

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held at Grosvenor Park School on
Wednesday 13th April 2016 at 7-00 pm.

Present: Councillor Mr S Edmondson (Chair)
Councillor Mrs M Baxter
Councillor Mr I Clift
Councillor Mrs G Kelly
Councillor Mrs W Jackson
Councillor Mr K Percy

1616 APOLOGIES: None

1617 MINUTES: Subject to a minor amendment, it was RESOLVED that the Minutes of the meeting held on 09 March 2016 be approved

1618 DECLARATION OF INTERESTS: There were no declarations of interest

1619 ADJOURNMENT FOR PUBLIC DISCUSSION:

- 1) The Clerk updated Members on actions and investigations taken on matters raised at the previous meeting that had all been, or were in the process, of being dealt with. Councillors reported on various 'street problems' within the Parish that had come to their attention since the last meeting, including:
- Council land on Mellishaw Lane that has been badly churned up by an unknown vehicle
 - Fly-tipping at the back of Mellishaw Caravan Park
 - The barbed wire barrier around a dyke/culvert adjacent to Grosvenor Park Play that had collapsed or had been trodden down and had been reported at the March meeting has not yet been attended to

Members noted actions taken by the Clerk and the Parish Lengthsman on behalf on the Council and requested that the Clerk report matters raised at this meeting the principal authorities and report back on action(s) taken

- 2) The Clerk reported that Lancaster City Council has renewed its contract with the Community Payback Scheme for 2016/2017. Members were informed that any projects within the parish that could be undertaken by the Community Payback scheme should be communicated to Will Griffiths at Lancaster City Council in future as Paul Cocker is retiring in early May. Members were reminded that any work to be undertaken through the Community Payback Scheme should be on public land and where resulting improvements are to the benefit of residents and/or visitors to the area.

Members noted the renewal of the Community Payback Scheme 2016/2017 and the conditions for work undertaken as part of the scheme. The Clerk was instructed to thank Paul Cocker, Public Real Manager for his support for the Council over many years and to wish him well in his retirement

- 3) Members were reminded that the formal consultation currently underway for Morecambe Bay & Duddon Estuary potential Special Protection Area (pSPA) is due to close on 21st April 2016 at 5pm. The pSPA amalgamates the existing Morecambe Bay and Duddon Estuary SPAs and includes extension to the seaward and landward boundaries of the amalgamated site, including the Ravenglass Estuary. Six birds species are recommended for inclusion in the pSPA: non-breeding whooper swan, little egret, black-tailed godwit, ruff, Mediterranean gull and lesser black-backed gull. The extensions are recommended for inclusion in the pSPA for foraging Sandwich and little tern.

Members noted the deadline for the consultation on the Morecambe Bay & Duddon Estuary potential Special Protection Area (pSPA)

The meeting was reconvened

1620 PLANNING APPLICATIONS

TRO Number 559 (2015)	Modified Tree preservation order relating to trees at Riverside Caravan Park, Lancaster Road, Heaton-with-Oxcliffe
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After some discussion, it was RESOLVED that no representations be made

1621 ACCOUNTS FOR PAYMENT:

100277	Mr John Fairclough, Lengthsman – Grounds Maintenance and Lengthsman duties	£115.66
100278	Lancashire County Council – Hire of meeting room at Grosvenor Park School (two meetings)	£90.00

It was RESOLVED to that the above account(s) be paid.

1622 The Clerk and the Parish Lengthsman reported on complaints that had been received regarding the state of Grosvenor Park Play Area that had resulted in the matter being reported to Lancaster City Council and a temporary closure whilst urgent repairs were undertaken to make the park safe.

The Clerk also reported and presented a completed risk assessment that had been undertaken with the Parish Lengthsman and subsequently shared and discussed with a Public Realm officer from Lancaster City Council, the conclusion of which was that, after more than 25 years, the park and equipment presented a number of risks and in need of significant improvement and investment.

Members were informed that subject to their decision to go ahead with a decision to make improvements to the park, availability of possible funding could be considered; design(s) and specifications developed and expressions of interest from suitable suppliers requested.

Following comments by Members on the current state of the park, current issues and future use of the park, it was RESOLVED, that the Clerk inform the Public Realm Officer to draft an advert for expressions of interest and outline design and areas of potential funding for further consideration by the Council

1623 Councillor Mr K Percy provided a further update on planned activities relating to the health and wellbeing of residents, referring to the week of Dementia Awareness events being held within the Parish at Salt Ayre Sports Centre between 15 – 21 May 2016, which the council fully supports. Councillor Percy suggested that health and wellbeing matters, such as the *Five ways of Wellbeing* be incorporated in the next Parish Council Newsletter due to be published in May, with a ‘special newsletter’ specifically for this purpose being produced and distributed during the summer.

Members also discussed the campaign recently launched by Lancashire County Council, supported by the Alzheimer’s Society, to raise awareness about the early signs of dementia and to encourage people to visit their GP for a memory check. The campaign is aimed at friends and relatives who may have noticed changes in the memory or behaviour of someone they know, to help them spot the signs and start a conversation. More information, advice and support can be obtained at www.lancashire.gov.uk/dementia

It was RESOLVED that the update be noted and that details of the *Five ways of Wellbeing* and Lancashire County Council’s Dementia Campaign be included in the next publication of the Parish Newsletter

1624 The Clerk reported that, as requested, Lancaster City Council’s Civil Contingencies Officer had provided templates and a step-by-step guide to help produce a Community Emergency Plan as a tool that can be used to prepare for emergencies that could affect our community. The guidance sets in detail how to complete the plan toolkit and where to find information, advice and support and resources to: effectively plan for an emergency; what to do in the event of an emergency and; how to practise and review the completed plan.

Members noted that community resilience will be something that many people and groups will already do and that to develop an emergency plan it will be important to work together with authorities, agencies, businesses, community groups and individuals to establish a community network and develop an ongoing process of using and enhancing relationships that will build resilience that will be beneficial to the whole community.

Members acknowledged that Salt Ayre Sports Centre, within the parish, is one of the local emergency centres and that operations are generally managed by staff at the nearby White Lund Depot and it was felt that there would be scope to take advantage of their close proximity in the event of a major emergency within Heaton-with-Oxcliffe.

After much discussion, it was RESOLVED that, in the early stages, a working group of elected Members be set up, supported by the Clerk and Lancaster City Council, to start developing a Community Emergency Plan and that initial details of this piece of work be included in the next publication of the Parish Newsletter.

1625 Members considered an update on the proposals to ensure that the council's websites is compliant with the Transparency Code as set out in the Account and Audit Regulations 2015 and the Transparency Code (the Code). The Clerk reported that council had been successful in its bid for funding from the National Association of Local Council's to support compliance with the Code and that a payment of £510 had been received towards the cost of developing a compliant website and any resources required a computer and any ancillary equipment.

Members had been provided with an outline of the offer and cost of developing a compliant website by potential suppliers at the last council meeting and took the opportunity at consider more detailed proposals at this meeting which included a review of example websites compiled by each, including upgrading the current website to ensure compliance with the Code.

Members asked a number of questions and discussed the merits of each proposal, after which it was RESOLVED that a new complaint website was the preferred option and that the proposal submitted by Tech Hub (North West) Ltd based in Morecambe be accepted at a cost of £300 (plus Vat) for development and an annual hosting and maintenance cost of £99 (plus VAT). Members also instructed the Clerk to replace the council's printer which is no longer fit for purpose.

1626 Members considered each of the following matters and initiatives receive from Lancashire County Council:

- 1) Invitation to Parish and Town Councils to opt into the Public Rights of Way Local Delivery Scheme, which provides an 'opportunity to undertake low priority maintenance on public rights of way for the appropriate payment and materials' and this year focuses on vegetation clearance

Members RESOLVED that the council would not opt into the scheme this year

- 2) Early diagnosis dementia campaign – see Minute 1623 above

- 3) Severe weather update bulletin and Parish Champion Newsletter March 2016

Members noted the activities and actions undertaken by Lancashire County Council during the winter season and the severe weather that the County experienced which did significant damage, particularly on unclassified urban and rural roads and to the highway gully system. Members also noted the contents of the Newsletter published by the Parish Champion

1627 At the request of the Society of Local Council Clerks, Members attention was drawn a petition to the government to introduce a limited third party right of appeal giving parish councils a right to appeal planning decisions to the Planning Inspectorate. The Clerk informed Members that 100,000 signatures are needed for the proposal to be considered by the government and that currently just over 12,000 signatures were in support of the petition, which is due to 'close' at the end of April.

Members acknowledged that parish council's do have statutory rights to contribute their views on planning applications and, as such, RESOLVED that the council would not add its signature to the petition.

1628 Members considered Lancashire and Merseyside Partnership's Effective Meetings Workshop on 14 June 2016.

It was resolved that Members would inform the Clerk if they wished to attend the workshop

The Clerk informed Members that the next meeting of the Parish Council will be **Wednesday 11th May 2016** commencing at 7:30pm, or as soon as possible thereafter, following the Annual Meeting of the Parish Council. The meeting closed at 8:25pm



Clerk of the Council