

# ALDCLIFFE – WITH – STODDAY PARISH COUNCIL

Minutes of the Meeting held on 26<sup>th</sup> June 2018 at 7.00pm

The Friends Meeting House, Meeting House Lane, Lancaster.

**Present:** Councillor Chris Norman (Chairman)  
Councillors Colin Rogers, Kevan Walton and Nicholas Webster  
Derek Whiteway, Parish Clerk

## 1. Apologies for Absence

Apologies were received from Councillor Emma Wolstencroft and City Councillor Abi Mills

## 2. Minutes of the previous meeting

The minutes of the previous meeting held on 24<sup>th</sup> April 2018 were approved without further amendment.

## 3. Election of Officials 2018/19:

- a) Chair of the Parish Council: it was proposed by Councillor Walton, seconded by Councillor Rogers and carried unanimously that Councillor Norman be elected as Chair for the 2018/19 municipal year.
- b) Vice-Chair of the Parish Council: it was proposed by Councillor Walton, seconded by Councillor Rogers and carried unanimously that Councillor Webster be elected as Vice-Chair for the 2018/19 municipal year.
- c) The Chairman signed the Declaration of Acceptance of Office of Chair for 2018/19.

## 4. Declarations of Interest

No declarations of interest were made.

## 5. Public Discussion and Updates

- a) Public Discussion: None
- b) Clerk's Report:
  - i) **Local Delivery Scheme.** An invitation had been received from the Lancashire County Council's Public Rights of Way Officer for the parish to opt-in to a 'Local Delivery Scheme', whereby annual funding of £250 was provided by the County Council to enable maintenance works on designated public rights of way (PRoWs). The three currently designated PRoWs in the parish are: #50 - between Hill Farm, Aldcliffe and the cycle path; #51 - the link path between the canal and Ashton Rd at Deep Cutting; and #56 - between Stodday (adjacent to 'Westerley') and Ashton Road.

After discussion it was agreed that the Parish Council should opt-in and that options for engaging a 'lengthsman' to do the work should be investigated.

**Resolved: That the Parish opts-in to the Local Delivery Scheme, and that the Clerk will make further enquiries regarding the engagement of a lengthsman.**

- ii) **Community Communications.** The Clerk referred to a recent event that had highlighted gaps in current communication arrangements within the parish. Following discussion it was agreed that the Parish Council should seek to establish as comprehensive a contact list of parishioners as possible, in full compliance with data protection requirements.

**Action: That once the Parish has developed and adopted appropriate data protection policies, a full refresh will be undertaken of its parishioner contact list. (Parish Clerk to action)**

c) Members' Updates

- i) **Application for a Public Right of Way, Aldcliffe Hall Drive.** Councillor Rogers reported that Lancashire County Council's Regulatory Committee had approved the designation of Aldcliffe Hall Drive as a 'Restricted Byway'. An Order to this effect was expected to be published in the next few weeks, with the landowners then having a six-week period during which they have the right to object to the Secretary of State.

The Council thanked Councillor Rogers for his work in achieving this outcome.

- ii) **Arna Wood Solar Farm.** Councillor Walton provided an update on progress with his enquiries as a private resident. Regarding site screening issues, the City Council Planners had confirmed that the augmentation of hedges to the east of the farm must be done in the next planting season, i.e. Autumn 2018. The Council had also noted that the site had recently been sold to Greencoat Solar and it was felt that early contact would be beneficial to establish a rapport and make the company aware of the parish's views regarding the site. The Clerk advised that an application (ref 18/00082/DIS) to discharge planning condition 6 – ecological survey had been submitted on 24<sup>th</sup> May 2018 and this was under consideration.

**Action: That Councillor Walton will draft a letter, to be sent by the Clerk to Greencoat Solar; and that progress with hedge planting will be reviewed in late autumn.**

- iii) **Access between Lune Estuary Path and Stodday:** Councillor Walton advised that he and another Stodday resident were arranging to investigate the blockage. It was agreed that following this, it would still be beneficial to set up a meeting with United Utilities and the City and County Councils to discuss any future action, particularly maintenance responsibilities and funding. The possibility was also discussed of holding a future 'family day' to undertake work in this area.

**Action: That, once the outcome of Councillor Walton's investigations is known, a meeting will be sought with United Utilities and the City and County Councils.**

- iv) **United Utilities Noise Issues:** Councillors Walton and Rogers had met productively with UU's site manager on Friday, 15<sup>th</sup> June. Whilst no firm conclusions had been reached, positive practical arrangements had been made to help pin down the sources of noticeable noise.

**Action: Councillors Walton and Rogers to continue to liaise with the UU site manager**

- v) **Highways Issues:** The Chair reported that he had not received any further response from Lancashire County Council on either road surfacing or vehicle size signage issues. Following discussion it was agreed that renewed efforts were required to secure action.

**Action: The Chair will write again to County Highways regarding the road surfacing and signage issues (cc to Councillor Dowding). In connection with earlier discussions about a lengthsman, the Chair also offered to investigate (via the County Council's MARIO mapping system) the position regarding roadside hedgerow maintenance.**

- vi) **Road Safety:** The Chair reported that, following a 'near-miss' on Aldcliffe Hall Lane, local PCSO Owen had contacted all local farms and advised them about driving safety considerations in the parish.

## 6. Annual Governance and Accountability Return (AGAR)

The Clerk introduced a report into the drafting of the Annual Governance and Accountability Return (AGAR) for 2017/18, referring in turn to the following elements of the return:

- (1) The Internal Auditor's report for 2017/18 had concluded that, acknowledging that some elements were not applicable in the first year of existence, the Council had complied with all areas set out in the required statement.
- (2) The Clerk reported that, with the exception of some elements not applicable during the year, the Governance Statement for 2017/18 could demonstrate compliance with all requirements. It was resolved that the Governance Statement be approved
- (3) The Clerk then introduced the Annual Statement of Accounts 2017/18 with an accompanying bank reconciliation statement. A required statement of significant variances explained the position regarding this being the council's first year of operation. It was resolved that the Statement of Accounts be approved
- (4) The Clerk proposed that the period for public inspection be set as being from Monday, 2<sup>nd</sup> July to Friday, 10<sup>th</sup> August 2018.

Following approval, the Clerk would be submitting the AGAR to the appointed auditors, PKF Littlejohn, with the audit report due to be received in time for formal publication of the audited accounts by the end of September 2018.

### RESOLVED:

- (1) the Annual Internal Audit Report 2017/18 is noted and accepted.
- (2) Section 1 of the AGAR – the Annual Governance Statement 2017/18, is approved.
- (3) Section 2 of the AGAR – Accounting Statements 2017/18, is approved.

- (4) the period for the exercise of public rights to inspect the accounts is set as Monday 2<sup>nd</sup> July to Friday 10<sup>th</sup> August 2018.

## 7. Planning Applications

The Parish Clerk presented a report setting out the current position on planning applications made in the parish during 2018. The following were discussed:

**18/00337/FUL: Change of use and conversion of equine storage building to a detached dwelling, Lunecliffe Barn.** The Chair advised that a revised application had just been submitted and the Council had been invited to provide comments by 17<sup>th</sup> July 2018.

Following discussion it was agreed that a response should be made expressing concerns about the potential impact of such applications on the parish, given its categorisation as 'non sustainable' in development terms.

**Action: The Chair to draft a consultation response for submission by the Clerk**

**18/0092/TPO: Proposal to reduce the crown of a Beech tree by approximately 30%, 9 Aldcliffe Hall Drive.** Following discussion of this application, it was agreed that a response should be submitted asking that the decision take account of the antiquity of the tree and the historical and visual importance of the avenue of trees on Aldcliffe Hall Drive.

**Action: The Clerk to draft a consultation response**

## 8. Accounts

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

Payee & Detail	£
Mr D Whiteway – Clerk's salary and expenses, Mar-Jun 2018	320.66
HMRC –PAYE Mar-Jun	69.00
Friends Meeting House – hire of room 26/06/18	30.00

**Resolved: That the above payments are authorised**

## 9. Date and venue for next meeting

The date for the next Parish Council meeting has been set for Tuesday 18th September 2018 at the Friends Meeting House, Lancaster.

The meeting closed at 9.20pm