

ALDCLIFFE – WITH – STODDAY PARISH COUNCIL

Minutes of the Meeting held on 24th April 2018 at 7.00pm

The Friends Meeting House, Meeting House Lane, Lancaster.

Present: Councillor Chris Norman (Chairman)
Councillors Colin Rogers, Kevan Walton, Nicholas Webster and Emma Wolstencroft
City Councillors Abi Mills, Ronnie Kershaw and Margaret Pattison
County Councillor Gina Dowding (item 11 onwards)
Derek Whiteway, Parish Clerk
One parishioner also attended the meeting

1. Apologies for Absence

Apologies were received from City Councillor Sheila Denwood

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the previous meeting

The minutes of the previous meeting held on 6th March 2018 were approved without further amendment.

4. Accounts

The Parish Clerk informed the meeting of the following payments made, or due to be made by the Parish Council since the last meeting:

			£
24/04/18	LALC	Annual subscription 2018/19	50.78
tba	Friends Meeting House	Hire of room (24/04/18)	30.00

Resolved: That the above payments are authorised

5. Annual Governance and Accountability Return (AGAR)

The Parish Clerk presented a report setting out the reporting requirements for the AGAR relating to the financial year ended 31st March 2018. The Clerk advised that the Annual Return would be subject to submission for external audit at a cost of £200 and set out the following timetable required to meet the statutory deadlines for the return:

a)	Completion of the annual review, internal audit and approval of the accounts	26/06/18 (Council Meeting)
b)	Submission of the AGAR for external audit	27/06/18
c)	Public rights of inspection period	02/07/18 to 10/08/18
d)	Publication of the AGAR including the external audit opinion	by 30/09/18

The Parish Clerk advised Councillors that he had approached Bob Bailey, a former internal audit colleague at Lancaster City Council about acting as the Parish's internal auditor for this exercise. It was agreed that, given this pre-existing relationship between the Clerk and Mr Bailey, the views of the external auditor would be sought prior to confirming the appointment.

- Resolved:**
- (1) That the proposed timetable for the Annual Governance and Accountability Return is approved**
 - (2) That the Chair and Clerk are authorised to undertake the annual governance review and produce the draft AGAR for consideration/approval by Council on 26th June 2018**
 - (3) That, subject to consulting the appointed external auditor, Bob Bailey be appointed as the internal auditor for the 2017/18 financial year**

6. Financial Regulations

The Parish Clerk presented a report proposing the adoption of a set of Financial Regulations based on a national model produced by the National Association of Local Councils (NALC). The Clerk highlighted a number of areas within the proposed draft where the Council needed to determine deadline dates and financial values relevant in certain circumstances.

- Resolved:**
- (1) That the draft Financial Regulations be adopted without amendment.**
 - (2) That the Financial Regulations are reviewed annually by the RFO and updated as necessary by Council, the date of the next review to be April 2019 for reporting at the Annual Meeting for 2019/20**

7. Risk Assessment and Risk Log

The Parish Clerk presented a report setting out the need for the council to be able to demonstrate effective risk management and appending a draft Risk Log for Members to consider.

Following discussion of the layout and contents, it was agreed that the draft Risk Log should be adopted and formally reviewed annually, and that in certain instances where more significant risks arise, more detailed assessment process might be adopted.

- Resolved:**
- (1) That the draft Risk Assessment and Log be adopted without amendment.**
 - (2) That the Risk Assessment and Log is formally reviewed and updated annually by Council, the next formal review to be considered at the Annual Meeting for 2019/20**

8. General Data Protection Regulations (GDPR)

The Parish Clerk gave a verbal update on the implications for the council of the GDPR, coming into effect on 25th May 2018. Further guidance was expected at the forthcoming Lancashire Association of Local Councils' (LALC) Spring Conference on Saturday 28th April. The Clerk is attending and will feed back any relevant information. The clerk will also develop an action plan

in readiness for the next meeting to ensure the council can meet its responsibilities under the legislation.

Action: That the Parish Clerk continues to assess the implications of GDPR for the council, feeding back to Members as necessary, and drafting an action plan to meet legislative requirements.

9. Arna Wood Solar Farm – Planning Conditions

Councillor Kevan Walton updated Members on action he had taken as a private resident, writing to the City Council Planning service about apparent contraventions of the planning permission granted. These apparent contraventions related to: the lack of hedge and tree planting; and failure to submit a detailed habitat management plan; as well as concerns about noise issuing from the development.

The Chair thanked Councillor Walton for his update and the action he had taken. Following discussion, it was agreed that the Parish Council should make its own representations to the City Council on these matters.

Action: That the Chair writes to Lancaster City Council Planning Enforcement Team (and copied to the chair of Planning Committee) expressing the Parish Council's views and concerns on this matter.

10. Public Right of Way, Aldcliffe Hall Drive

Councillor Colin Rogers provided a verbal recap of the position regarding the submission to Lancashire County Council of a case for the creation of a Public Right of Way (PROW) along Aldcliffe Hall Drive. The application has been accepted as a valid case by the County Council and it is understood that it is scheduled for consideration at a County Council meeting on 6th June 2018.

Action: That Councillor Rogers and the Parish Clerk continue to monitor and report back on progress with the application.

11. Access between Lune Estuary Path and Stodday

The Chairman provided a verbal recap regarding the short section of path (approx. 20m) connecting the Lune Estuary Path and the lane adjacent to the Water Treatment Works leading to the road by Snuff Mill. The path is regularly prone to flooding. Ownership of this land has not been established although some maintenance has been carried out by an unknown person or body.

Advice received by the Chairman on potential future liabilities had not been conclusive; it is noted that potential risks could, and would need to be, insured. Thurnham PC is to be consulted on the practicalities and costs of land risks insurance.

Following discussion of the matter it was agreed to seek a meeting with United Utilities and both the City and County Councils to attempt to agree a way forward.

During the item, the issue of escalating fly-tipping was raised and discussed. It was noted that initiatives being taken by the Lancaster City Council enforcement team, including the use of mobile CCTV might be of interest to the parish. The parish's City and County Councillors are to be copied in to any future emails sent to either Council about fly-tipping (and other) issues.

- Action:**
- (1) The Chairman is to write to United Utilities and the City and County Councils seeking a meeting on this matter**
 - (2) The Clerk will consult Thurnham Parish Council and LALC on the matters concerning insurance**
 - (3) Copies of any future correspondence with the City or County Council reporting issues in the parish will be shared with the parish's City and County Councillors**

12. Highways Issues

The Chairman has written to Lancashire County Council concerning the poor quality of surfacing repairs made to Aldcliffe Road between the Haverbreaks bridge and Aldcliffe Cottages.

Councillor Kevan Walton reported that the section of road in Stodday damaged by flood water has now been repaired.

There has been no further progress regarding attempts to establish appropriate signage from the A588 through Stodday and also at the junction of Walnut Bank Lane and Stodday Road, with a view to avoiding further damage from heavy/oversized vehicles. The Chairman is to write to the County Council formally requesting that they provide appropriate signage.

Action: The Chairman will write to the County Council formally requesting that they provide appropriate vehicle restriction signage in Stodday.

13. Any Other Business

The Parish Clerk brought to members attention the planning application 18/00337/FUL received for consultation on 9th April 2018. Following discussion it was agreed that a meeting would be sought with officers of the City Council's Planning Service to discuss principles surrounding this application.

Action: The Chairman will seek to arrange a meeting with officers of the City Council's Planning Service.

The Parish Clerk advised Members of two public consultation invitations recently received from Lancashire County Council, concerning street lighting and community transport services. It was agreed that these invitations should be forwarded to all parishioner contacts.

Action: The Clerk will forward the consultation invitations to all parishioner contacts.

14. Date and venue for next meeting

The date for the next Parish Council meeting has been set for Tuesday 26th June 2018 at the Friends Meeting House, Lancaster.

The meeting closed at 8.50pm