

HEATON-WITH-OXCLIFFE PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend Parish Council Meeting on Wednesday 24th April 2019 at Grosvenor Park School commencing at 7.00 pm

A G E N D A

- 1980.** To receive apologies
- 1981.** To consider & approve Minutes of the Meeting held on Tuesday 19th March 2019
- 1982.** To receive Declarations of Interest
- 1983.** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will need to be considered as an agenda item at a future meeting)
- a) Public discussion
 - b) Clerk's report on activities and actions since last meeting and correspondence
 - c) Members updates and information only reports
- 1984.** To consider the list of planning applications set out below:

Application No:	Description
19/00250/FUL	Erection of two storey rear extension & ground floor link to garage - 5 Salisbury Close, Heaton-with-Oxcliffe LA3 3RP

- 1985.** To consider an update on planning authority decisions on previously considered applications
- 1986.** To authorise payment of the following accounts:

Cheque No:	Payment Description	Amount
100387	Mr R Bailey – Parish Clerk fees and expenses March 2019	£ 447.62
100388	John Fairclough – Lengthsman duties March 2019	£ 100.00
100389	Lancashire Association of Local Councils – Annual subscription 2019/2020	£ 421.07
100390	Tech Hub – G-Suite 2019/2020	£ 48.00

- 1987.** To consider uncontested elections and vacancies for co-option
- 1988.** To consider and/or approve transfer of bank account to Unity Trust Bank
- 1989.** To consider draft Newsletter – Issue 10
- 1990.** To consider updates and actions - Parish Plan 2018 – 2021
- 1991.** To consider date and time of next meeting

Parish Clerk
28 Wilson Grove, Heysham, Morecambe LA3 2PQ
Tel: 01524 858557; Email: clerk@heatonwithoxcliffepc.org.uk

17 April 2019

PARISH OF HEATON-WITH-OXCLIFFE
Draft Minutes of the Meeting of the Parish Council held at Grosvenor Park School on
Tuesday 19th March 2019 at 7-00 pm.

Present: Councillor Mrs G Kelly - Chair
 Councillor Mr S Edmondson
 Councillor Mr I Clift
 Councillor Mr K Percy
 Councillor Mr W Jackson

In attendance: Bob Bailey, Parish Clerk

1967 Apologies: Apologies were received from Councillors Mrs M Baxter and Mr P Melling

1968 Minutes: Subject to some minor amendments, it was **RESOLVED** that the Minutes of the meeting held on Wednesday 13th February 2019 be approved.

1969 Declarations on interest: There were no declarations of interest

1970 Public discussion and information only updates:

1. **Public Discussion:** No members of the public were present
2. **Clerk's Report & correspondence:** The clerk reported on correspondence received and previously circulated, highlighting an incident at Grosvenor Park Play Area and fly posting near Roeburn Drive that have been reported and dealt with. It was then **RESOLVED** that the Clerk's Report be noted.
3. **Members matters & information only updates:** Members reported several potholes on the White Lund Industrial Estate, particularly around the Northgate area. It was noted that Lancashire County Council had increased the budget for dealing with potholes in 2019/2020 and had invested in machinery that can repair potholes in a few minutes. It was reported that County Councillor Edwards had been informed about the potholes on White Lund.

It was reported that Lancaster City Council had provided unconfirmed information on possible responsibility for the strip of land at Keer Bank where overhanging trees are causing a problem and needed to be cut back. Councillor Edmondson had also made further enquiries and he is awaiting further information. **ACTION:** Establish responsibility so that appropriate action can be taken.

It was then **RESOLVED** that Members matters, and updates be noted.

1971 Planning Applications and statutory consultations:

Application No	Description
19/0009/TPO	Change of use of industrial units to gymnasium – Unit 5 & 6 Southgate White Lund LA3 3PB
19/00230/ADV	Various internally illuminated signs - D Stoker Group, Fellgate, White Lund LA3 3PW
19/00231/FUL	Installation of 5 lighting masts - D Stoker Group, Fellgate, White Lund LA3 3PW

Members considered the above planning applications commenting on each before it was **RESOLVED** that no representations be made.

1972 Planning Application decisions: Members considered decisions made by Lancaster City Council's Planning Committee in recent weeks.

The Clerk had reported to the planning authority that Members had concluded that insufficient information had been provided on the planning portal for any relevant comments to be made on planning application 19/0009/TPO – Works to tree at Heaton Bottom Road.

The planning authority had subsequently responded that there is no requirement for detailed information on such works to be made available as it is essentially at officers discretion and not subject to consideration by the planning committee. It was then **RESOLVED** that the decisions on planning applications be noted and that further clarification be sought around decisions made in respect of works on trees.

1973 Accounts for Payment:

Cheque No.	Payee and Payment Description	Amount
100383	Mr R Bailey – Parish Clerk fees and expenses January 2019	£456.72
100384	John Fairclough – Lengthsman duties	£100.00
100385	Zurich Municipal – Insurance Renewal	£291.04

Members considered the above accounts for payment asking questions on the annual insurance to be reassured that adequate public liability and other cover had been provided. It was **RESOLVED** that the above payments be made.

1974 Change of Bank Accounts: As requested the Clerk provided Members with further information on Unity Trust Bank – a bank that provides online banking specifically for Town/Parish Councils. Members were advised that access to accounts is secure and available 24/7/365 and is backed by Lloyds Bank. Controls are such that once payments have been agreed at a parish council meeting, they will be processed online by the Clerk and subsequently authorised online by two out of three Members. Members were shown the Unity Trust Bank website and the Clerk advised that from his own experience and from the reviews of other parish clerks a transfer to Unity Trust would afford several benefits. After some discussion, it was **RESOLVED** that the Clerk makes an initial application to Unity Trust Bank and, after the May elections, provides the necessary documentation needed to further consider and/or formally approve a transfer of bank accounts to Unity Trust Bank.

1975 Parish Plan: Councillor Percy reminded Members of the 15 priority actions that have been agreed to deliver the parish council's 'ambitions' by the end of 2021. It was noted that some progress had been made in certain areas whilst others need further action, including actions relating to public right of way; flood management and community safety and resilience; access to public transport; vulnerable residents and general health and wellbeing arrangements; local heritage. Members acknowledged that overall delivery of the parish plan is the responsibility of the whole parish council and that everyone has a positive contribution to make to ensure that the benefits are realised. It was also accepted that wider and planned consultation with local business and organisations will be critical to its success. After much discussion it was **RESOLVED** that following the May local elections monitoring and delivery of the Parish Plan be continued by the newly elected parish council.

1976 Standing Orders: The parish clerk had previously circulated model standing orders for Members consideration. These are the written rules of a local council used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. Several changes had been requested including a previous parish council resolution regarding the procedure, under exceptional circumstances, for the approval of decisions outside of formal parish council meetings. The Clerk had already circulated amended versions of the proposed Standing Orders. Members thanked the Clerk for the good work he had undertaken in producing comprehensive standing orders and it was then **RESOLVED** that the Standing Orders be approved.

1977 Lancaster District Local Plan Hearing dates: Members were reminded that on 15 May 2018 Lancaster City Council submitted the Local Plan for the Lancaster District to the Planning Inspector for examination. As the parish council had previously responded to the local plan consultation they were now being invited to attend local hearing sessions and/or make representations as part of the Inspectors overall examination. Dates have been set aside to consider various aspects of the draft local plan.

Members discussed the various aspects of the local plan being considered at each hearing with specific interest in the economic development and transport infrastructure.

It was then **RESOLVED** that the dates and areas under consideration for the examination of the draft Local Plan for the Lancaster District be noted and that Members contact Councillor Percy with their availability and preferences so that attendance at the hearings is coordinated.

1978 Lancaster District Air Quality Action Plan: The parish clerk reported that Lancaster City Council is producing a new *Air Quality Action Plan* for the Lancaster district, with focus on its three Air Quality Management Areas (AQMA's) in Lancaster, Carnforth and Galgate.

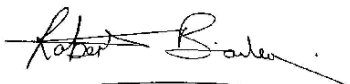
Members were informed that the City Council are requesting views or suggested actions that may be considered and potentially included within the new Action Plan. These can be submitted online.

Members discussed areas of concern within the parish in relation to air quality, particularly increased volume of traffic and some congestion following the opening of the Bay Gateway. It was suggested that there is scope for the installation of air quality equipment and more proactive air quality measurements being taken near to the Bay Gateway and Asda, on White Lund and around Salt Ayre Household Waste Recycling Centre.

Members were informed that they can respond to the consultation individually or as the parish council. After some discussion, it was **RESOLVED** that Members further consider air quality matters within the local community and provide comments/suggested actions to Councillor Percy so that response on behalf of the whole parish council can be submitted.

1979 Date & time of next meeting: Members agreed to hold the next meeting of the parish council on **Wednesday 17th April 2019 at 7:00pm***. The meeting closed at 8:20pm

***Please note that the date of the next meeting was subsequently changed to Wednesday 24th April.**


Clerk

Signed: _____ Chair

Correspondence – April 2019



Date	Sender	Topic
13/03/2019	Parish Clerk	March Agenda Pack
16/03/2019	Parish Clerk	Revised Standing Orders
20/03/2019	Councillor Percy	Public Rights of Way map
20/03/2019	Councillor Percy	Timetable for Examination of the Lancaster District Strategic Policies & Land Allocations DPD and Development Management DPD Submission Drafts
28/03/2019	Councillor Percy	Air Quality Management online survey
03/04/2019	Troy Design & Planning	Neighbourhood planning 2019 update
04/04/2019	Parish Clerk	Change of date of meeting
04/04/2019	Lancaster City Council	Notice of uncontested election
07/04/2019	Lancashire County Council	Trading standards warnings
07/04/2019	Lancaster City Council	Precept Remittance 2019/2020
07/04/2019	Lancashire County Council	Winter Bulletin
07/04/2019	Mallatite Ltd	School Bollards & Safety Products
07/04/2019	Rural Services Network	e-bulletin
08/04/2019	Public Sector Executive	e-bulletin
08/04/2019	Parish Clerk	Draft Minutes
16/04/2019	Lancashire County Council	Winter Bulletin
16/04/2019	Public Sector Executive	e-bulletin



Contact: DM Technical Team
Telephone: (01524) 582950
Email: dm@lancaster.gov.uk
Website: www.lancaster.gov.uk
Our Ref: 19/00250/FUL



**Directorate for Economic Growth and
Regeneration**

PO Box 4
Town Hall
Lancaster
LA1 1QR

9 April 2019

PLANNING APPLICATION CONSULTATION

Application No. : 19/00250/FUL
Proposal : Erection of a two storey rear extension and ground floor link to garage
For : Mr Alex Howard
Site Address : 5 Salisbury Close, Heaton With Oxcliffe, Morecambe, Lancashire, LA3 3RP
Grid Reference 343604,462732

We have recently received the above application, which you may wish to comment on. Full details of this application can be viewed by searching for application number 19/00250/FUL on the Council's Public Access system or by clicking on the web link below.

<https://planning.lancaster.gov.uk/online-applications//applicationDetails.do?activeTab=summary&keyVal=PNU6Q0IZ07E00>

If following the link does not work, copy and paste it in to your web browser.

If you wish to comment please send your response to us within the next 21 days (unless your organisation benefits from legislation which specifically allows for a longer period). If you require a longer period in which to comment, it may be possible to accommodate this provided you agree this with the case officer in advance.

Any comments should be submitted by email to dconsultation@lancaster.gov.uk and include the full application number in the subject line.

Yours faithfully

DM TECHNICAL TEAM

Planning Application Comments & Decisions April 2019



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p>18/00424/FUL: Retrospective application for the change of use of land for the siting of 2 agricultural workers caravans - Moss Road, Heaton With Oxcliffe LA3 3ES</p>	No representation	Awaiting decision
<p>19/00211/FUL: Change of use of industrial units to gymnasium – Unit 5 & 6 Southgate White Lund LA3 3PB</p>	No representation	Awaiting decision
<p>19/00230/ADV: Various internally illuminated signs - D Stoker Group, Fellgate, White Lund LA3 3PW</p>	No representation	Awaiting decision
<p>19/00231/FUL: Installation of 5 lighting masts - D Stoker Group, Fellgate, White Lund LA3 3PW</p>	No representation	Awaiting decision

Heaton-with-Oxcliffe Parish Council Newsletter

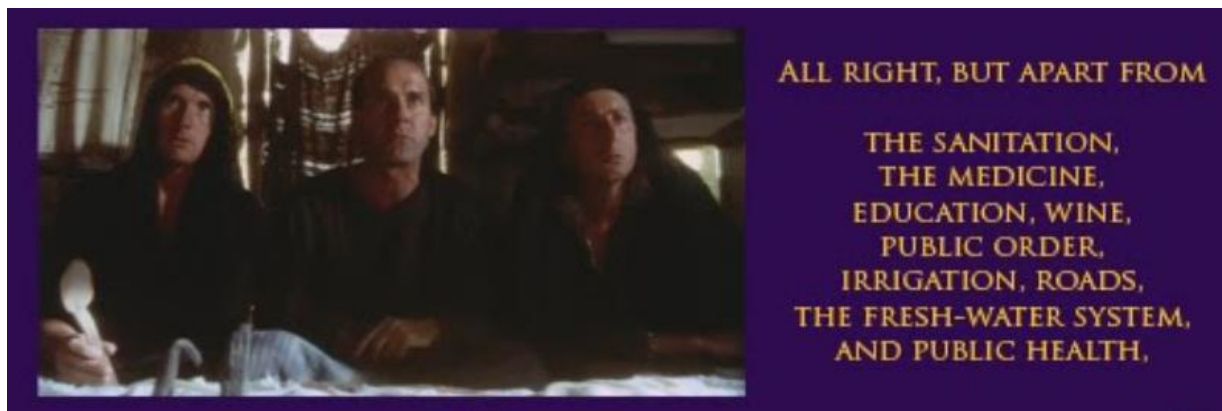
Contact: Bob Bailey, Parish Clerk—28 Wilson Grove, Heysham LA3 2PQ; Tel: 07828 254 149

Email: clerk@heatonwithoxcliffepc.org.uk

Website: <http://www.heatonwithoxcliffepc.org.uk/>

May 2019

Issue



What have the Romans council ever done for us?

How often do we hear people say, “the council should do something about that” or “what do I pay my Council Tax for?” But do you know which council is responsible for providing each of our public services and spending your Council Tax? If the answer to these questions is “no”, then you might find the following article useful.

Size matters

Local government in England can be difficult to understand. In some parts of the country (including other parts of Lancashire) there are **unitary** authorities like Blackpool and Blackburn with Darwen which provide most of their local council services funded through Council Tax.

Here in Thurnham and Glasson the situation is a little more complicated as there are three levels of local government. First, is **Lancashire County Council** which takes the lion’s share of the Council Tax and is responsible for important services such as adult social care, children’s services and many schools, highways, trading standards, libraries and archives, waste and recycling centres to name just a few.

Lancaster City Council, responsible for housing, street cleaning, refuse collection, planning, parks and leisure facilities and environmental health. And last, but by no means least, we have the smallest body of local government, parish/town councils – in our case **Heaton with Oxcliffe Parish Council**.

The parish council manages a range of grounds maintenance activities that are carried out by our lengthsman, including clearing vegetation, pruning, planting and the regular maintenance of the piece of behind the Peugeot garage. In addition, the parish council has several specific powers at its disposal ranging from the provision and maintenance of allotments, open spaces and parks to public clocks!

The parish council also considers planning applications on developments within the local community and gets involved in a range of consultations from commenting of the City Council’s Local Plan to County and City plans and proposals on such matters as consideration of policies on open green space and air quality.

The parish council is in regular contact, and has developed good working relationships, with other organisations in and around the local area. We can also be the accountable body responsible for bidding and managing funds for community projects, such as Grosvenor Park Play area or, provide funds to local groups for projects that benefit the community.

If your organisation/group wishes to be considered for the community benefit fund, please contact the parish clerk for more details and an application form.

We are currently delivering actions in our Parish Plan 2018 – 2021 aimed at delivering key outcomes in relation to: improving our environment; improving our community amenities; improving our roads, cycle-paths, footpaths and pavements; responding to the needs of vulnerable residents

Parish councillors are proud to serve the community as committed (and unpaid) residents of the village. There are normally seven parish councillors and all places are up for election in May.

What about the money?

Heaton with Oxcliffe parish council has one part-time employee, the parish clerk, who ensures the smooth administration of the parish council's day-to-day business and sound financial management and whose duties include updating the parish council's website.

The parish council receives a very small proportion of your Council Tax to support its work in the form of a "precept" and for the coming financial year it will be asking for an average of 30p a week for a typical Band D property.

We believe the parish council uses your money sensibly and honestly to promote, protect and develop our village. But we serve the local community and we want to hear what you think.



So, whether you have an idea about how we can make improvements to local amenities or you want reassurances about how we are spending the precept we want to hear from you.

Please contact us by email: clerk@thurnhampc.org or by telephone: 07828 254 149.

Perhaps you might like to consider standing for election to the parish council in May? If so, you can obtain more details on how to set about doing this from elections@lancaster.gov.uk.



Local Elections

Voters went to the polls on **Thursday 2nd May** to elect 60 new councillors to represent them on Lancaster City Council. **Heaton with Oxcliffe Parish Council** is made up of seven councillors covering the wards of Roeburn Drive, Winster Park, Westgate and Rural. As there were fewer than seven nominations the election was

uncontested, with the following Members being elected in each ward: Roeburn Drive – Councillors Mrs Ginny Kelly and Mr Keith Percy; Winster Park: No nominations; Westgate: Councillor Mr William Jackson; Rural: Councillor Mrs Margaret Baxter. This means that there are currently three vacancies covering the Westgate and Winster Park Wards.

Become a councillor: All councils are led by democratically elected councillors who set the vision and direction and represent their local community.

Councillors are elected to the local council to represent their own local community, so they must either live or work in the area.

Being an effective councillor requires both commitment and hard work, but the role offers the chance to make a huge difference to the quality of life for people in our local area.

For more detailed information please visit the [Be a councillor](#) website. There is additional support available if you're disabled and considering standing for elected office.

If you want to be considered as a councillor for Heaton with Oxcliffe Parish Council, please contact the Parish Clerk for more details and to arrange an informal interview.

Bob Bailey, Parish Clerk