

**PARISH OF HEATON-WITH-OXCLIFFE**  
**Minutes of the Meeting of the Parish Council held at Grosvenor Park School on**  
**Wednesday 14<sup>th</sup> March 2018 at 7-00 pm.**

**Present:** Councillor Mr W Jackson - Chair  
Councillor Mrs M Baxter  
Councillor Mr I Clift  
Councillor Mrs G Kelly  
Councillor Mr P Melling  
Councillor Mr K Percy

**1838 APOLOGIES:** Apologies were received and accepted from Councillor Mr S Edmondson

**1839 MINUTES:** It was **RESOLVED** that the Minutes of the meeting held on **Wednesday 14<sup>th</sup> February 2018** be approved.

**1840 DECLARATION OF INTERESTS:** There were no declarations of interest

**1841 ADJOURNMENT FOR PUBLIC DISCUSSION AND TO PROVIDE 'INFORMATION ONLY' UPDATES ON ACTIVITIES:**

1. No members of the public were present
2. The Clerk presented his report setting out a fixmystreet report submitted by a resident identifying that the verges between the Adsa entrance and Salt Ayre lane are 'full of rubbish'. The Clerk commented on correspondence received and invited comments from Members.
3. Members provided the following updates on issues arising since the last meeting:

- a) Councillor Melling provided a report on the recent meeting of the Community Emergency Plan Group that was attended by parish council representatives, Paul Bond from the Environment Agency and Mark Bartlett, Civic Contingencies Officer, Lancaster City Council.

Councillor Melling reported that despite the main presenters 'Rubicon' being unable to attend because of the bad weather, it had been a useful meeting allowing parish councils to network and discuss issues and experiences in developing and implementing their Community Emergency Plans.

The representative from Galgate spoke about their recent experience with flooding and advised that Rubicon – which is made up of ex-servicemen/women – provided valuable and vital support in dealing with the initial flooding and the clear up. The 'Charitable Lions' are another group who can help when major events occur. It was advised that several agencies and emergency plan groups maintain a register of vulnerable residents that can provide useful information when needed.

There was a demonstration by Mark Bartlett on the radios held by Lancaster City Council that groups can purchase and Paul Bond provided information on an alternative solution to sand bags, being sacks filled with a gel that expand when in contact with water.

- b) Councillor Baxter wished to place on record her thanks to Lancashire County Council's Gully team who recently came to clear the drains on Heaton Bottom Road. Even though only one blocked drain had been reported they cleared a total of nine drains in the immediate area which has stopped them from overflowing and water running into resident's basements.

Councillor Baxter raised a matter about Stagecoach buses when not in use taking short cuts down Heaton Bottom Road when returning to their depot. There were concerns that a proposed road closure could exacerbate this problem

- c) Councillor Jackson informed Members that a resident had contacted him about flooding on Altham Road which has since been reported.

It was **RESOLVED** that the information only updates be noted.

**1842 PLANNING APPLICATIONS**

Application No / Description	Parish Council Comment / Application Decision Status
<b>17/01079/FUL:</b> Erection of an agricultural livestock building, Mr E Thornton, Downlands Farm, Moss Road, Heaton-with-Oxcliffe LA3 3ES	No representation / Awaiting decision
<b>18/00247/FUL:</b> Erection of extension to existing industrial unit, Mr A Brakewell, 10 Woodgate, Morecambe, Lancashire, LA3 3PQ	New application / Awaiting decision

It was **RESOLVED** that the status of application number 17/01079/FUL be noted and that no representation be made on application number 18/00247/FUL.

**1843 ACCOUNTS FOR PAYMENT:**

Cheque No.	Payee and Payment Description	Amount
100342	Lancashire County Council – Hire of meeting room	£ 45.00
100343	Lancaster City Council – Grosvenor Park Playground Redevelopment	£9,700.00
100344	Alpha Engraving Limited – Manufacture & fit Grosvenor Park sign	£ 552.00
100345	Zurich Insurance Lid – Annual Insurance renewal (subject to Min 1843)	£ 288.27
100645	Mr J Fairclough – Grounds Maintenance & Lengthsman duties	£ 100.00
100646	Mr R Bailey, Clerks fees & expenses Qtr 4 January 2018 – March 2018	£1,305.05

The Clerk explained that an invoice for £19,400 had been received from Lancaster City Council being made up of £5,000 from the Galbraith Trust, £9,746 from the Big Lottery – the income for which has been paid into the Parish Council's bank account – and the balance of £4,654 from Parish Council funds. Agreement has been made with Lancaster City Council to pay half in March, represented by Cheque No: 100343, and the remainder once the 2018/2019 precept has been received.

Payment of Cheque No: 100345 is subject to Member approval of Agenda item 1844 below.

It was **RESOLVED** that, subject to approval of Agenda item 1844, the above account(s) be paid.

**1844 INSURANCE:** As request an additional quotation was sought for the insurance premium for 2018/2019 based on the same level of cover offered from the Parish Council's current insurers, Zurich Municipal. This broadly comprises of:

- Public Liability: £10,000,000
- Products Liability: £10,000,000
- Employers Liability: £10,000,000
- Libel and Slander: £100,000
- Fidelity Guarantee: £25,000

- Personal Accident: £20,000 or £25 per week employees and Councillors
- Legal Expenses: £100,000

It was reported that the amount of the second quotation received was £400 compared to the premium cost offered by Zurich of £288.27.

It was **RESOLVED** that the Parish Council's insurance cover for 2018/2019 be noted and that this be renewed with Zurich Municipal and Cheque No: 100345 (Minute 1843 refers) be paid.

**1845 GROSVENOR PARK PLAY AREA:** The Clerk reported that the 'End of Project' reports had now been completed and submitted to the funders: Lancashire Environmental Fund; Banks Group; the Galbraith Trust and the Big Lottery. As mentioned at earlier (Agenda item 1843 refers) funding from the Galbraith Trust (£5,000) and the Big Lottery (£9,746) has been paid by BACS to the Parish Council's account. Lancaster City Council, acting as the Accountable Body for the project can now claim the funding from the Lancashire Environmental Fund (£30,000) and Banks Group (£5,000).

The Clerk reported that the Parish Council continues to receive positive and grateful comments from residents about the play area.

Further to the concerns raised at the last meeting of the Parish Council regarding errors and omissions on the sign designed by Lancaster City Council the Clerk had advised Members that the City Council had apologised for the omission of any reference to the Parish Council and had provided their reasons why the additional comments and 'warning' notices suggested by the Parish Council would be unacceptable. This included the need to comply with ROSPA requirements and a new policy not to have 'negative' warning notices on play area signs. Members had been advised that the City Council would not have any issue with another sign being put in place that thanked the funders and gave positive messages about the usage of the play area.

Councillor Mr K Percy challenged the City Council's statement on the basis that the ROSPA requirements and been misstated and that existing by-laws enable various notices to be included. Examples of these, as well as a 'community' sign that is fixed to the railings at the play area in Bolton-le-Sands were shown to Members.

It was also highlighted that in recent weeks stickers had been placed on play area signs around the district, including Grosvenor Park Play area warning that dogs are not allowed – many of which are already peeling off!

Notwithstanding these matters, Councillor Percy proposed that the Parish Council arrange for its own sign to be placed on the opposite gate to the new City Council sign and that this be facing into the play area. A sign like the one at Bolton-Le-Sands is suggested which acknowledges the support of funders and residents and includes wording indicating that the play area opening hours are '*dawn until dusk*', that the play area is '*only to be used by children 12 years and under*' and that '*Adult supervision is advised*'.

After some discussion, it was that the Clerk's 'end of project' report be noted, that Lancaster City Council be advised of the Parish Council's proposals for a new sign and, subject to their agreement, that the cost of procuring same be established.

**1846 STANDING ORDERS:** Councillor Percy referred to recent email correspondence between the Parish Clerk and Members that had almost resulted in decisions being made by email. It was noted that this had happened recently around matters to do with the Grosvenor Park Play Area and whilst not a regular occurrence needs to be incorporated within Standing Orders. Councillor Percy presented draft wording for inclusion which was debated.

The Chair offered further commentary on possible exemptions where a decision outside of a monthly meeting might be necessary, such as in extraordinary circumstances.

After some discussion, it was **RESOLVED** to defer a decision until the next meeting of the Parish Council to allow Members further time to consider the proposal and associated implications.

**1847 PARISH PLAN:** Further to the draft Parish Plan outcomes and actions considered at the last meeting Councillor Percy presented a revised version that he had worked on with the help of the Parish Clerk. Councillor Percy proposed that these be adopted so that work on achieving them can commence in the new financial year.

The suggested key 'ambitions' that the Parish Council would seek to achieve through effectively working with its partners were:

- **Improve our local environment**
- **Enhance access to public transport and improve community resilience**
- **Improve our roads, cycle paths, footpaths/pavements and other local amenities**
- **Identify and respond to the needs of our vulnerable residents**
- **Address the health and wellbeing of our residents to deliver healthier and happier communities**
- **Celebrate the history and heritage of the local area**

It was recommended that formal monitoring of progress in delivering these be carried out half yearly and annually, being October and April each year. It was noted that at some point the Parish plan would benefit from a survey designed to establish the needs and aspirations of residents.

After some discussion and questions, it was **RESOLVED** that the draft Heaton-with-Oxcliffe Parish Plan 2018 – 2021 as presented be adopted and progress monitored twice a year in October and April.

**1848 LANCASTER DISTRICT LOCAL PLAN 20111 – 2031:** Members considered two key elements of the developing Local Plan, being the Strategic Policies and Land Allocations Development Plan document (DPD) and a review of the Development Management DPD, originally adopted in 2014.

The Clerk advised that the Strategic Policies and Land Allocations DPD '*...sets out the strategic basis for plan-making within the Lancaster district up to 2031, it sets out the scale of growth required and how that growth will be delivered. The DPD [also] sets out a range of allocations which address the delivery of new development and the protection of land for its environmental, economic and social value*'. The Development Management DPD provides '*...updated advice and guidance to reflect any changing circumstances over recent years*'.

It was reported that the statutory eight-week period for making representations relating to both DPD's is **Friday 9th February to 5pm on Friday 6th April 2018**. Members were advised that only comments on the '*soundness*' and/or '*legal compliance*' of these documents will be considered.

Members noted the detail and evidence set out in the DPD's and that upon adoption they will be the key documents in Local Plan that will set out requirements, in planning terms, upon which all planning applications will be considered until 2031.

Members commented on sections in the draft Local Plan that referred to development proposals, heritage and employment matters that are within, or close to, the parish. There was also comments on neighbourhood planning arrangements and the future of the recycling centre.

After some discussion, it was **RESOLVED** that the no representation be made on the '*soundness*' and/or '*legal compliance*' of the Strategic Policies and Land Allocations DPD or the revised Development Management DPD

**1849 EMPLOYMENT & SKILLS SUPPLEMENTARY PLANNING DOCUMENT:** The Clerk reported that Lancaster City Council are currently consulting on this document which seeks to encourage and deliver more training opportunities and apprenticeships for local people through new development. Members were informed that the consultation period for this document is from **Monday 26th February to 5pm on Monday 26th March 2018**

Members noted, favourably, that the implementation of this SPD will make it a condition that employment and skills form part of any planning application to support the use of local labour during the construction phase of schemes and will help to ensure that local people are be provided with an opportunity for training and apprenticeships.

Members commented on the significant number of local young people who are not in employment, education or training (NEET) in the Lancaster district and the association between NEET and issues such as low attainment, teenage pregnancy/young motherhood; young people in care and those with learning difficulties and young offenders. Members considered that the introduction of this SPD will help to address this, but should incorporate a reference to young people with long-term health conditions, including mental health and that there should be 'targets' relating specifically to young people around negotiations made with developers.

It was also noted that the SPD does not directly mention links with national companies working within the Lancaster district who only tend to offer training outside the area, rather than take advantage of opportunities locally.

It was then **RESOLVED** that the Clerk submits a response to the consultation on the Employment and Skills SPD stating that the Parish Council supports it in principle but suggests that it would be enhanced by the inclusion of the matters outlined.

**1850 LOBBY DAY 2018:** The Clerk reported on the Lobby Day to be held on 20<sup>th</sup> March which the National Association of Local Council's (NALC) is promoting as a means of raising the profile of local councils with Members of Parliament, including Government Ministers. NALC are seeking to increase the influence of local councils with Government and to inform them of the achievements of local councils and to seek their support for changes that will help local councils to fulfil their potential and put '*communities back in control*'.

Members **RESOLVED** to note the aims of the Lobby Day and NALC's proposals to increase the influence local council's in the delivery of services.

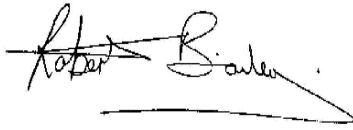
**1851 GENERAL DATA PROTECTION REGULATIONS (GDPR):** The Clerk reported on the main concepts and principles of GDPR that will apply from 25<sup>th</sup> May 2018. Members were advised that, essentially, GDPR is an update and review of the Data Protection Act 1998 taking account of technological advances whilst placing a greater emphasis on more accountability and transparency when dealing with personal data and the rights of individuals should a breach occur.

Members attention was drawn to a 12-step guidance provided by the Information Commissioners Office to prepare for the implications of GDPR. Members noted that not all steps are relevant to the activities of the Parish Council and that a sense of proportionately was needed.

The Clerk reported that further guidance on the direct implications and actions needed to ensure compliance will be provided by the Society of Local Council Clerks (SLCC) in week commencing 26<sup>th</sup> March. This will include advice on whether Parish Clerks can be appointed as the Data Protection Officer for small councils.

It was then **RESOLVED** that the Parish Clerk provide a further update on GDPR at the April meeting of the Parish Council subject to SLCC guidance being provided.

**1852 DATE & TIME OF NEXT MEETING:** The Clerk advised that the next meeting of the Parish Council will be held on **Wednesday 11<sup>th</sup> April 2018 at 7:00pm**. The meeting closed at 8:30pm

A handwritten signature in black ink, appearing to read "Robert Bailey". The signature is written in a cursive style with a long horizontal stroke at the end.

Clerk of the Council

Chair