

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 22nd July 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 Friday, 19th June 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. **Casual Vacancy.** Update on the existing casual vacancy for a Parish Councillor.
6. **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.
7. **Aldcliffe Road car parking.** To receive an update and consider next steps.
8. **Review of the Neighbourhood Development Plan (NDP).** Update.
9. **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
10. **Consultations.**

None received to date.
11. **Finances.** Clerk's report attached.

12. **Payments.** To authorise payment of accounts. Report attached.
13. **Date of Next Meeting.** To confirm the date and time of next meeting.

Derek Whiteway
Parish Clerk
16th July 2026

Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

Minutes of the Meeting of the Parish Council held on 19th June 2026 at 7.00pm at St Paul's Parish Hall, Scotforth

Present: Councillor Nick Webster (Chairman)

Councillors Denise Parrett, Heather Ward and Kevan Walton.

Derek Whiteway, Parish Clerk

One member of the public attended the meeting

26/028 Apologies for Absence

Apologies were received from Councillor Tim Dant and from County Councillor Gina Dowding and City Councillor Tim Hamilton-Cox.

26/029 Casual Vacancy for a Councillor

The Clerk reported that Councillor Tim Dant had submitted his resignation from the Parish Council with effect from 30th June 2026. The Clerk outlined the procedural steps for managing the resulting 'Casual Vacancy'.

Resolved: That Councillor Dant be thanked on behalf of the Parish for his invaluable commitment and contribution as a Councillor over the past four years.

26/030 Minutes of the previous meeting

Resolved: The minutes of the Annual Parish Council Meeting held on 13th May 2026 were approved without further amendment.

26/031 Declarations of Interest

No changes or new declarations were made.

26/032 Public discussion.

None

26/033 Planning Applications

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

2) Update on Previous Planning Applications

No planning decisions had been issued since the last meeting.

Planning Appeal ref 26/00010/REF - 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.

Councillors noted that the appeal hearing was scheduled to take place on Wednesday, 8th July and that planning consultants Stephenson Halliday would be attending on behalf of the Parish Council.

3) Other Planning Matters

a) City Council Local Plan – Parish Council Forum.

Councillors Parrett, Ward and Walton provided feedback on the City Council's Local Plan Forum held on Tuesday, 16th June. The Forum had provided an update on how the City Council was taking forward its review of the Local Plan and information on objectives and planning targets over the next 15 years.

The City Council is conducting an ongoing 'call for sites' and officers indicated that all parishes should expect to accept an uplift in new building targets.

Officers indicated that nominations for Public Green Spaces should reach decision by this Autumn, but any resulting designations would not take effect until the Local Plan is adopted. The Clerk advised that he had not yet received any response regarding the Parish Council's nomination for land adjacent to the Lancaster Canal.

Action: The Clerk will seek confirmation that the Parish Council's nomination of a Public Green Space is to be considered by the City Council.

Councillors discussed the 'Local Plan Hub' provided on the City Council's website and agreed that further consideration should be given to publicising the Hub to residents.

b) Hedge trimming work on Lunecliffe Road and Stodday Lane.

It was noted that concerns about recent hedge trimming work, originally reported by a resident, had been reported to County Highways, the Police and the Planning Authority.

26/034 Parking on Aldcliffe Road

Councillors discussed the response recently received from the County Council's Director of Highways and Transport, Matt Townsend. The Clerk advised that County Councillor Dowding was continuing to correspond with Mr Townsend in an attempt to secure action.

The Clerk advised that no response had yet been received from the Chief Executive of the Canal and River Trust (CRT). Councillors agreed that the Clerk should follow up on this.

The Chairman provided Councillors with a copy of information and an 'Idea Plan' provided by a resident. It was agreed that the plan would be useful for future discussions with the CRT.

Councillors discussed next steps and agreed that representations should be made to the local MP, Cat Smith.

Agreed: That Councillors Parrett and Ward will seek to set up a meeting with the local MP.

Agreed: The Clerk will follow up with Lancashire County Highways the matter of overgrowth along the roadside verges on Aldcliffe Road.

26/035 Review of the Neighbourhood Development Plan (NDP).

Councillor Parrett reported that Lancaster City Council had advised of a potential legal issue regarding the review. Further information and an outcome was awaited.

Agreed: the position will be kept under review.

26/036 Clerk and Councillor Updates

City and County Councillor's Report:

None received.

Clerk's Report:

- 1) Smugglers Lane. A report had been received of unsafe decking at the Southern end of the footpath, near the exit on to the estuary path. No response had yet been received from the PRow team to the report of damage to the gate at the Aldcliffe Hall Lane end of the footpath.

Action: The Clerk will follow up with the PRow team on both reported issues.

Members' Updates

2) Highways

No further matters reported.

3) Amenity, including the Lengthsman (Chairman)

No further matters reported.

4) Stakeholder Liaison.

Councillor Ward reported on action taken with United Utilities (UU) and their contractors, C2V following a number of tankers having come through

Stodday in the last week. UU/C2V had undertaken to work with County Highways to provide better signage.

UU had also suggested a willingness to provide funding for projects in the area. Councillors discussed initial ideas for potential projects and agreed to pursue the opportunity and review the position again at the September meeting of the Council

5) Broadband.

The Chairman reported that Openreach contractors had recently been working in Aldcliffe installing full fibre cabling..

6) NDP.

Nothing further to report

7) Other Matters

None raised.

26/037 Consultations

None received.

26/038 Finances

The Clerk presented a budget update report, which was accepted.

26/039 Payments

Payee & Detail	£
Hudson Hill Consulting, IT Services, July 2026	11.99
St Paul's Parish Hall – Meeting on 19 th May 2026 (Note 1)	25.20
Derek Whiteway – Parish Clerk salary and expenses, May 2026 (includes £49.00 re 7 x Land Registry title register reports)	250.54
HMRC – PAYE deductions, May 2026	50.40

Note 1: 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.

26/040 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 22nd July 2026 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date:

DRAFT

Parish Council Meeting, 22nd July 2026

Agenda Item 11 – Finance Update

Part 1 – General Account Budget Update as at 14th July 2026

Key messages:

- a) No matters requiring attention at this stage. The underlying assumption is that all budgets will be fully spent during the year.

	Annual Budget	Actuals To 31 May 26	Expected in Rest of Year	Projected for Year	Variance
	£	£	£	£	£
A. Balance Bfwd	9,132	7,163		7,163	- 1,969
Receipts					
Precept	6,050	6,050	-	6,050	-
Bank Interest	200	73	150	223	23
VAT Refund	342	665	-	665	323
B. Sub-Total- Receipts	6,592	6,788	150	6,938	346
Payments					
Parish Clerk Salary	- 2,250	- 749	- 1,501	- 2,250	-
PAYE	- 560	- 175	- 385	- 560	-
Parish Clerk Expenses	- 30	-	- 30	- 30	-
Parish Clerk Training	-	-	-	-	-
Councillors Expenses	- 50	-	- 50	- 50	-
Meeting Room Hire	- 350	- 126	- 224	- 350	-
Subscriptions	- 60	- 64	-	- 64	- 4
Lengthsman Services	- 1,500	-	- 1,500	- 1,500	-
Insurance	- 255	-	- 255	- 255	-
Printing & Stationery	- 60	-	- 60	- 60	-
IT Services	- 150	- 30	- 120	- 150	-
Data Protection Registration	- 50	-	- 47	- 47	3
Internal Audit	- 80	- 68	-	- 68	12
Bank Charges	- 90	- 21	- 69	- 90	-
Recoverable VAT	-	- 6	-	- 6	6
C. Sub-Total - Payments	- 5,485	- 1,238	- 4,242	- 5,480	5
D. Net Receipts/Payments (B minus C)	1,107	5,549	- 4,092	1,457	350
Internal Transactions					
Appropriations to Reserves	- 1,000	- 1,000	-	- 1,000	-
Transfer to EW&SP Reserve	-	-	-	-	-
Transfer to NDP Review Reserve	-	- 2,000	-	- 2,000	- 2,000
Transfer to Consultancy Services Reserve	-	-	-	-	-
E. Total Internal Transactions	- 1,000	- 3,000	-	- 3,000	- 2,000
Balance Carried Forward (A+D+E)	9,239	9,712	- 4,092	5,620	- 3,619

Part Two –General Account and Earmarked Reserves Summary

Key messages:

- The 2026/27 General Account budget provided for a further £500 to be transferred into both the External Works and Special Projects (EW & SP) Reserve and the Consultancy Services Reserve.
- Councillors resolved on 8th April 2026 to transfer £2,000 from General Account balances into the NDP Review Reserve. (Minute 26/010(b)).

Reserves Summary	General Account	Env Support Reserve	Elections Reserve	NDP Review Reserve	EW & SP Reserve	Consultancy Services Reserve	Totals
	£	£	£	£	£	£	£
Balance Bfwd 01/04/2026	7,163	2,519	1,000	55	1,000	2,016	13,754
Transfers into the Reserve	-	-	-	2,000	500	500	3,000
Transfers from the Reserve	- 3,000	-	-	-	-	-	- 3,000
Receipts into the Reserve	6,788	-	-	-	-	-	6,788
Payments from the Reserve	- 1,238	-	-	-	-	-	- 1,238
Current Balance	9,712	2,519	1,000	2,055	1,500	2,516	19,303

Part 3 – Bank Reconciliation

Key messages:

- No matters requiring attention.

Bank Balance 14/07/2026	Unity Trust Instant Access Account	15,457.50	
	Unity Trust Current Account	3,845.40	
	Total	19,302.90	Agreed

Cash Book Summary:			
Row Labels	Sum of £ Gross	Sum of Cleared Amt	Unpresented Items
Balance Bfwd	13,753.61	13,753.61	0.00
Transfer	0.00	0.00	0.00
Receipt	6,787.62	6,787.62	0.00
Payment	-1,238.33	-1,238.33	0.00
Grand Total	19,302.90	19,302.90	0.00

Unpresented Items			
Bank Account	(All)		
Cleared	(All)		
Sum of Unpres			
Receipt/Pay	Payt Ref	Payee/Source	Total
⊕ Transfer			-
⊕ Receipt			-
⊖ Payment	⊕ e-pay		-
	⊕ charge		-
Payment Total			-
Grand Total			-

Parish Council Meeting, 22nd July 2026

Agenda Item 12 – Payments for Authorisation

Payee & Detail	£
Hudson Hill Consulting, IT Services, August 2026 (Note 1)	11.99
Hudson Hill Consulting, IT Services, September 2026 (Note 1)	11.99
St Paul's Parish Hall – Meeting on 22 nd July 2026 (Note 2)	25.20
Derek Whiteway – Parish Clerk salary and expenses, June 2026 (Note 3)	250.54
HMRC – PAYE deductions, June 2026 (Note 3)	50.40
Derek Whiteway/HMRC – Parish Clerk gross salary, July 2026. (Note 4)	240.83

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. No payment is to be made for this invoice due to the May invoice having been paid twice.

Note 3. Payments were made on 6th July 2026 following Councillors' approval by email.

Note 4. The Clerk's salary for July is due to be paid on 31st July 2026. Net pay and PAYE are yet to be calculated and the amounts will be confirmed with the Chairman prior to payment.