

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

Present: Councillor Nick Webster (Chairman)
Councillors Tim Dant, Denise Parrett and Kevan Walton.
City Councillor Tim Hamilton-Cox
Derek Whiteway, Parish Clerk

Part A - Annual Parish Council Meeting Business

26/013 Apologies for Absence

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

26/014 Chairman's Annual Report 2025/26.

The Chairman presented his annual report to the meeting. Councillors accepted the report and agreed that it should be published on Council's website.

Resolved: That the Chairman's Annual Report for 2025/26 be accepted and published on the Parish Council website

26/015 Election of Officials 2026/27.

- 1) Chair of the Parish Council.

Resolved. It was proposed by Councillor Parrett, Seconded by Councillor Dant and carried unanimously that Councillor Webster be elected as Chairman of the Parish Council for the municipal year 2026/27

- 2) Deputy Chair of the Parish Council.

Resolved. It was proposed by Councillor Dant, Seconded by Councillor Parrett and carried unanimously that Councillor Walton be elected as Deputy Chairman of the Parish Council for the municipal year 2026/27

- 3) Declaration of Acceptance of Office of Chair. The Chairman authorised the Clerk to add his electronic signature to the Acceptance of Office.

26/016 Councillors' Roles.

Resolved: The following roles were agreed for the municipal year 2026/27:

- a) Highways. Chairman
- b) Amenity, including Lengthsman liaison. Chairman
- c) Stakeholder liaison, including United Utilities. Councillor Ward.
- d) Neighbourhood Development Plan. Councillor Parrett.
- e) Ancillary/projects. To be determined as they arise
- f) Broadband provision. Councillor Walton.

26/017 Annual Governance and Accountability Return (AGAR).

The Clerk presented a report covering the submission and publication of the AGAR.

Councillors asked questions of the Clerk and discussed the recommendations made in the report.

Resolved. It was proposed by Councillor Dant, seconded by Councillor Walton and carried unanimously that recommendations 1 to 5 be approved, as follows:

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 and signed.
3. That Section 2 of the AGAR – Accounting Statement 2025/26, is approved and signed.
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.

26/018 Risk Register Review 2026/27.

The Clerk presented a report into a review of the Council's risk register, proposing a small number of minor textual amendments to the register. Following discussion, it was proposed by Councillor Dant, seconded by Councillor Parrett and carried unanimously that the draft risk register be approved.

Resolved: That the draft risk register is approved.

26/019 Review of Council Policies and Procedures.

Councillors agreed to defer the item until the June meeting of the Council.

Part B - Monthly Parish Council Meeting Business

26/020 Minutes of the previous meeting

The minutes of the Parish Council's Meeting held on 8th April 2026 were approved without further amendment.

26/021 Declarations of Interest

No changes or new declarations were made.

26/022 Public discussion.

None

26/023 Planning Applications

1) Planning Consultations.

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 An informal appeal hearing had been scheduled for 8th July 2026, with a deadline for any comments to be submitted to the Planning Inspector by 29th May 2026. Resolved: That planning consultants Stephenson Halliday be engaged to draft a response, and present at the hearing on behalf of the Parish Council, the cost to be met from the Consultancy Services reserve. Councillors also agreed that Land Registry searches be made to establish ownership of the various plots of land at this location.
23/00283/FUL	Erection of 44 dwellings (C3) with associated infrastructure including landscaping, open space, access, highway and drainage. Land at Ashton Road Lancaster Councillors discussed ongoing concerns over land contamination issues at the site, which did not appear to have been resolved. Resolved: That a response be submitted objecting to the application.

2) Update on Previous Planning Applications

No significant matters to report.

3) Other Planning Matters

No other matters discussed.

26/024 Consultations.

Lancaster City Council had invited Councillors to attend a Parish Council Local Plan Forum on Tuesday, 16th June 2026. Councillors Parrett, Walton and Ward had expressed an interest in attending.

26/025 Clerk and Councillor Updates

City and County Councillor's Report:

- 1) City Councillor Hamilton-Cox reported the following:
 - a) City Councillor Abi Mills is continuing to enquire about the new tree planting adjacent to Aldcliffe Hall Drive.
 - b) County Councillor Gina Dowding is planning to take up with County Highways the matter of the Lunecliffe Road resurfacing. Councillor Walton advised that in a recent meeting, United Utilities had indicated that work on the Stodday WwTW site was planned until the end of 2027, rather than the originally notified 5 year timescale.

Clerk's Report:

- 2) The Clerk had not, on this occasion, provided a written update to the 'Decisions and Issues Tracker' report. Following discussion, Councillors agreed the following:

Ref	Decision/Issue	Next Steps
4	Aldcliffe Road fly-parking. County Highways have now added H bars, which are too narrow to be of any positive benefit.	The Parish Council will complain to Lancashire County Council about the H bars and the general failure to control the highway. A request will be also made for work to be undertaken to improve the rough land at the edge of the highways.
6	Stodday Lane hedgerows and verges. County Highways had reported that work had been carried out to the verges. Further inspection was required.	Councillors will inspect the work undertaken and decide whether further representations are required.

Members' Updates

3) Highways.

Nothing further to report

4) Amenity, including the Lengthsman.

Arrangements are being made for a contractor to undertake weed spraying to streets throughout the Parish.

5) Stakeholder Liaison.

Nothing further to report.

6) Broadband.

Openreach have been observed undertaking broadband cable installation in Aldcliffe.

7) NDP.

Nothing further to report.

8) Other Matters

None raised

26/026 Payments

Payee & Detail	£
LALC. Annual subscription 2026/27	64.18
Dawn Allen. Internal Audit 2025/26	68.00
Hudson Hill Consulting, IT Services, June 2026 (Note 1)	11.99
St Paul's Parish Hall – Meeting on 13 th 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. To be paid on receipt under 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.

Resolved: That the above accounts be approved for payment.

26/027 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 10th June 2026 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm. The next meeting will be scheduled for Wednesday, 8th July.

The meeting closed at 9.00pm

Clerk of the Council

Chair

Date: