

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 2nd September 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, 22nd July 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
26/00028/REF (Appeal against refusal of 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 Far, Aldcliffe. Appeal hearing scheduled for Wednesday, 2nd December 2026. Deadline for submissions to the Planning Inspector: 28th September 2026.
26/00334/FUL	Erection of a stable building with associated hard standing. Land at Arna Wood Lane, Aldcliffe. Note: The Parish Council has not been formally consulted on this application.

- b) To receive an update on previous applications. Clerk's report to follow.
 - c) To consider any other planning matters affecting the Parish.
7. **Lancashire Local Government Reorganisation.** To receive an update and consider proposals issued regarding the timing of future elections.
8. **Parish Council Newsletter.** To discuss the timing and content of the Council's next newsletter.
9. **Aldcliffe Road car parking.** To receive an update and consider next steps.

10. Review of the Neighbourhood Development Plan (NDP). Update.

11. 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

12. Consultations. None received to date.

13. Finances. Clerk's report attached.

14. Payments. To authorise payment of accounts. Report attached.

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

Derek Whiteway
Parish Clerk
27th August 2026

Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

Minutes of the Meeting of the Parish Council held on 22nd July 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

Two members of the public attended the meeting.

26/041 Apologies for Absence

None

26/042 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 19th June 2026 were approved without further amendment.

26/043 Declarations of Interest

No changes or new declarations were made.

26/044 Public discussion.

None.

26/045 Casual Vacancy for a Councillor.

Lancaster City Council's statutory notice of the casual vacancy was due to expire on Thursday 23rd July 2026. Assuming no request to hold an election has been submitted by that date, the Parish Council will then be required to co-opt to the vacancy.

26/046 Planning Applications

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

2) Update on Previous Planning Applications

Councillor Walton gave feedback from the Council's planning consultants about the planning appeal hearing on 8th July 2026

3) Other Planning Matters

Lancaster City Council had confirmed that the Parish Council's Local Green Space nomination, submitted in July 2026, was in the system and would be considered in due course.

The next Lancaster City Council Parish Forum is being held on Monday, 1st September.

Councillors noted that planning applications 23/00283/FUL and 23/00687/FUL, relating to a proposed housing development adjacent to Ashton Road, and the creation of a contractor's compound, were being considered at the Planning Regulatory Committee on Monday, 27th July. Councillor Walton asked for the Council's authority to attend and speak on the applications.

Resolved. That the Parish Council authorise Councillor Walton to attend and speak at the Planning Regulatory Committee on Monday, 27th July 2026.

26/047 Parking on Aldcliffe Road

Councillor Parrett summarised the responses from Lancashire County Council (LCC) and the Canal and River Trust (CRT) that had been forwarded by MP Cat Smith. LCC had stated that the trimming of verge overgrowth and removal of self-seeded trees/bushes was contracted to Lancaster City Council. Otherwise, neither organisation's response had provided any positive news or undertaking to alleviate the parking and traffic concerns raised by the Parish Council and others.

Following discussion, Councillors agreed that the Parish Council should continue in its campaign.

Actions:

- 1..The Clerk will follow up with Lancaster City Council about the verge trimming and removal of self-seeded trees/bushes.
2. The Clerk will write again to the Chief Executive of CRT requesting a response to the letter sent on 2nd June 2026.
3. Councillor Parrett will reply to MP Cat Smith expressing the Council's disappointment with the responses from LCC and CRT and requesting further support.

26/048 Review of the Neighbourhood Development Plan (NDP).

No further update had been received from Lancaster City Council regarding questions over the validity of the Parish Council's review. Councillors agreed that Councillor Parrett should follow up on this with the Planning Officers.

Action. Councillor Parrett will seek an update from the Planning Officers.

26/049 Clerk and Councillor Updates

City and County Councillor's Report:

None received.

Clerk's Report:

1) Lancashire Local Government Reorganisation.

Councillors noted the recent announcement and discussed potential issues arising from the reorganisation.

Members' Updates

2) Highways (Chairman)

The Chairman suggested that a street cleaning visit was overdue for all areas of the Parish.

Action: The Clerk will request that Lancaster City Council arrange a street cleaning visit to all parts of the parish.

3) Amenity, including the Lengthsman (Chairman)

Nothing further to report.

4) Stakeholder Liaison.

Councillor Ward provided an update on recent discussions with United Utilities (UU). UU had advised that they were due to start the main piling work at the end of August 2026, which will involve increased noise and traffic (possibly up to 50 wagons per day at some times). UU had been in contact with Lancashire County Council about traffic control considerations.

This phase of work was due to continue until May 2027. Key traffic movement days had been specified, with hotspots in February 2027 for the delivery of base core materials. The final phase of major deliveries was expected in May 2027. Councillor Ward had asked UU to contact the most affected Stodday residents directly about these plans.

Councillors agreed that Councillor Walton should review the plans and information provided by UU.

Councillors agreed that residents should be advised by email, website and the notice boards of the planned works and associated issues, and that the next Parish Newsletter should be scheduled for early Autumn.

Action: The Clerk will arrange to notify parishioners through email, the website and notice boards of United Utilities planned programme of work and the associated issues.

Regarding Parish Council projects, UU confirmed they had asked their main contractors to attend to the Parish Council's proposed project to clear and improve the Snuff Mill Lane roadside drain later in the year.

5) Broadband.

Councillor Parrett reported that she had received a message from BT that superfast broadband was soon to be coming to Lancaster (and Aldcliffe).

6) NDP.

Nothing further to report.

7) Other Matters

None arising

26/050 Consultations

- 1) 'Phase 2' consultation by Lancashire Fire and Rescue Service into their Community Risk Management Plan.

Councillors agreed that the consultation should be promoted to residents.

Action: The Clerk will promote the LFRS consultation to residents via email and the website.

26/051 Finances

The Clerk presented a financial monitoring and banking update as at 14th July 2026. There were no significant matters arising and no interventions required.

Resolved: That the Clerk's report is noted.

26/052 Payments

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 salary, July 2026. (Note 4)	192.63
HMRC – PAYE deductions, July 2026 (Note 4)	48.20
Stephenson Halliday – invoice awaited for consultancy services	tba

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 and PAYE for July is due to be paid on 31st July 2026.

Resolved: That the above accounts be approved for payment.

Resolved: That Stephenson Halliday's invoice be paid once received, subject to its acceptability in terms of the quotations provided and agreement with the Chairman.

26/053 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 2nd September 2026 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 8:50pm

Clerk of the Council

Chair

Date:

Parish Council Meeting, 2nd September 2026

Agenda Item 13 – Finance Update

Part 1 – General Account Budget Update as at 31st August 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 Aug 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	- 941	- 1,309	- 2,250	-
PAYE	- 560	- 223	- 337	- 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	- 50	- 100	- 150	-
Data Protection Registration	- 50	-	- 47	- 47	- 3
Internal Audit	- 80	- 68	-	- 68	- 12
Bank Charges	- 90	- 28	- 62	- 90	-
Recoverable VAT	-	- 402	-	- 402	- 402
C. Sub-Total - Payments	- 5,485	- 1,902	- 3,974	- 5,876	- 391
D. Net Receipts/Payments (B minus C)	1,107	4,886	- 3,824	1,062	- 45
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	9,049	- 3,824	5,225	- 4,014

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)).
- Payment for planning consultancy services in August 2026 has reduced the balance on the Consultancy Services Reserve to £558

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	- 1,902	-	-	-	-	1,959	3,861
Current Balance	9,049	2,519	1,000	2,055	1,500	558	16,681

Part 3 – Bank Reconciliation

Key messages:

- Following the recent payment for planning consultancy services, it is recommended that £1,500 is transferred from the Instant Access Account into the Current Account to cover anticipated outgoings.

Bank Balance 26/08/2026	Unity Trust Instant Access Account	15,457.50	
	Unity Trust Current Account	1,223.09	
	Total	16,680.59	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	-3,860.64	-3,860.64	0.00
Grand Total	16,680.59	16,680.59	0.00

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 2nd September 2026

Agenda Item 14 – Payments for Authorisation

Payee & Detail	£
Stephenson Halliday. Consultancy Services. (Note 1)	2,350.50
Hudson Hill Consulting, IT Services, October 2026 (Note 2)	11.99
St Paul's Parish Hall – Meeting on 2 nd September 2026. (Note 3)	25.20
Derek Whiteway – Parish Clerk salary and expenses, August 2026	165.88
HMRC – PAYE deductions, August 2026	41.60

Note 1. Invoice from Stephenson Halliday was paid under delegated authority on 13th August 2026. Minute 26/052 (July 2026) refers. Presented here for information only

Note 2. Invoices from Hudson Hill Consulting are paid on receipt under previously 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.