

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

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

**1825 APOLOGIES:** Apologies were received and accepted from Councillor Mrs G Kelly.

**1826 MINUTES:** It was **RESOLVED** that the Minutes of the meeting held on **Wednesday 10<sup>th</sup> January 2018** be approved.

**1827 DECLARATION OF INTERESTS:** There were no declarations of interest

**1828 ADJOURNMENT FOR PUBLIC DISCUSSION AND TO PROVIDE 'INFORMATION ONLY' UPDATES ON ACTIVITIES:**

The Clerk and Members reported on the following issues, activities and actions since the last meeting of the Council, for information only.

1. Members had received the Clerk's report prior to the meeting which outlined the following updates and matters arising:
  - a) Commentary on the Grosvenor Park Play Area project and the official opening of the Play Area on Friday 9<sup>th</sup> February 2018 (Minute No. 1831 also refers);
  - b) A new sign at the entrance to Grosvenor Park estate has been purchased and was fitted in time for the opening of the Play Area;
  - c) Bay Scaffolding Limited have been invited to meet with Members to discuss whether they have any further plans for the National Filling Factory on White Lund following the planning authority's decision to refuse their planning application. The email sent to them has been acknowledged but not yet responded to;
  - d) Full details have now been published on the parish council's website of the event held in October to unveil the Memorial Plaque of those who died in the White Lund explosions 100 years ago;
  - e) Correspondence received includes a Chairmanship Workshop on the management of effective meetings; an enforcement scheme to tackle poor driver behaviour around schools, and the offer of a free application that provides automated alerts for major weather events.
2. Members provided the following updates on issues arising since the last meeting:
  - a) Councillor Melling enquired whether there was any further update on the discussions with Lancaster & Morecambe College and Asda on littering and commented that litter inspections would benefit from being carried out in the afternoons. The drains around the culvert at Grosvenor Park are still in need of attention to remove weeds and other debris;
  - b) Councillor Baxter reported that the grit bin on Heaton Bottom Road is full of water and litter and that no action has as yet been taken to clear the drain on Heaton Bottom Road that has resulted in water entering property;
  - c) Councillor Percy commented that on February 9<sup>th</sup> further detailed documents to be incorporated into the Local Plan 2011 – 2031 are currently out to consultation and needed to be considered by Members. The Clerk added these are important documents setting out the long-term plans of the district in planning terms and Members were encouraged to consider them ahead of the next meeting.

**1829 PLANNING APPLICATIONS**

Application No / Description	Parish Council Comment / Application Decision Status
17/01079/FUL: Erection of an agricultural livestock building, Mr E Thornton, Downlands Farm, Moss Road, Heaton-with-Oxcliffe LA3 3ES	No representation / Awaiting decision

It was **RESOLVED** that status of the application previously considered be noted.

**1830 ACCOUNTS FOR PAYMENT:**

Cheque No.	Payee and Payment Description	Amount
100339	Lancashire County Council – Hire of meeting room	£ 45.00
100340	Mr John Fairclough, Grounds Maintenance and Lengthsman duties	£100.00
100341	Tech-Hub (NW) Ltd – Remote back-up 2017; Web hosting 2017 and domain name renewal	£304.80

After an explanation of the purpose of payment to Tech-Hub (NW) Ltd, it was **RESOLVED** to that the above account(s) be paid.

**1831 GROSVENOR PARK PLAY AREA:** The Clerk gave a verbal report on the completion of the Grosvenor Park Play Area project that was formally signed off on Wednesday 31<sup>st</sup> January following some delays as previously reported and a few snagging issues that had been addressed.

The Clerk reported that despite the delays and some shortcomings with the management of the project the final product had, in his opinion, achieved all its objectives and the play area is now being enjoyed by children of all abilities and their families. All issues had been tackled in a professional way and with mutual respect to reach a satisfactory completion.

A detailed inspection by RoSPA has been undertaken and all the new equipment meets the requirements of the relevant standards and all elements of the play area were marked as 'low' or 'very low' risk. The existing fencing was also scored as 'low' although it was recommended that this continue to be monitored along with the regular equipment inspections.

The Clerk also reported on a very enjoyable official opening of the play area on 9<sup>th</sup> February 2018 by the Head boy and girl and children from the school council at the nearby Grosvenor Park School. Before the 'ribbon was cut' to open the play area, the Chair said a few words on the successful outcome of the project and the partnership working throughout. The Chair thanked the City Council, Wicksteeds Playgrounds and the Clerk for their efforts in completing the project and the funders for supporting the project and its objectives, financially. We were very pleased to have a sunny day for the event which was also attended by some residents, City Councillors and representatives from the funders.

The play area has already received several very positive comments from residents and has been well promoted in the local press and on the City and Parish Council's websites. Councillor Melling was thanked for taking photographs on the day which have been used extensively. Wicksteed Playgrounds and the Lancashire Environmental Fund are also planning to publish articles and a case study on the outcome of the project.

Members commented that the completed play area is a significant improvement and is already being enjoyed by children in their numbers. Those Members who attended the official opening remarked that it had been a really enjoyable event.

It was then **RESOLVED** that the successful completion of the Grosvenor Park Play Area project and its stated objectives be noted.

**1832** Councillor Mr K Percy raised several errors and concerns with the sign placed on one of the gates at Grosvenor Park Play Area that he feels should be addressed. These matters included:

- omission of any reference to Heaton-with-Oxcliffe Parish Council;
- uncertainty as to the reason for the *Morecambe Bay* logo and its size;
- an error on the upper age of children allowed to use the Play Area – which should be 12 not 14 as stated;
- doubt as to the validity of funders logos;
- a preference for less words in favour of additional safety and exclusion symbols and supportive wording.

Members discussed the sign and expressed their disappointment and general agreement with the suggestions made by Councillor Percy.

The Clerk reported that Lancaster City Council had acknowledged a serious error in omitting to include Heaton-with-Oxcliffe Parish Council on the sign and would be correcting that soon. Following the Parish Council's intervention, Public Realm, had also decided to change their policy on the age of children using play areas in the district and all would now be changed to an upper limit of 12 years of age.

It was then **RESOLVED** that the Clerk raise the specific matters outlined with Lancaster City Council's Public Realm and that, subject to their response, further consideration be given at the next meeting to signage at the play area.

**1833** The Clerk reported that as instructed he is gathering examples of Community Emergency Plan drawn up by other local parish councils that he will share with Councillors Jackson, Edmondson and Melling for consideration as part of developing such a plan for Heaton-with-Oxcliffe Parish Council.

The Clerk reminded Members that support will be provided by Lancaster City Council's Civil Contingencies Officer, Mark Bartlett and through a network of other Parish and Town Councils who have experience of developing a plan and procuring equipment needed in an emergency.

A meeting has been arranged of the Lancaster Community Emergency Plan Group (CEPG) to discuss what has been learned from the recent flooding events, and any other issues that the group wishes to raise. The meeting will be held on **Monday 26th February 2018 at 7pm at the Victoria Institute, Caton.**

It was **RESOLVED** that the update be noted and that Councillor Melling and the Clerk attend the meeting of the Lancaster Community Emergency Plan Group and report back.

**1834** Councillor Percy reminded Members that a new Parish Plan of the council's priority outcomes and key actions for the period 2018 – 2021 needed to be produced and published.

Councillor Percy presented a paper that he had put together setting out six priority outcomes, each with three key actions, and asked Members to critically consider these with a view to more detailed discussion and refinement and a final version being approved at the Annual Meeting of the Parish Council in May.

Considering the 2014 – 2017 Parish Plan, Councillor Percy commented that it had not been monitored every quarter as originally intended and, with hindsight, had been too ambitious, containing too many key actions. That said, as previously reported by the Clerk, much had been achieved in the three years of the plan and it had been very beneficial in focusing the council's resources and activities on important matters for the parish council and the local community.

The Clerk reminded Members that he had previously issued for consideration and comment a draft survey intended to obtain and collate the views of residents on the issues that matter to them and with a view to this informing development of a new Parish Plan.

After some discussion and questions, it was **RESOLVED** that Members consider the draft priority outcomes and key actions, as presented, with a view to these being published in a Parish Plan for the period 2018 -2021 for approval in May.

**1835** The Clerk reported that the Parish Council's Insurance Policy is due for renewal on 1<sup>st</sup> April 2018. The Clerk has reviewed the documents and has determined that nothing has changed in the last year that requires any amendment to the insurance certificate and schedule.

On the basis that there are no changes the premium for 2018-2019 is £288.27. There is an option to take up a three or five-year long-term agreement that will reduce the price of the policy. The Clerk reminded Members that the Parish Council had not tested the insurance market for several years and may wish to take this into consideration.

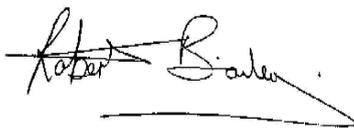
After some discussion, it was **RESOLVED** that renewal of the Parish Council's insurance requirements be noted and that additional quotes for the year 2018-2019 be sought prior to a final decision on the parish council's preferred insurers being made.

**1836** The Clerk reported on the Minutes of the meeting of Lancashire Association of Local Councils (LALC) held in January. Issues discussed included Parish Precepts; the lessons from the Galgate flooding; neighbourhood planning and the reporting of crime and crime updates via Lancashire Constabulary website <https://www.lancashire.police.uk/>, and the [Lancaster](#) and [Morecambe](#) Area Police Facebook pages. A free messaging service supported by Lancashire Police, Fire & Rescue Service and Lancashire County Council called *In the Know* provides regular crime updates, information on road closures, fires and other emergencies and information about what the local policing teams are doing. Users can sign up to the service at <https://www.stayintheknow.co.uk/>.

The Clerk reminded Members that they had not attended these meetings for some time and Councillor Percy commented that there had been some benefit in attending these meeting which provide an opportunity to hear what other local parish councils are doing and to be part of a network of Councillors in the area discussing some important issues. Councillor Melling expressed an interest in attending the next meeting scheduled for 26 March 2018 – venue to be confirmed.

It was **RESOLVED** that the Minutes of LALC held on 29<sup>th</sup> January 2018 be noted and that the Clerk contacts LALC about attendance at future meetings.

**1837** The Clerk advised that the next meeting of the Parish Council will be held on **Wednesday 14th March 2018 at 7:00pm**. The meeting closed at 8:30pm



Clerk of the Council

Chair