

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held at Grosvenor Park School on
Wednesday 08th March 2017 at 7-00 pm.

Present:

Councillor Mr I Clift - Chair
Councillor Mrs M Baxter
Councillor Mr S Edmondson
Councillor Mrs G Kelly
Councillor Mr P Melling
Councillor Mr K Percy
Councillor Mr W Jackson

1717 APOLOGIES: There were no apologies

1718 MINUTES: It was RESOLVED that the Minutes of the meeting held on Wednesday 08th February 2017 be approved.

1719 DECLARATION OF INTERESTS: There were no declarations of interest

1720 ADJOURNMENT FOR PUBLIC DISCUSSION:

- 1) The Clerk and Members reported on issues, activities and actions since the last meeting of the Council, for information only. These included:
 - a) Fixmystreet issue posted regarding a number of abandoned cars on White Lund Industrial Estate many of which are not road worthy or have no tax, MOT or insurance. The Clerk reported that the abandoned caravan previously reported had now been removed and the Lengthsman has cleared rubbish that had been dumped on Westgate Avenue. **Members noted the matters raised and updates on previously reported problems**
 - b) The Clerk reported on correspondence received including:
 - Notification from Lancaster City Council of a change to the Interim Monitoring Officer from 1st March 2017;
 - Posters and leaflets from Lancashire County Council promoting the Lancaster Park and Ride service and an extension of free parking until further notice;
 - A briefing at Morecambe Town Hall on 6th April 2017 providing information about the new Community Housing Fund which is government funding for community-led housing projects;
 - A Planning Workshop by Lancashire & Merseyside Training Partnership on 20th April 2017. **Members noted correspondence received and will inform the Clerk if they wished to attend either of the upcoming events.**
 - c) Councillor Mr K Percy again raised the issue of the water culvert on the grass area adjacent to Grosvenor park Play Area which remains a potential risk to safety due to the barrier around the culvert being completely flattened in a number of places. It was proposed that should the City Council fail to address this in the next few weeks necessary arrangements to secure the area be made by this council to make the area safe. **Members asked the Clerk to press the City Council for action and that, in the interim, arrangements be made for a risk assessment to be carried out and works costed for report back to the next meeting of the council.**
 - d) Councillor Mr I Clift reported that there are numerous and regular incidents of fly-tipping on Lancaster Road and in particularly around the area of the Golden Ball. **Members asked the Clerk to report the issue and had a general discussion about signs warning against fly-tipping being considered as a possible action in the future.**
- 2) Councillors Mr P Melling and Mr K Percy reported on the main points arising from the event held on 07 March 2017 hosted by the Morecambe Bay Partnership. Members were reminded that the partnership and South Lakeland District Council had been successful in securing £10k funding to set up a Morecambe Bay Coastal Community Team (Morecambe Bay CCT) and prepare an economic plan for the area. The new team will bring together local people, councils and businesses in the area to provide a framework to help guide investment and action to grow the rural and coastal economy. The council had previously expressed an interest in being involved as part of the team. It was reported that a very short timeframe of just three weeks had been given to develop and submit the economic plan, although much of the demographic and other data was already available from existing strategies, studies and reports.

It was noted that other CCT's were also successful in receiving funding and were now in the process of being established, including the Promenade to Port CCT which covers the Morecambe and Heysham coastal areas. **Members thanked Cllrs Melling and Percy for their report and requested that the Clerk write to the Morecambe Bay Coastal Community team expressing the Council's continued interest and support for the project and that similar contact be made with the Promenade to Port CCT and the outcome reported back to a future meeting of the council.**
The meeting was then reconvened

1721 PLANNING APPLICATIONS

16/01464/OUT	Outline application for the erection of 10 dwellings and creation of a new vehicular access – Mr T Hill, 113 White Lund Road, Morecambe, Lancashire, LA3 3DX
17/00089/ADV	Advertisement application for the display of 2 internally illuminated fascia signs, 3 non-illuminated fascia signs, 1 non-illuminated totem pole sign, 3 non-illuminated freestanding signs, 2 poster signs and 2 banner signs - Travis Perkins Ltd, Unit G, Sunnyclyff Retail Park, Mellishaw Lane, Heaton With Oxcliffe, Morecambe Lancashire LA3 3FE
TTRO -2	Temporary prohibition of traffic on to allow utility works to be carried out on 02 nd March 2017 on Scale Farm Road; B5273 Ovangle Road and A683 Morecambe Road – Lancashire Highways Service

After some discussion, it was RESOLVED that comment be made on Planning Application 16/01464/OUT regarding concerns about; the potential lack of visibility of egress from the new access road and access to and from the development given its position and the general speed of vehicles round the junction of Mellishaw Lane and Oxcliffe Rd, and; the need for proper drainage to mitigate risk of flooding.

1722 ACCOUNTS FOR PAYMENT:

100304	Zurich Insurance Limited – Annual Insurance Renewal	£281.73
100305	National Association & Lancashire Association of Local Council's Annual Subscription	£316.90
100306	Mr J Fairclough – Grounds Maintenance & Parish Lengthsman duties	£103.66
100307	Mr R Bailey – Parish Clerk Quarterly payment and expenses January – March 2017	£1,177.20

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

1723 Members considered insurance cover and renewal for 2017/2018. The Clerk informed Members that he had updated the cover for council assets and brought Members attention to the indemnity for employers liability (£10M); fidelity guarantee (£25k) and personal accident cover for council employees and councillors (£20k)

It was RESOLVED that the updated insurance cover and renewal proposal be approved.

1724 Members considered the reviewed and updated Freedom of Information Publication Scheme. The Clerk reminded Members that the Freedom of Information Act requires every public authority to have a publication scheme setting out its commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

After some discussion and questions, it was RESOLVED that the revised and updated Freedom of Information Publication Scheme be approved and be published on the council's website.

1725 Members considered the council's reviewed and updated Standing Orders and Financial Regulations. The Clerk explained that in order to demonstrate good governance, parish councils need to commit time to producing and reviewing their governance documents. These documents set the environment in which the council is expected to discharge its duties and powers and constitute its internal rules, practical arrangements and processes. In acknowledging that several years had passed since these documents had been formally adopted the Clerk advised that they should be reviewed by Councillors annually and adopted at the Annual Meeting of the council.

Standing Orders and financial regulations are core governing documents for the conduct and transaction of business at meetings of the council and arrangements for the proper administration of its financial affairs. The governance documents should be available for inspection and Councillors and employees should be able to demonstrate compliance with them in relation to all its activities, decisions and decision making processes.

After some discussion, and a number of questions it was RESOLVED that Members have more time to consider these documents in detail with a view to them being adopted at the Annual Meeting of the Council in May and subsequently published on the council's website.

1726 Members considered the reviewed and updated Complaints Procedure. The Clerk reported that the objective of the complaints procedure '*...is to put things right when they go wrong and ensure that mistakes do not recur in the future*'.

For the purposes of this procedure a complaint is '*..an expression of dissatisfaction by one or more members of the public about the parish council's action or lack of action or about the standard of a service delivered by the council. The complaint may relate to an action taken or a service provided by the council itself or a person or body acting on behalf of the council*'.

The complaints procedure sets out how a complaint can be made and the way in which the council will manage any reported problem with a service given by, or requested from, the council, or with any action or inaction

Members asked questions and RESOLVED that the revised and updated Complaints Procedure be approved and be published on the council's website.

1727 Members considered options for improving consideration of matters where a decision is needed within a short time period or as a matter of urgency.

The Clerk introduced Members to an application called Trello, a collaboration tool that organizes projects and/or actions and identifies what is being worked on and commentary on progress. It was suggested that Members could be given access to this to enable them to comment on matters of importance between meetings. Other options considered was a sub-committee of Members that could act on behalf on the council on urgent items, and; the Clerk liaising with the Chair to determine and carry out a course of action, with the Clerk/Chair subsequently notifying Members by email or at the next meeting of the council.

After discussion it was RESOLVED that in order to deal with matters within a short deadline or as a matter of urgency the Clerk liaises with the Chair to determine and carry out a course of action on behalf of the council with Clerk/Chair subsequently notifying Members by email or at the next meeting of the council.

The Clerk advised Members that the next meeting of the Parish Council will be **Wednesday 12 April 2017** commencing at 7:00pm. The meeting closed at 8:30pm



Clerk of the Council