

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 8 th 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.

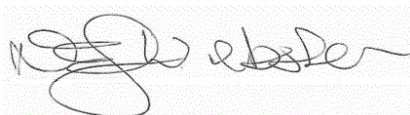
26/012 Date and venue for next meeting

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: 13th May 2026