ALDCLIFFE WITH STODDAY PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Annual Meeting of the Parish Council to be held at St Paul's Parish Hall, Scotforth on Wednesday, 13th May 2026, commencing at 7.00pm

A G E N D A

Part A - Annual Parish Council Meeting Business

1. **Apologies.** To receive apologies

2. **Chairman's Annual Report 2025/26.** To receive the Chairman's Report for 2025/26.

3. **Election of Officials 2026/27.**

   a) To elect the Chair of the Parish Council for the municipal year 2026/27

   b) To elect the Deputy Chair of the Parish Council for the municipal year 2026/27.

   c) To sign the Declaration of Acceptance of Office of Chair.

4. **Councillors' Roles.** To review and assign roles for the municipal year 2026/27 including:

   a) Highways
   b) Amenity, including Lengthsman liaison
   c) Stakeholder liaison, including United Utilities
   d) Neighbourhood Development Plan
   e) Ancillary/projects
   f) Broadband provision

5. **Annual Governance and Accountability Return (AGAR).** To approve the Council's AGAR for the financial year ended 31st March 2026. Clerk's report to come.

6. **Risk Register Review 2026/27.** To consider the conclusions and recommendations from a review of the Council's risk register (Clerk's report to come).

7. **Review of Council Policies and Procedures.** To consider the conclusions and recommendations from a review of the following (Clerk's report to come).

   a) Standing Orders and Financial Regulations;
   b) Information Management and Data Protection Policy, Privacy Notice, and Publication Scheme; and
   c) Complaints Procedure.

Part B - Monthly Parish Council Meeting Business

8. **Minutes.** To consider and approve Minutes of the Parish Council Meeting held on Wednesday, 8th April 2026 (attached).

9. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors

10. **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.

11. **Planning Applications.**
    a) To consider and comment on new planning applications received since the last meeting, as set out below:

Application No	Description
26/00010/REF (Appeal against refusal of Planning Permission)	**Partially 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 **Deadline for comments:** 29th May 2026 **Appeal hearing** scheduled for 8th July 2026

    b) To receive an update on previous applications. Clerk's report to follow.

    c) To consider any other planning matters affecting the Parish.

12. **Consultations.** None received to date

13. **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

14. **Payments.** To authorise payment of accounts. Report to come.

15. **Date of Next Meeting.** To confirm the date and time of next meeting.

Derek Whiteway
Parish Clerk
7th May 2026

Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

Aldcliffe with Stodday Parish Council

Meeting Date: 13th May 2026

Agenda Item: 5

Report of: The Parish Clerk

2025/26 Annual Governance and Accountability Return (AGAR)

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR).

The deadline for submission of the AGAR to the Council's appointed external auditor (PKF Littlejohn) is 1st July 2026. The draft AGAR is appended to this report.

2. Reporting Responsibilities

As a smaller authority (i.e. having a turnover not exceeding £25k) the Parish Council is able to claim exemption from the 'limited assurance' external audit process. The Council is required to resolve to claim exemption and submit a duly completed and signed Exemption Certificate.

The approved AGAR, including the Accounting Statement and certain supporting documents, must be published following approval, providing a public right of inspection period of 30 working days, including the first 10 working days of July 2026. The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

a)	Completion of the annual review, internal audit and approval of the accounts.	13/05/26 (Annual PC Meeting)
b)	Public rights of inspection period	Monday, 8th June – Friday 17th July 2026 (inclusive)

3. Internal Auditor's Report 2025/26

The Internal Auditor has reported to me that she has completed the audit and has again given a positive response to each of the internal control objectives set out in the statement. The Internal Auditor has not raised any additional matters or made any recommendations for consideration by the Parish Council. The completed and signed Internal Audit Statement is expected to be available for presentation to the meeting.

4. Annual Governance Statement 2025/26 (Section 1 of the AGAR)

I have completed the Annual Governance Statement with positive statements, having concluded that the Council has complied with all the expected standards.

5. Annual Accounting Statement 2025/26 (Section 2 of the AGAR)

The statutory Accounting Statement for 2025/26 is included as Section 2 of the AGAR. An accompanying Explanation of Variances, using the pro-forma issued by PKF Littlejohn is provided at the end of the appendix.

6. Recommendations

(1) That the Internal Auditor’s report is accepted and noted.

(2) That Section 1 of the AGAR – the Annual Governance Statement 2025/26, is approved.

(3) That Section 2 of the AGAR – Accounting Statements 2025/26, is approved.

(4) That the Council claims exemption from the limited assurance audit and submits the required Exemption Certificate.

(5) That the period for the exercise of public rights to inspect the accounts is set as Monday 8th June to Friday 17th July 2026 inclusive.

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

ALDCLIFFE WITH STODDAY PARISH COUNCIL

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:	£6,639
Total annual gross expenditure for the authority 2025/26:	£7,350

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.
Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	13/05/2026		13/05/2026
Signed by Chair	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	13/05/2026	26/017(4)	

Generic email address of Authority	Telephone number
clerk@aldcliffewithstoddaypc.org	01524 64908

*Published web address

https://aldcliffewithstoddaypc.org/

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026 Reminder letters for late submission will incur a charge of £40 + VAT.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ALDCLIFFE WITH STODDAY PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	*Agreed* No*		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A ✔	*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

*For any statement to which the response is 'no', an explanation **must** be published

This Annual Governance Statement was approved at a meeting of the authority on:

13/05/2026

and recorded as minute reference:

26/017(2) MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Information required by the Transparency Code *(not part of the Annual Governance Statement)*	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.	✔	

https://aldcliffewithstoddaypc.org/

Section 2 – Accounting Statements 2025/26 for

ALDCLIFFE WITH STODDAY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	13,288	14,465	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	6,130	6,050	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	623	589	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	2,912	2,598	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	2,664	4,752	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	14,465	13,754	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	14,465	13,754	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	148	148	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?		✔	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date 11/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2026

as recorded in minute reference:

26/017(3)11 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2025/26 for

ALDCLIFFE WITH STODDAY PARISH COUNCIL

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
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11. Do the figures in the accounting statements above exclude any Trust transactions?		✔	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date 11/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2026

as recorded in minute reference:

26/017(3)11 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Aldcliffe with Stodday Parish Council

Meeting Date: **13th May 2026**

Agenda Item: **6**

Report of: **The Parish Clerk**

Review of the Risk Register

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their risk management arrangements, normally at the annual meeting. The current register was approved by Council on 7st May 2025.

2. Detail

A review has been completed of the Risk Register, with the proposed update attached, showing substantive changes highlighted in yellow. Existing risks have been updated with any additional mitigations adopted since the last review.

There are no suggested changes to risk levels. In general, it is felt that risk levels have generally remained stable and no clearly emerging or escalating risks have been identified.

Councillors are asked to consider the draft Risk Register and make suggestions for amendments or the inclusion of any additional risks.

3. Recommendations

(1) That, subject to any changes or additions, the draft Risk Register for 2026/27 is approved and adopted.

Aldcliffe with Stodday Parish Council

Risk Assessment and Log Review Version 1.5.1 (13th May 2026)

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
Strategic and Operational					
R1.	Failure to represent community interest effectively in relation to matters likely to impact the parish	Parish council is consulted by principal authorities and agencies. Membership of NALC / LALC provides a source of advice. Parish Council website has been established. News items are posted on the website and notified to parishioner contacts. The PC has monitored and supported the activities and progress of the NDPWG.	Medium	The Council is to consider developing a 'Parish Plan' once the Neighbourhood Development Plan is complete.	Council / Clerk
R2.	Minutes are inaccurate and/or decisions may be illegal or ultra-vires.	Meetings are conducted in accordance with standing operational procedures adopted in September 2017. Minutes are approved by the parish council at every meeting. Standing Orders were adopted in April 2018 and are reviewed annually.	Low	Council will support the Clerk's professional development and Councillors' attendance at training where appropriate.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R3.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s)	Low risk given current limited activities of parish council. Ensure parish council decisions are based on full information including professional advice where necessary Insurance cover established in November 2018 and reviewed/renewed annually	Low	Monitor position as parish council develops and implements plans for the parish.	Council / Clerk
R4.	Action against the council for libel or slander	Meetings are conducted in accordance with standing operational procedures adopted in September 2017. Members' Code of Conduct adopted in June 2017 Insurance cover established in November 2018 and reviewed/renewed annually Publication Scheme adopted in May 2018 (reviewed annually).	Low		Council / Clerk
R5.	Failure to realise community benefits of a Public Right of Way (PRoW) on Aldcliffe Hall Drive	Completed PRoW application submitted to and accepted for consideration by Lancashire CC. Application accepted by Lancashire CC and a 'restricted byway status' conferred. Decision currently undergoing appeal process.	Medium	Monitor progress with the application.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R6.	Adverse impacts on residents, landowners, farmers and visitors, of recurring flooding incidents in the Parish.	Success during 2020/21 in negotiations with United Utilities to resolve flooding of Snuff Mill Lane footpath. Contact made with local farmers and the Morecambe Bay Wildfowlers (MBWA) regarding Long Mile Lane flooding/drainage issues. Successful work undertaken by farmers to improve the operation of the drain on Long Mile Lane. New clack-valve at the drain outlet still to be installed by the MBWA.	Medium	Maintain and develop relationships with local landowners, farmers, Councils and other agencies. Continuing monitoring of drainage conditions along Snuff Mill Lane and in-principle agreement to commission further work if required.	Councillors / Clerk
R7.	Potential adverse impacts on the Parish from developments arising from the District Local Plan.	The City and County Councils during 2021/22 passed plans for a much larger housing scheme in the South Lancaster development area, with increased potential for adverse impacts for the parish. Involvement in meeting with other South Lancaster PCs and City Council Planners regarding the development of an Area Action Plan on 11th May 2022 Proposals are currently on hold following the withdrawal in 2023 of funding for the key link road scheme.	High	Maintain engagement. Maintain involvement in meetings with the LPA as part of the review of the Local Plan.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R8.	Future benefits or liabilities arising from the adoption of a section of land adjacent to the estuary cycle path.	Measures have now been taken (March 2021) to alleviate chronic flooding issues. The path has now been designated a Public Bridleway.	Low		Council / Clerk
R9.	Ongoing concerns held by parishioners over hazards created by vehicles parked adjacent to the canal along Aldcliffe Road.	Parish and City/County Councillors maintaining efforts to secure action from Lancashire County Council and the Canal and River Trust.	Medium	Continue to explore options and petition the County Council and Canal and River Trust as appropriate. Installation of 'H Bars' by Lancashire County Council is awaited.	Council / Clerk
R10.	Inability to retain the services of a suitably capable Lengthsman	Some ad-hoc services have been successfully procured from a local contractor.	Medium	Ongoing engagement of a local contractor for various maintenance tasks required.	Council
R11.	Adverse impacts on the community and local environment of sewage discharges into the River Lune		Medium	Ongoing liaison with United Utilities management of the local WwTW at Stodday.	Council / Clerk
Financial					
R12.	The parish council undertakes / makes a payment that is illegal / outside its powers	Formal financial regulations adopted in April 2018 and are reviewed annually. Insurance cover established in November 2018 and reviewed/renewed annually.	Low	Ensure councillors are aware and kept up-to-date on the legal powers of parish councils	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R13.	Financial records inadequately / incorrectly maintained	Clerk is a qualified accountant/audit professional. All payments are supported by an invoice / receipt or valid claim. Financial accounts are scrutinised annually by the internal auditor. Details of receipts and payments are reported to each meeting of the council.	Low		Council / Clerk
R14.	Financial loss due to ineffective procedures or banking error	Online Banking records are scrutinised regularly by Clerk and monthly reconciliations produced. Banking arrangements are periodically reviewed and accounts are annually reviewed by internal and external auditors. New banking arrangements introduced in July 2019 are operating efficiently. An interest attracting 'Instant Access Account' has been opened with the Unity Trust Bank.	Low	Annually review banking arrangements to ensure efficient and cost-effective arrangements.	Clerk
R15.	Loss of monies due to fraudulent act (internal or external)	All payments are approved by two councillors and checked against invoices. All expenditure is approved by the council and accounts subject to scrutiny by council and the internal auditor and the public (annually) Insurance cover established in November 2018 and reviewed/renewed annually	Low		Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R16.	Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans	Precept for the following year considered in January. Amount of precept required will be based on plans for the coming year and the forecasted difference between income and expenditure. A robust budget planning process has been introduced during the autumn prior to determining the required level of precept for the following year. Submission of precept order and receipt of monies is checked by the Clerk.	Low		Council / Clerk
R17.	VAT incorrect / not reimbursed / not properly accounted for	VAT analysed in accounts maintained by Clerk and scrutinised by council. VAT returns agreed and submitted annually. Reviewed by the internal auditor.	Low		Council / Clerk
R18.	Income tax / NI not properly accounted for and paid to HMRC	HMRC PAYE account has been established. Payroll arrangements and system has been established and is operating effectively.	Low		Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R19.	Unidentified / inadequate general and/or earmarked reserves	Levels of reserves required for the following year are considered as part of the budget process on the basis of available funds, best practice guidance and costed plans for the coming year. A Reserves Policy has been established during the 2019/20 budget process and is reviewed annually.	Low	The level and application of reserves is reviewed as part of the annual report and closure of accounts process in May.	Council / Clerk
R20.	Risk of an election being called for on the occurrence of a 'casual vacancy' on the Council. An estimated cost of £2,500 has been advised by Lancaster City Council.	All Parish Council seats are filled following the election in May 2023 The target level of General Reserve has been set to take account of the estimated cost of holding an election. The Parish maintains an Elections Reserve to cover the potential cost of scheduled 4-yearly elections.	Low	Keep the potential costs of scheduled and unscheduled elections under review.	Council / Clerk
People					
R21.	Failure to engage a full complement of Parish Councillors could hinder effective operation of the Council.	The Council currently has a full complement of Councillors.	Low	Regular newsletters are produced to promote the work of the Parish Council.	Council / Clerk
R22.	Councillor or employee performance may be inefficient or ineffective	An annual performance review for the Clerk has been introduced	Low	Council will support the Clerk and Councillors' development through attendance at training where appropriate.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R23.	Loss of employee support (Clerk) through illness / early resignation etc.	Regular contact between Councillors and the Clerk ensure a positive working relationship.	Low	Monitor risk and manage as necessary Clerk to produce a 'Business Continuity Plan' covering key functions and systems.	Council
Regulatory					
R24.	Failure to comply with Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014	Requirements of the acts specifically in relation to the annual return and audit arrangements brought to Members' attention in April 2018. Action Plans to ensure compliance with year-end requirements of Accounts and Audit Regulations 2015 and Local Audit and Accountability Act 2014 are implemented annually	Low		Council / Clerk
R25.	Compliance with Transparency Code for Smaller Authorities (the Code)	Information is now published in accordance with the Code on the Parish Council's own website Compliance is reviewed by the Internal Auditor as part of the AGAR.	Low	Periodically review compliance with the Code and the effectiveness of current publication arrangements.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R26.	Compliance with General Data Protection Regulations (GDPR)	Parish Clerk designated as the Data Protection Officer. Data holdings and processing arrangements have been assessed and controls established to ensure compliance and mitigate the risk of any GDPR breaches. Data Protection Policy and Privacy Statement were established in December 2018 and are reviewed annually. ICO Registration made in 2021	Low	Following changes in 'proper practices' for Local Councils, the Council is reviewing arrangements for managing the Parish Council's website and use of email addresses. As of 2026/27 the Council's email and website arrangements remain compliant with the SAPP Practitioner's Guide. No further changes planned at this time.	Council / Clerk
R27.	Compliance with Freedom of Information Act 2000	A publication scheme setting out the classes of information that the Parish Council publishes, or intends to publish, including how that information may be obtained and any charges that may be made was established in December 2018 and is reviewed annually.	Low	Following changes in 'proper practices' for Local Councils, the Council is reviewing arrangements for managing the Parish Council's website and use of email addresses. As of 2026/27 the Council's email and website arrangements remain compliant with the SAPP Practitioner's Guide. No further changes planned at this time.	Council / Clerk

ALDCLIFFE with STODDAY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on 8th April 2026 at 7.00pm at St Paul's Parish Hall, Scotforth

Present: Councillor Nick Webster (Chairman)

Councillors Tim Dant, Denise Parrett and Kevan Walton.

Derek Whiteway, Parish Clerk

5 members of the public were in attendance.

26/001 Apologies for Absence

Apologies were received from Councillor Heather Ward and County Councillor Gina Dowding.

26/002 Minutes of the previous meeting

The minutes of the Parish Council's Meeting held on 4th March 2026 were approved without further amendment.

26/003 Declarations of Interest

No changes or new declarations were made.

26/004 Public discussion.

The members of the public attending the meeting introduced themselves as being members of a family owning several paddocks bordering Aldcliffe Lane / Stodday Lane between the junctions with Arna Wood Lane and Snuff Mill Lane. They had submitted a planning application for the site (ref 25/01186/FUL) for the "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". Planning permission had been refused by Lancaster City Council on 12th March 2026.

The Chairman welcomed everyone to the meeting and introduced the Councillors and Clerk. Members of the family introduced themselves and explained their position and objectives regarding their future use and occupation of the land.. The Chairman and Councillors explained the Parish Council's role and remit as a statutory consultee in planning applications, highlighting that decision making rested with the City Council as the Local Planning Authority.

In conclusion, Councillors agreed that the discussions had been helpful and the Chairman thanked the members of the public for attending the meeting.

26/005 Planning Applications

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

2) **Update on Previous Planning Applications**

   There had been one decision issued since the last meeting:

   Planning application 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. The application had been refused by Lancaster City Council.

3) **Other Planning Matters**

   Councillor Dant advised that no form of protection had yet been provided for the immature trees planted recently on land adjacent to Aldcliffe Hall Drive. The Parish Council will continue to pursue this with the assistance of City Councillor Mills.

26/006 Review of the Neighbourhood Development Plan (NDP).

Lancaster City Council had advised that the draft Revised Plan, submitted by the Parish Council, must be considered by Full Council, the likely date being 24th June 2026.

26/007 Succession Planning.

Councillor Ward had contacted the Clerk to confirm that she had made a start on drafting the next newsletter, the target for publication remaining as the end of April 2026.

26/008 Clerk and Councillor Updates

City and County Councillor's Report:

None received.

Clerk's Report:

1) The Clerk had not, on this occasion, provided a written update to the 'Decisions and Issues Tracker' report. Councillors considered the previous report, noting that there had been little movement on most items.

   Following discussion, Councillors agreed the following:

Ref	Decision/Issue	Next Steps
29	United Utilities planned developments at Stodday WwTW	Councillors Ward and Walton will liaise to arrange and attend a site meeting at the invitation of United Utilities, to review progress with the development

Members' Updates

2) Highways (Chairman)

Nothing further to report

3) Amenity, including the Lengthsman (Chairman)

Nothing further to report

4) Stakeholder Liaison.

The Chairman reported that recent flooding from a broken main on Aldcliffe Hall Lane had been promptly attended and repaired by United Utilities after he had contacted a named officer. The Chairman had written to the officer, thanking them on behalf of the Community.

5) Broadband.

Nothing further to report.

6) NDP.

Nothing further to report.

7) Other Matters

None raised

26/009 Consultations

None received

26/010 Finances

The Clerk introduced a report setting out the General Account budget position, Earmarked Reserve balances and Bank Reconciliation as at the end of the 2025/26 financial year.

The Clerk had made two recommendations, as follows:

a) That, with General Account balances at 31/03/26 standing at £7,163 compared with the approved target of £5,000, Councillors should consider transferring up to £2,000 into one or more existing or new earmarked reserves. It was proposed by Councillor Parrett, seconded by Councillor Walton, and agreed unanimously, that £2,000 be transferred into the Neighbourhood Development Plan Review Reserve.

b) That, given current commitments and spending forecasts, it is recommended that £3,000 be transferred from the Council's Current Account to the Instant Access Account. It was proposed by Councillor Walton, seconded by Councillor Parrett, and agreed unanimously, that £3,000 be transferred from the Council's Current Account to the Instant Access Account.

Resolved:

a) that £2,000 be transferred from General Account balances to the Neighbourhood Development Plan Review Reserve.

b) that £3,000 be transferred from the Council's Current Account to the Instant Access Account.

The Clerk advised Councillors that the precept for 2026/27 had been received into the bank account on 1st April 2026.

Action: It was agreed that the Clerk would ask Lancaster City council to supply an up to date listing of chargeable properties for Council Tax and precept purposes.

26/011 Payments

Payee & Detail	£
Kirkwells Ltd. Consultancy on NDP Review (Note 1)	1040.00
Hudson Hill Consulting, IT Services, May 2026 (Note 2)	11.99
St Paul's Parish Hall – Meeting on 8th April 2026 (Note 3)	25.20
Derek Whiteway – Parish Clerk salary and expenses, March 2026	166.08
HMRC – PAYE deductions, March 2026	41.40

Note 1: Overdue account paid under delegated authority on 13/03/2026 (approved by email). Presented for information.

Note 2. To be paid on receipt under agreed delegated authority.

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.

26/012 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 13th May 2026 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 8:35pm

Clerk of the Council

Chair Date:

ALDCLIFFE WITH STODDAY PARISH COUNCIL

Parish Council Meeting, 13th May 2026

Agenda Item 14 – Payments for Authorisation

Payee & Detail	£
LALC. Annual subscription 2026/27	64.18
Dawn Allen. Internal Audit 2025/26	tba
Hudson Hill Consulting, IT Services, June 2026 (Note 1)	11.99
St Paul's Parish Hall – Meeting on 13th May 2026 (Note 2)	25.20
Derek Whiteway – Parish Clerk salary and expenses, April 2026	166.08
HMRC – PAYE deductions, April 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.