

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, 4th February 2026, 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, 7th January 2026 (previously circulated).
3. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
4. **Public Discussion.** To adjourn the meeting for a period of public discussion Note: Any matters needing a 'decision' will normally be considered as an agenda item at a future meeting.
5. **Planning Applications.**
 - a) To consider and comment on new planning applications received since the last meeting, as set out below (**substantive matters highlighted in green**):

Application No	Description
None Received	

- 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. Clerk's report to follow.
 - 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.

- 1)** Lancashire Fire & Rescue Service. Deadline: 15th March 2026
- 2)** Morecambe Bay Partnership. Deadline: 28th February 2026.

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
29th January 2026

Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

Minutes of the Meeting of the Parish Council held on 7th January 2026 at 7.00pm at St Paul's Parish Hall, Scotforth

Present: Councillor Nick Webster (Chairman)
Councillors Denise Parrett, Kevan Walton and Heather Ward.
Derek Whiteway, Parish Clerk

25/100 Apologies for Absence

Apologies were received from Councillor Tim Dant and from County Councillor Gina Dowding.

25/101 Minutes of the previous meeting

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

25/102 Declarations of Interest

No changes or new declarations were made.

25/103 Public discussion.

None.

25/104 Planning Applications

1) Planning Consultations. No new consultations had been received.

2) Update on Previous Planning Applications

The Clerk provided a verbal report, with no material decisions or changes having emerged since the last meeting.

3) Other Planning Matters

No decisions taken.

25/105 Review of the Neighbourhood Development Plan (NDP).

The Parish Council January newsletter was ready for delivery within the coming week, providing residents with at least 6 weeks to comment on the review.

Following advice from Lancaster City Council, it was agreed that the Clerk should email details of the review to previously identified corporate and local business stakeholders, inviting them to contribute to the informal consultation.

25/106 Aldcliffe Hall Drive Public Right of Way (PRoW).

Councillor Dant had proposed that the Parish Council should seek to achieve confirmation of the Restricted Byway PRoW status for the Drive by asking that the objectors, now no longer residents of the Parish, withdraw their objection.

Resolved: It was proposed by Councillor Walton, seconded by Councillor Ward and carried unanimously that the Parish Council should write to Lancashire County Council Public Rights of Way service requesting that the individuals concerned be asked to withdraw their objections.

25/107 2026/27 Budget and Precept

The Clerk introduced a report setting out a review of the 2025/26 budget and draft estimates for 2026/27. The report provided details of the Parish's tax base for 2026/27 and gave Councillors a range of options regarding the setting of the budget and precept.

Councillors discussed the report and asked questions of the Clerk.

Resolved: It was proposed by Councillor Ward, seconded by Councillor Parrett and carried unanimously that:

- a) The Council's target level of general reserve of £5,000 is endorsed;
- b) The draft budget and proposals for earmarked reserves for 2026/27 are accepted; and
- c) the resulting Parish Council precept of £6,050 is approved and notified to Lancaster City Council.

25/108 Succession Planning.

The Parish Council newsletter was ready for distribution.

25/109 Clerk and Councillor Updates

City and County Councillor's Report:

The Clerk is liaising with County Councillor Dowding regarding ongoing and newly arising issues.

Clerk's Report:

- 1) The Clerk reported verbally that there had been little in the way of developments since the last meeting. The Clerk was still unable to access Lancashire County Council's new enquiry system, which was preventing a number of highways related issues being followed up.

Members' Updates

2) Highways

Road sweeping had recently been carried out at Stodday. The Chairman reported recurring flooding along Aldcliffe Road, resulting from a suspected blocked drain which needed to be reported to Lancashire County Council.

3) Amenity, including the Lengthsman

Work was still outstanding to trim foliage around the Stodday picnic site. The Clerk will follow this up with the contractor.

4) Stakeholder Liaison.

Nothing further to report.

5) Broadband.

Councillors Ward and Walton shared details (provided by a parishioner) of an independent fibre-backed microwave network based in Yorkshire, which was providing coverage in the Garstang and Cockerham area.

Councillors agreed that the information and potential be discussed with Thurnham with Glasson Parish Council. It was also suggested that United Utilities might have an interest in the service.

Councillors agreed that the service should be investigated, with Councillors Ward and Walton agreeing to take the lead.

6) NDP.

Nothing further to report.

7) Other Matters

Councillor Parrett mentioned that there was still some discarded fencing on Aldcliffe Hall Estates (AHE) land adjacent to Aldcliffe Hall Drive. Councillors agreed that the Clerk should write to AHE's agent asking that the fences be removed.

25/110 Consultations

None received.

25/111 Payments

Payee & Detail	£
Stephenson Halliday – Consultancy (Note 1)	tbc
Hudson Hill Consulting, IT Services, January 2026 (Note 2)	11.99
St Paul's Parish Hall – Meeting on 7 th January 2026 (Note 3)	25.20
Derek Whiteway – Parish Clerk salary and expenses, Dec 2025	165.88
HMRC – PAYE deductions, Dec 2025	41.60

Note 1. An invoice was still awaited from Stephenson Halliday for providing a planning consultation letter.. Councillors resolved that delegated authority be given to the Clerk to pay the invoice when submitted, subject to agreement with the Chairman.

Note 2. Councillors resolved that the Clerk be given delegated authority to pay invoices from Hudson Hill when they are received rather than waiting for the next Parish Council meeting (subject to there being no variation to the agreed monthly charge).

Note 3. 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.

25/112 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 4th February 2026 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 8:35pm

Clerk of the Council

Chair

Date:

Parish Council Meeting, 4th February 2026

Agenda Item 10 – Finance Update

Part 1 – General Account Budget Update as at 29th January 2026

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 £7,202 compared with the approved target of £5,000.

	Annual Budget	Actuals To 29 Jan 26	Expected Feb-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	207	60	267	67
VAT Refund	286	318	-	318	32
B. Sub-Total- Receipts	6,536	6,575	60	6,635	99
Payments					
Parish Clerk Salary	- 2,320	- 1,744	- 192	- 1,936	384
PAYE	- 580	- 439	- 48	- 487	93
Parish Clerk Expenses	- 20	- 21	-	- 21	1
Parish Clerk Training	-	-	-	-	-
Councillors Expenses	- 50	-	- 50	- 50	-
Meeting Room Hire	- 350	- 227	- 50	- 277	73
Subscriptions	- 60	- 53	-	- 53	7
Lengthsman Services	- 1,500	-	- 500	- 500	1,000
Insurance	- 255	- 241	-	- 241	14
Printing & Stationery	- 50	- 20	- 40	- 60	10
IT Services	- 210	- 200	- 20	- 220	10
Data Protection Registration	- 40	- 47	-	- 47	7
Internal Audit	- 80	- 68	-	- 68	12
Bank Charges	- 80	- 54	- 21	- 75	5
Recoverable VAT	-	- 344	-	- 344	344
C. Sub-Total - Payments	- 5,595	- 3,458	- 921	- 4,379	1,216
D. Net Receipts/Payments (B minus C)	941	3,117	- 861	2,256	1,315
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	8,063	- 861	7,202	1,871

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.
- b) Consultancy Services Reserve. A further invoice c£500-£700 is expected.

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	6,575	-	-	-	-	-	6,575
Payments from the Reserve	- 3,458	-	-	- 578	-	- 944	- 4,980
Current Balance	8,063	2,519	1,000	922	1,000	2,556	16,060

Part 3 – Bank Reconciliation

Key messages:

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

Bank Balance 29/01/2026	Unity Trust Instant Access Account	12,321.40	Agreed
	Unity Trust Current Account	3,738.64	
	Total	16,060.04	

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	6,575.25	6,575.25	0.00
Payment	-4,980.08	-4,980.08	0.00
Grand Total	16,060.04	16,060.04	0.00

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 4th February 2026

Agenda Item 11 – Payments for Authorisation

Payee & Detail	£
Stephenson Halliday – Consultancy	tbc
Hudson Hill Consulting, IT Services, February 2026 (Note 1)	11.99
St Paul's Parish Hall – Meeting on 4 th February 2026 (Note 2)	25.20
Derek Whiteway – Parish Clerk salary and expenses, January 2026	166.08
HMRC – PAYE deductions, January 2026	41.40

Note 1. Invoices from Hudson Hill Consulting are paid on receipt under previously agreed delegated authority.

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