

Minutes of the Meeting of the Parish Council held on 2nd September 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

26/054 Apologies for Absence

None

26/055 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 22nd July 2026 were approved without further amendment.

All in agreement

26/056 Declarations of Interest

No changes or new declarations were made.

26/057 Public discussion.

None.

26/058 Casual Vacancy for a Councillor.

Councillors discussed arrangements for filling the current casual vacancy.

26/059 Planning Applications

1) Planning Consultations.

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. The appeal hearing is scheduled for Wednesday, 2nd December 2026. Councillors discussed the appeal consultation, referring to issues regarding visual impact, the retrospective aspects of the application and concerns over the waste water disposal, etc. Resolved: Following discussion, It was proposed by Councillor Ward, seconded by Councillor Parrett and carried unanimously, that the Council's planning consultants Stephenson Halliday be consulted for preliminary advice on responding to the application. Resolved: It was proposed by Councillor Walton, seconded by Councillor Parrett and carried unanimously that, depending on the preliminary advice received, the Council should engage Stephenson Halliday to assist with the Council's response and attendance at the Appeal Hearing, to a maximum cost of £1,500.
26/00334/FUL	Erection of a stable building with associated hard standing. Land at Arna Wood Lane, Aldcliffe. Councillors discussed the application, expressing some concern over the over the size and scale of the proposed structure in relation to the size of the application site. Resolved: It was proposed by Councillor Walton, seconded by Councillor Ward and carried unanimously that the Council should respond with no objection in principle to the application, but expressing concerns over the size of the proposed structure and asking for conditions governing the future use of the site and buildings.
26/00735/FUL	Installation of solar panels to the rear and side roof slopes. 1 Park Meadow Lancaster Resolved: That a response be submitted supporting the application

2) Update on Previous Planning Applications

It was noted that applications 23/00283/FUL and 23/00687/FUL in relation to a proposed housing development on Ashton Road, were still showing as awaiting decision on the Planning Portal. The applications had been considered at the Planning Regulatory Committee on 27th July and had been passed unanimously.

3) Other Planning Matters

The next Lancaster City Council Parish Forum, originally scheduled for 1st September 2026 had been postponed until 6th October 2026. Councillor Parrett intends to attend along with Councillor Ward and/or Councillor Walton.

26/060 Lancashire Local Government Reorganisation (LGR).

The Clerk referred to a letter circulated by Lancaster City Council's Elections Officer and an email and letter sent by the Lancaster LALC Area Committee regarding Government proposals for the timing of future Parish Council elections.

Councillors agreed that they envisaged no difficulties with the proposals and that no representations should be made.

Councillor Ward provided feedback from a recent online meeting about LGR which had covered many questions about how arrangements might change. There were outstanding questions about whether the Parish Council 'map' might change in future and a separate meeting had been proposed for Parish Council representatives.

26/061 Parish Council Newsletter.

Councillors considered a range of potential topics for the next newsletter, including: update on the Stodday WwTW development; a reminder to residents to trim any hedges bordering public highways; accessing the City Council's Planning Portal; dealing with littering; and community social events.

Action: Councillor Ward will produce an initial draft of the newsletter.

26/062 Parking on Aldcliffe Road

Councillors discussed ongoing issues with the parking issues. These were now increasing again following the school holiday period. It had been noted that fewer camper vans had been parking on the roadside.

Flooding continued to be a significant issue near the East Lodge corner.

Action: Councillor Parrett will write to the area's MP, seeking support on the issue. The Clerk will raise further reports and requests for work in liaison with Councillor Gina Dowding.

26/063 Review of the Neighbourhood Development Plan (NDP).

Councillor Parrett reported on recent discussions with Lancaster City Council about the review. The City Council was unable to formally adopt the review and had advised the Parish Council to publish the outcomes on its website. It was agreed that no action was required to update the website at this stage.

26/064 Clerk and Councillor Updates

City and County Councillor's Report:

None received.

Clerk's Report:

Nothing further to report.

Members' Updates

1) Highways (Chairman)

The Clerk had submitted a request on 11/08/26 for the parish's streets to be cleaned. No response had been received and Councillors advised that no work had yet been undertaken.

2) Amenity, including the Lengthsman (Chairman)

Councillors had touched on several amenity issues earlier in the meeting.

Resolved: That Councillor Webster request contractors Rose & Thistle to undertake a litter pick in the parish and to clear foliage covering road signs.

3) Stakeholder Liaison.

Councillor Ward reported a notification from United Utilities' contractors C2V that piling work at the Stodday WwTW was scheduled at end of September, and would involve an increase in vehicles. It was noted that this could coincide with the period for harvesting of maize in several fields in the area.

4) Broadband.

Councillors noted that BT had recently advised that superfast broadband was due to be made available in Aldcliffe. Councillor Walton was continuing to investigate Starlink as an option in Stodday.

5) NDP.

Nothing further to report.

6) Other Matters

Councillor Walton raised a query regarding future Parish Council meeting scheduling and frequency. Councillors agreed that options should be considered.

Action: The Clerk will review and report to Councillors on options for future meeting frequency and scheduling.

26/065 Consultations

None

26/066 Finances

The Clerk presented a budget update report. Councillors discussed the current position regarding the Council's earmarked reserves in the light of ongoing projects and priorities. The Clerk had recommended that, following payment of recent invoices, a transfer of £1,500 should be made from the Instant Access Account to the General account to cover forthcoming commitments.

Resolved: That the report be accepted

Resolved: It was proposed by Councillor Walton, seconded by Councillor Parrett and carried unanimously that £500 be transferred from the Environmental Support Reserve to the Consultancy Services Reserve.

Resolved: It was proposed by Councillor Ward, seconded by Councillor Walton, and carried unanimously that £1,500 be transferred from the Council's Instant Access Account to the General Account.

26/067 Payments

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.

Resolved: That the above accounts be approved for payment.

26/068 Date and venue for next meeting

The next meeting is scheduled for Wednesday, 7th October 2026 at St Paul's Parish Hall, Scotforth, commencing at 7.00pm.

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date: