

## Minutes of the Meeting of the Parish Council held on 3<sup>rd</sup> December 2025 at 7.00pm at St Paul's Parish Hall, Scotforth

**Present:** Councillor Kevan Walton (Chairman)  
Councillors Tim Dant and Heather Ward.  
County Councillor Gina Dowding.  
Derek Whiteway, Parish Clerk.

### 25/088 Apologies for Absence

Apologies were received from Councillors Denise Parrett and Nick Webster.

### 25/089 Minutes of the previous meeting

The minutes of the Parish Council's Meeting held on 5<sup>th</sup> November 2025 were approved without further amendment.

### 25/090 Declarations of Interest

No changes or new declarations were made.

### 25/091 Public discussion.

None

### 25/092 Planning Applications

#### 1) Planning Consultations

| Application No | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25/01186/FUL   | <p><b>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.</b> Land To The East Of Arna Wood Farm, Aldcliffe.</p> <p>The Clerk advised that an extended consultation date of 19<sup>th</sup> December had been agreed with Lancaster City Council.</p> <div><b>Resolved:</b> Councillors resolved to commission the Council's consultants to provide a letter assessing the application.</div> |

#### 2) Update on Previous Planning Applications

The Clerk provided a verbal update. There were no significant changes or decisions to report.

### **3) Other Planning Matters**

Councillors discussed again concerns reported by residents regarding building work at the Four Oaks Caravan Park site at Arna Wood and compliance with planning conditions. County Councillor Dowding agreed to seek a commitment by Lancaster City Council to conclude its Gypsy and Traveller Accommodation Assessment and establish a policy regarding the suitable sites within the district. Councillors also agreed to write to the Lancaster and Wyre MP (with a copy to the Leader of Lancaster City Council) regarding this aspect of local Planning Policy.

#### **25/093 Review of the Neighbourhood Development Plan (NDP).**

Councillor Parrett had submitted an update reporting that the revised NDP had been amended to include mention of The Bay Cycle Way, and to remove mention of shuttered concrete in connection to Walnut Bank Lodge. The Statement of Changes and the modified NDP (showing changes) were now posted on the Parish website.

Councillors agreed that an informal 6 week public consultation period should be held, the start to coincide with the distribution of the next Council newsletter.

#### **25/094 Succession Planning.**

Councillors discussed a range of matters to be covered in the planned newsletter. Councillor Dant to take the lead on this newsletter.

#### **25/095 Clerk and Councillor Updates**

##### **City and County Councillor's Report:**

No further reports received.

##### **Clerk's Report:**

- 1)** The Clerk reported verbally on changes to items in the 'Decisions and Issues Tracker'.

The following points were noted for further consideration/monitoring:

- a) It was noted that some road surfacing work (patching) was currently being carried out on Luncliffe Road.
- b) Concerns regarding the extent of 'pooling' along Aldcliffe Road following recent rains.
- c) Snuff Mill Lane footpath had been flooding in parts. Councillors agreed that this be reviewed in the Spring time and any need for work assessed at that time.

## **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

## **25/096 Consultations**

None received.

## **25/097 Finances**

The Clerk introduced a report setting out the General Account budget position, Earmarked Reserve balances and Bank Reconciliation as at 28<sup>th</sup> November 2025. There were no new issues to report and no matters requiring intervention or a decision.

The Clerk will present a report seeking approval of the 2026/27 budget and precept to the January meeting of the Council.

## **25/098 Payments**

| <b>Payee &amp; Detail</b>                                                 | <b>£</b> |
|---------------------------------------------------------------------------|----------|
| Stephenson Halliday – Consultancy (Note1)                                 | 1,132.50 |
| Hudson Hill Consulting, IT Services, December 2025                        | 11.99    |
| St Paul's Parish Hall – Meeting on 3 <sup>rd</sup> 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 6<sup>th</sup> November, as approved by Minute 25/073 (October 2025). Presented 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.

**Resolved:** That the above accounts be approved for payment.

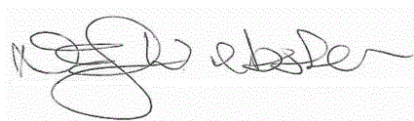
## **25/099 Date and venue for next meeting**

The next meeting is scheduled for Wednesday, 7<sup>th</sup> January 2026 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 8:55pm



Clerk of the Council



Chair

Date: 7<sup>th</sup> January 2026