreed that the draft Standing Orders be approved and adopted subject to amended wording for paragraph 22(a) to clarify the Council's arrangements for handling requests from the Press and Media.

Resolved: It was proposed by Councillor Parrett, seconded by Councillor Dant, and carried unanimously that the draft Standing Orders be approved, subject to rewording of paragraph 22(a).

25/081 Review of the Neighbourhood Development Plan (NDP).

Councillor Parrett reported that the NDP Review Team, along with the Council's consultant, had now produced a revised version of the NDP, along with a Statement of Modifications. The Non-Designated Heritage Asset document had also been updated.

The Review Team had consulted the City Council's Planning & Housing Strategy Service Manager, who had advised that adoption of the reviewed NDP could proceed without recourse to formal consultation.

Taking advice from the Council's consultant, Councillors agreed that, subject to some minor amendments being made, the review documents should be published on a separate page on the Parish Council's website and that a newsletter be produced to advise residents of the review and invite comments. The aim should be to complete this within the next fortnight, with a target of finalising the NDP by the New Year.

Councillor Parrett advised that the consultants had spent a further half a day on the job. The Clerk advised that the additional cost could be met from the NDP Review Reserve.

Resolved: It was proposed by Councillor Ward, seconded by Councillor Walton and agreed unanimously that

- a) the final review documents should be published on the website and that comments be invited from parishioners; and
- b) the additional half day's work by the consultants is approved, the cost to be met from the NDP Review Reserve.

25/082 Succession Planning

Councillors agreed that a newsletter should be produced covering the NDP Review along with a range of other topics of local interest, including: Aldcliffe Road canal side parking developments; United Utilities WwTW site update; how to report local issues; Parish Council news and communications.

25/083 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
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	No update. County Councillor Dowding is to request that the delayed resurfacing work be undertaken sooner rather than later.
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 path had flooded during the recent high tides recently. Cllr Walton is to investigate the position when tides subside.
29	United Utilities developments at Stodday WwTW	No update. Increased traffic is expected. The Parish Council is maintaining contact with United Utilities about progress and is enquiring about recent reports regarding traffic movements.
35 (New)	Arna Wood Lane street sign.	Cllr Webster reported that the street sign had been missing for some time. Agreed that the Clerk should report this to Lancaster City Council.

Members' Updates

2) Highways (Chairman)

Nothing further to report.

3) Amenities, 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

25/084 Consultations

None received.

25/085 Finances

The Clerk introduced a report setting out the General Account budget position, Earmarked Reserve balances and Bank Reconciliation as at 4th November 2025.

Councillors reviewed the projected underspend on the Lengthsman budget. It was agreed that the Council should consider investigate the need for work on the Snuff Mill Lane drainage issues. Councillor Walton agreed to undertake an initial inspection and Councillors agreed that a contractor should be consulted if appropriate.

Resolved: That the report is noted. Also, that consideration be given to investigate drainage issues along the Snuff Mill lane PRow and to commissioning work if felt necessary.

25/086 Payments

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.

Resolved: That the above accounts be approved for payment.

25/087 Date and venue for next meeting

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

The meeting closed at 8:50pm

Clerk of the Council

Chair

Date:

Parish Council Meeting, 3rd December 2025

Agenda Item 10 – Finance Update

Part 1 – General Account Budget Update as at 28th November 2025

Key messages:

- a) No remedial actions required at this stage.
- b) Lengthsman budget remains wholly unspent - £1,500 remaining. Invoice pending from Rose & Thistle for Stodday Picnic Site work.
- c) Projected balances at 31/03/26 are £6,400 compared with the approved target of £5,000.

	Annual Budget	Actuals To Date	Expected Dec-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	- 1,412	- 784	- 2,196	124
PAYE	- 580	- 356	- 196	- 552	28
Parish Clerk Expenses	- 20	- 21	-	- 21	1
Parish Clerk Training	-	-	-	-	-
Councillors Expenses	- 50	-	- 50	- 50	-
Meeting Room Hire	- 350	- 176	- 101	- 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	- 180	- 40	- 220	10
Data Protection Registration	- 40	- 47	-	- 47	7
Internal Audit	- 80	- 68	-	- 68	12
Bank Charges	- 80	- 42	- 30	- 72	8
Recoverable VAT	-	- 340	-	- 340	340
C. Sub-Total - Payments	- 5,595	- 2,957	- 2,231	- 5,188	407
D. Net Receipts/Payments (B minus C)	941	3,551	- 2,081	1,470	529
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	8,497	- 2,081	6,416	2,657

Part Two –General Account and Earmarked Reserves Summary

Key messages:

- a) NDP Review Reserve. A further invoice of £867 is expected, reducing the balance to £55.

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	- 2,957	-	-	578	-	944	4,479
Current Balance	8,497	2,519	1,000	922	1,000	2,556	16,494

Part 3 – Bank Reconciliation

Key messages:

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

Date: 28/11/2025

Bank Balance 28/11/2025	Unity Trust Instant Access Account	12,253.87	
	Unity Trust Current Account	4,239.98	
	Total	16,493.85	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	-4,478.74	-4,478.74	0.00
Grand Total	16,493.85	16,493.85	0.00

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 3rd December 2025

Agenda Item 11 – Payments for Authorisation

Payee & Detail	£
Stephenson Halliday – Consultancy (Note1)	1,132.50
Hudson Hill Consulting, IT Services, December 2025	11.99
St Paul's Parish Hall – Meeting on 3 rd December 2025 (Note 2)	25.20
Derek Whiteway – Parish Clerk salary and expenses, Nov 2025	166.08
HMRC – PAYE deductions, Nov 2025	41.40

Note 1. Paid by delegated authority on 6th November, as approved by Minute 25/073 (October 2025). For noting only.

Note 2. St Paul's Parish Hall Invoices for PC meetings are approved in advance and paid at the end of each calendar month.