

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 7th October 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, 2nd September 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 to report.
 - c) To consider any other planning matters affecting the Parish.
7. **Parish Council Newsletter.** To discuss the timing and content of the Council's next newsletter.
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.
 - 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.

- a) Lancaster City Council – Parish Council Forum. To be held at 2.00pm to 4.00pm on Tuesday, 6th October 2026 at The Storey, Lancaster.
- b) LALC. Consultation on proposals to establish LALC as a Company Limited by Guarantee (CLG). The consultation deadline is 6th November 2026.

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
1st October 2026

Tel: 01524 64908
Email: clerk@aldcliffewithstoddaypc.org

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:

Parish Council Meeting, 7th October 2026

Agenda Item 11 – Finance Update

Part 1 – General Account Budget Update as at 1st October 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	147	150	297	97
VAT Refund	342	665	-	665	323
B. Sub-Total- Receipts	6,592	6,862	150	7,012	420
Payments					
Parish Clerk Salary	- 2,250	- 1,107	- 1,143	- 2,250	-
PAYE	- 560	- 264	- 296	- 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	- 60	- 90	- 150	-
Data Protection Registration	- 50	-	- 47	- 47	3
Internal Audit	- 80	- 68	-	- 68	12
Bank Charges	- 90	- 42	- 48	- 90	-
Recoverable VAT	-	- 404	-	- 404	- 404
C. Sub-Total - Payments	- 5,485	- 2,135	- 3,743	- 5,878	- 393
D. Net Receipts/Payments (B minus C)	1,107	4,726	- 3,593	1,134	27
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	8,889	- 3,593	5,297	- 3,942

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)).
- Councillors resolved on 2nd September 2026 to transfer £500 from the Environmental Support Reserve into the Consultancy Services Reserve (Minute 26/066(a)).
- The Council has commissioned planning consultancy work at a quoted cost of £970 plus VAT, to be met from the Consultancy Services Reserve.

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	-	500	-	2,000	500	1,000	3,000
Transfers from the Reserve	- 3,000	-	-	-	-	-	- 3,000
Receipts into the Reserve	6,862	-	-	-	-	-	6,862
Payments from the Reserve	- 2,135	-	-	-	-	- 1,959	- 4,094
Current Balance	8,889	2,019	1,000	2,055	1,500	1,058	16,521

Part 3 – Bank Reconciliation

Key messages:

- No matters arising.

Bank Balance 01/10/2026	Unity Trust Instant Access Account	14,031.63	
	Unity Trust Current Account	2,501.61	
	Total	16,533.24	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	6,861.75	6,861.75	0.00
Payment	-4,094.11	-4,082.12	-11.99
Grand Total	16,521.25	16,533.24	-11.99

Unpresented Items				
Bank Account	(All)			
Cleared	(All)			
Sum of Unpres				
Receipt/Pay	Payt Ref	Payee/Source		Total
Payment	e-pay	Hudson Hill	-	11.99
Payment Total			-	11.99
Grand Total			-	11.99

Parish Council Meeting, 7th October 2026

Agenda Item 12 – Payments for Authorisation

Payee & Detail	£
Hudson Hill Consulting, IT Services, November 2026 (Note 1)	11.99
St Paul's Parish Hall – Meeting on 7 th October 2026. (Note 2)	25.20
Derek Whiteway – Parish Clerk salary and expenses, September 2026. (Note 3)	206.47
HMRC – PAYE deductions, September 2026	51.60

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.

Note 3. Revised NJCC pay scales effective from 1st April 2026 were published in August 2026, with an uplift of c3.3%. The Clerk's September salary includes the new pay rates and backpay of £43.73 for the period April to August 2026.