

# **HEATON-WITH-OXCLIFFE PARISH COUNCIL**

## **MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to attend Parish Council Meeting on Thursday 19<sup>th</sup> December 2019 at  
28 Wilson Grove, Heysham, Morecambe commencing at 7.00 pm**

### **A G E N D A**

2046. To receive apologies
2047. To consider & approve Minutes of the Meeting held on Thursday 21<sup>st</sup> November 2019
2048. To receive Declarations of Interest
2049. 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 and correspondence
  - c) Members updates and information only reports
2050. To consider the list of planning applications set out below:

| <b>Application No:</b> | <b>Description</b>   |
|------------------------|--|
| 19/01472/OUT           | Outline application for the erection of 4 detached dwellings and associated access – Land to the rear of 87 White Lund Road, Morecambe |
| 19/01532/FUL           | Demolition of existing conservatory & erection of a single storey rear extension – 4 Cathedral Drive, Heaton-with-Oxcliffe LA3 3RE     |

2051. To consider an update on planning authority decisions
2052. To authorise payment of the following accounts:

| <b>Payment Description</b>   | <b>Amount</b> |
|--|---------------|
| John Fairclough – Lengthsman duties September, October & November 2019 | £300.00       |
| Mr R Bailey – Parish Clerk fees & expenses November 2019               | £521.89       |

2053. To consider and approve update on draft Newsletter and Residents Survey
2054. To consider appointment of new Parish Clerk
2055. To consider actions in connection with centenary of explosion and death of nine munition workers at White Lund – January 16<sup>th</sup> 2020
2056. To consider budget and precept 2020/21
2057. To consider updates and actions - Parish Plan 2018 – 2021
2058. To consider date and time of next meeting

**Parish Clerk**  
**28 Wilson Grove, Heysham, Morecambe LA3 2PQ**  
**Tel: 07828 254 149; Email: [clerk@heatonwithoxcliffepc.org.uk](mailto:clerk@heatonwithoxcliffepc.org.uk)**

**17 December 2019**

**PARISH OF HEATON-WITH-OXCLIFFE**  
**Minutes of the Meeting of the Parish Council held at Grosvenor Park School**  
**on Thursday 21<sup>st</sup> November 2019 at 7-00 pm.**

**Present:** Councillor Percy (Chair)  
 Councillor Mrs M Baxter  
 Councillor Mr S Edmondson  
 Councillor Kelly  
 Councillor Melling  
 Councillor Mr W Jackson

**2046 Apologies:** There were no apologies

**2047 Minutes:** It was **RESOLVED** that, subject to some minor changes, the Minutes of the meeting held on Thursday 17<sup>th</sup> October 2019 be approved.

**2048 Declarations on interest:** There were no declarations of interest

**2049 Public discussion and information only updates:**

1. **Public Discussion:** No members of the public were present
2. **Clerks report & correspondence:** The Council considered the list of correspondence received and previously circulated by the Parish Clerk.
3. **Members matters & information only updates:** Members then commented on general issues that have been, or need to be, reported to Lancaster City Council and Lancashire County Council. These included potholes on Heaton Bottom Road and a suggestion that a 'weight restriction' sign be erected to deter heavy vehicles.

The footpath/block surrounding around the stocks on Ovangle Road are slippy and needs to be power washed. Small companies are continuing to advertise on the roundabout near Grosvenor Park Estate and to post on adjacent railings.

There was then a discussion about the clearance that had been carried out around the pond on Roeburn Drive. A large amount of vegetation and overgrown bushes and trees had been cleared in just two hours. There was a short discussion about the longer-term plans for the pond and surrounding area. Cllr Melling was then thanked for being the 'driving force' for this event as was Lancaster City Council for providing the equipment and clearing away soon after the event.

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

**2050 Planning Applications and statutory consultations:** No planning applications had been received.

| Application No | Description  |
|----------------|--|
| 19/01359/FUL   | Erection of industrial units, creation of new access with associated parking, alterations to existing access and erection of a 2.4 metre high palisade fence & gate – J Kelly Laminates Ltd, White Lund Industrial Estate, Morecambe LA3 3PA |

Members considered the above planning application and it was **RESOLVED** that the application be approved in principle.

**2051 Planning Application decisions:** Members reviewed the pre-circulated list of planning application comments and decisions. It was noted that two planning applications had been permitted; one was awaiting decision and one appeal against a planning decision had been dismissed.

**2052 Accounts for Payment:**

| Cheque No. | Payee and Payment Description                             | Amount  |
|------------|---|---------|
| 100402     | John Fairclough – Lengthsman duties September 2019        | £100.00 |
| 100403     | Mr R Bailey – Parish Clerk fees & expenses September 2019 | £476.85 |
| 100404     | John Fairclough – Lengthsman duties October 2019          | £100.00 |
| 100405     | Mr R Bailey – Parish Clerk fees & expenses September 2019 | £476.85 |
| 100406     | Lancaster City Council – Local election costs             | £576.00 |

Members noted that cheque numbers 100402 and 100403 had been held over from the October meeting of the parish council.

The letter of authority to close the Barclays account had now been signed and submitted. Transfer of balances to the new Unity Trust accounts will be completed before the next meeting of the parish council after which payments can be made by bank transfer.

It was then **RESOLVED** that the above payments be made.

**2053 Parish Newsletter:** Members considered the latest version of the Newsletter as amended by the Chair.

Members commented that this latest version needed to include a photograph and commentary on the upcoming community clearance around the pond area at Grosvenor Park.

Given that the parish clerk has handed in his resignation, the revised Newsletter should also include an advertisement for the position. It was also suggested that a paper copy of the resident's survey could be delivered at the same time as the agreed Newsletter.

It was then **RESOLVED** that Newsletter be revised to include up-to-date information and be distributed along with the resident's survey.

**2054 Residents Survey:** Members had considered the questions set out in the draft survey and the range of answers available for each question. The purpose of the survey is to seek the views of residents to inform decision-and to ensure that the parish council is focussing its efforts on the things that matter most to the local community.

There was a suggestion that the question on the 'biggest problems in the parish' should include fly posting (as well as fly-tipping) and the reliability of broadband within the parish.

It was felt that residents should be encouraged to complete the survey online but also be given the opportunity to complete a paper copy on request to the parish clerk or by returning the completed copy to be distributed with the Newsletter.

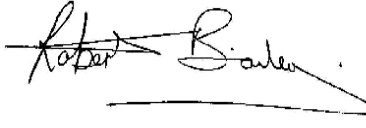
It was then **RESOLVED** that, subject to the proposed additions, the resident's survey be made available online and by request to the parish clerk.

**2055 Parish Plan:** Having previously identified that litter is a matter for concern within the parish, Members were asked to walk around their wards with a view to identifying up to five areas where new litter bins might be site, concentrating on the most populated areas.

The Chair proposed to research and write about another explosion that occurred on 13<sup>th</sup> January 1920 when nine men where killed. Details of this event may be published on the Council's website and in the next edition of the Newsletter and commemorated in a similar way to the previous one.

It was the **RESOLVED** that a decision be made on potential locations for waste bins at the next meeting and that there be further discussion and agreement on plans to commemorate the explosion that occurred on White Lind in 1920.

**2056 Date & time of next meeting:** The next meeting of the parish council will be held on **Thursday 21<sup>st</sup> November 2019**. The parish clerk left the meeting at 7:55pm. Members then discussed the actions to be taken to fill the post of parish clerk to the Council.

  
Clerk

Signed: \_\_\_\_\_Chair

## Correspondence – December 2019



| <b>Date</b> | <b>Sender</b> | <b>Topic</b>                 |
|-------------|---------------|------------------------------|
| 18/11/2019  | Parish Clerk  | Agenda pack November meeting |
|             |               |                              |



# Heaton-with-Oxcliffe Parish Council Newsletter

Contact: Bob Bailey, Parish Clerk—28 Wilson Grove, Heysham LA3 2PQ; Tel: 07828254149  
Email: clerk@heatonwithoxcliffepc.org.uk Website: <http://www.heatonwithoxcliffepc.org.uk/>



## What has your Parish Council been doing?

The Parish Council has had a busy 2019 so far. In January it organised a community litter pick in which 20 volunteers aged 4-76 years collected 30 bags of rubbish in 2 hours.

More recently Council Members and residents on Grosvenor Park set to on clear up of the

pond area on the housing estate. This small band of hardy people cleared an amazing amount of vegetation and growth in just a couple of hours and the results are staggering. The parish council were grateful to Lancaster City Council and the Connecting Communities for the loan of equipment, mucking in on the day and for quickly removing all the cut brambles and branches and litter.

In addition to all this activity the parish council responds to City and County consultations, sometimes quite forcefully, where we think this is warranted! Most notably, consultation on Household Waste Re-cycling centre at Salt Ayre; local Air Pollution, the Lancaster District Local Plan and the sale of the Mellishaw Park Traveller Site.



The parish council has regularly monitored and reported such matters as fly-tipping, abandoned vehicles, re-occurring parking violations and potholes and obstructions in the local roads.



All year round our Lengthsman carries out a range of ground-maintenance activities throughout the parish. These include clearing vegetation, pruning, planting and repairing fences and maintaining the area around the Parish stocks and the Parish map on Ovingale Road.

**What does your parish council do?** The parish council works at the most local level of local government. Each year it has public money at its disposal to spend on a range of local services as defined by law.

All residents are welcome to attend parish council meetings which are normally held on the third Thursday of each month (excluding August) at Grosvenor Park Primary School



We seek to act in the interests of local people, provide services, deal with residents' enquiries, requests and complaints and aim to achieve value for money in everything that we do. To help inform our decision-making we are carrying out a survey of resident's views – this is to ensure that we are focussing our efforts on the things that matter to you.

You will find a copy of the survey with this Newsletter. We would encourage you to complete this online following the link on our website at [www.heatonwithoxcliffepc.org.uk](http://www.heatonwithoxcliffepc.org.uk) or, if you prefer, you can post a copy to the Parish Clerk at the address shown at the top of this Newsletter.

**How to report a community issue:** If you want to report a community issue or problem, you need to direct it to the right Council. You can report numerous problems and concerns to **Lancaster City Council's** 'Streetscene' service You can report a 'street scene' problem such as fly-tipping, graffiti, dog fouling, litter and bins to the Council online at: [https://www.lancaster.gov.uk/forms/ShowForm.asp?fm\\_fid=228](https://www.lancaster.gov.uk/forms/ShowForm.asp?fm_fid=228). Tell them your contact details and the location, nature and extent of the problem supported by one or more photographs if you have them.

Faults on roads, pavements, cycle paths, public right of ways, street lighting, traffic lights or flooding incidents can be reported online to **Lancashire County Council's** Highways service 'Report It'. Recently revamped to make reporting easier, the system displays a map showing existing issues and their status enabling you to check whether to proceed with the report. You can upload photographs to support your issue:

<https://www.lancashire.gov.uk/roadsparking-and-travel/report-it/> If you have an issue but don't know whom to contact, please email the Parish Clerk for advice and support.

**Parish Clerk Vacancy:** The Parish Clerk carries out a range of administrative tasks including preparing agenda, taking minutes, dealing with correspondence and liaising with organisations, contractors and Lancaster City and Lancashire County Councils.

The Parish Clerk will provide advice to the parish council to ensure it acts within its powers. As Responsible Financial Officer, the Parish Clerk will manage the parish council's accounts and ensure that financial administration complies with best practice and the law. There will be a requirement to attend parish council meetings with all other work being carried out flexibly from home. Candidates must be computer literate and have internet access. Good communication skills are essential, as are organisational skills and attention to detail.

Training will be available. Salary is based on 8 hours work per week and will be calculated pro rata according to the National Joint Council Rates and be within the range SCP 5 – 12 (£9.77 - £11.22 per hour). Expenses will be paid.

Closing date for receipt of applications will be **January 15<sup>th</sup> 2020**.

Further information and application form is available from **Bob Bailey, Parish Clerk email:** [clerk@heatonwithoxcliffepc.org](mailto:clerk@heatonwithoxcliffepc.org) ;

**Telephone: 07828254149;**

**Address: 28 Wilson Grove, Heysham, Morecambe LA3 2PQ**

# Planning Application Comments & Decisions

## December 2019



| Application Number / Description   | Parish Council Comment      | Planning Authority Decision / Status |
|--|-----------------------------|--------------------------------------|
| <p><b>19/00507/VCN:</b> Erection of four buildings comprising 20 industrial units, creation of access, internal roads, parking and sub-station – Mellishaw North Development site, Mellishaw Lane, Heaton-with-Oxcliffe</p>  | <p>Support in principle</p> | <p>Awaiting decision</p>             |
| <p><b>19/01359/FUL:</b> Erection of industrial units, creation of new access with associated parking, alterations to existing access and erection of a 2.4 metre high palisade fence &amp; gate – J Kelly Laminates Ltd, White Lund Industrial Estate, Morecambe LA3 3PA</p> | <p>Support in principle</p> | <p>Awaiting decision</p>             |