

HEATON-WITH-OXCLIFFE PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend Parish Council Meeting. Due to the COVID19 pandemic and restrictions placed on Parish Councillors the meeting will be held remotely using Zoom Cloud Meetings Application on the 16.04.2020 at 10:00hrs

Members of the general public wishing to attend the meeting may do so by contacting the Parish Clerk up to 12 hours prior to the planned meeting start time

AGENDA

2097. To receive apologies
2098. To consider & approve Minutes of the Meeting held on Thursday 20th February 2020
2099. To receive Declarations of Interest
2100. 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
2101. To consider the current restrictions and implications due to the COVID19 Pandemic
2102. To consider possible actions by the Parish Council during the COVID19 Pandemic
2103. To consider the list of planning applications set out below:

Application No:	Description
20/00209/FUL	Erection of a single storey front extension – 6 Trent Close, Morecambe LA3 3SR
20/00176/REM	Reserved matters application for the erection of an agricultural workers dwelling – Moss Side Farm, Moss Road, Heaton-with-Oxcliffe
20/00270/FUL	Change of use of land to caravan storage- Land to the rear of 302 Oxcliffe Road, Heaton-with-Oxcliffe

2104. To consider an update on planning authority decisions

2105. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough – Lengthsman duties February 2020	£100.00
John Fairclough – Lengthsman duties March 2020	£100.00
Mr R Bailey - Parish Clerk fees & expenses February 2020	£476.85
Mr R Bailey - Outgoing Parish Clerk fees & expenses March 2020	£466.85
Tech Hub Ltd Website Hosting and Domain name 2020	£189.60
Tech Hub Ltd Office Back-up 2020	£100.80
Zurich Municipal Insurance 2020/21	£293.89

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NALC/LALC Subscription 2020/21	£413.37
Bay Typesetters Artwork and Print – Residents Survey, Newsletter and Pond Community Clean cards	£459.00
Tech Hub Ltd G-Suit Annual Subscription	£48.00

2106. To consider actions relating to centenary of 1920 White Lund explosion
2107. To consider updates and actions - Parish Plan 2018 – 2021
2108. To consider a motion concerning the retiring Parish Clerk, Bob Bailey
2109. To welcome the newly appointed Parish Clerk. Adrian Osmotherley and agree start date as 19.03.2020.
2110. To consider date and time of next meeting

Parish Clerk
106 Broadway
Morecambe
LA45XZ

13 April 2020

Tel: 07916029265 Email: clerk@heatonwithoxcliffepc.org.uk

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud
Application on Thursday 16th April 2020 at 10-00 am.

Present:

Councillor Mr K Percy (Chair)
Councillor Mr P Melling (Vice Chair)
Councillor Mrs G Kelly
Councillor Mr W Jackson

In Attendance:

Adrian Osmotherley - Parish Clerk
Judith Shaw – Resident/member of the general public

The Chair welcomed all attendees to the meeting. The meeting had been arranged using Zoom Cloud Application to enable all attendees to be able to follow government restrictions in relation to social distancing, public gatherings and movement restrictions as a result of the COVID-19 Pandemic.

2097 Apologies: Apologies were received from Councillors Mr S Edmondson and Mrs M Baxter.

2098 Minutes: It was **RESOLVED** that, subject to minor changes, the Minutes of the meeting held on Thursday 20th February 2020 be approved.

2099 Declarations on interest: There were no declarations of interest.

2100 Public discussion and information only updates:

1. **Public Discussion:**

There was one member of the general public present. No issues/comments were raised for discussion.

2. **Clerks report & correspondence:**

The Parish Clerk presented his report providing updates on previous actions, activities, resolutions and correspondence received as follows;

A response had been received from Lancaster City Council to a recent report raised by Councillor Melling relating to fly posters at various locations around the Parish. Unfortunately, no action was to be taken at this time due to department restrictions caused by COVID-19. The report was acknowledged to be progressed when normal service is resumed.

The three notice boards in the Parish had now been updated and would be updated monthly when the Parish Council Meeting Agenda/Summons is posted.

A Parish Meetings procedure had been circulated to all Parish Councillors (PCs) for comment. Attention was drawn to the requirement for PCs to review draft meeting minutes in a timely fashion to enable the minutes to be finalised and issued promptly following each meeting.

Correspondence had been high for the period. Over 60 individual correspondence items had been issued to PCs. In the main this related to COVID-19 information and guidance.

3. **Members matters & information only updates:**

The Chair asked councillors with updates or information to report:

Councillor Melling: Provided an overview of the weekly online Local Area Parish Council meetings (facilitated by Lancaster City Council Community Connectors Team) he had been attending on behalf of the Parish. Councillor Melling reported on the content of the meetings and some of the key topics raised for the benefit of the other Councillors who were unable to attend due to restrictions of numbers. The Chair

commented on the summary document, circulated to all PCs following the last meeting. This provided details of what each parish was planning and doing with regards COVID-19 restrictions and support within their Parish.

Councillor Kelly: Raised concerns about an increase in fly tipping as the local waste recycling centres remained closed. Councillor Melling advised that this had been raised by other Parishes at the weekly online meeting and that Lancaster City Council intend to raise the issue with Lancashire County Council who manage the recycling centres. Any fly tipping incidents would still be reported in the usual way by the PCs.

Councillor Melling commented that County Councillor Margaret Pattinson would be asking Lancashire County Council if they can review this situation at their next meeting.

Chair: Emphasised the importance of the Parish website being maintained and updated during the present crisis. Commented on his current experience of receiving telephone calls from multiple agencies to check on the general wellbeing of his household. He referred to assistance being offered by an ex employer, a local political party and a voluntary organisation as well as friends and neighbours.

2101 COVID-19 Pandemic Restrictions:

The Chair commented on the recent guidance that had been received from the National Association of Local Councils (nalc) regarding the changes to Government Regulations relating to Council meetings held remotely to reflect the COVID-19 restrictions. These changes related to the holding of meetings, meeting invites to the general public, holding of the Annual General Meetings (AGM) and the production of annual accounts (AGAR) for auditing purposes.

Following a lengthy discussion, it was agreed that the holding of the May 2020 AGM, summary of annual accounts and other supporting information required for the AGM (Risk Assessment and Asset Register review) would be deferred for 1 month. This would be reviewed at the next meeting.

The Clerk was asked to consult with the former Parish Clerk (who would prepare the annual accounts 2019-2020) and report back at the next meeting.

The Chair then raised the role of the Parish Lengthsman and whether PCs thought it appropriate from a wellbeing and "essential" perspective for the Lengthsman to continue with his current activities. These in the main related to the works maintaining the flower beds, grass cutting, maintenance of two benches and a set of stocks and other duties. After discussion it was agreed that, providing the Lengthsman was happy to continue, and social distancing requirements could be maintained then the works could continue. The Parish Clerk was instructed to contact the Lengthsman to check on these points and report back at the next meeting.

2102 COVID-19 Pandemic Actions:

A discussion was held to review if, during the COVID-19 pandemic the Council should be doing more with regard to vulnerable people and general communication around the Parish. Councillor Melling had contacted the Church of England to see if they needed any assistance. He said he would pass on any correspondence received from the Church to other PCs. A discussion was held around the benefits of providing information via a letter drop and/or posting on the Parish website. It was noted that recently there had been several letters issued to all households from central and local government. Going forward the Parish Clerk would look urgently at the updating of the Parish website as well as letter drops carried out by other Parish Councils in the area.

These matters would be reviewed at the next meeting.

2103 Planning Applications and statutory consultations:

No new planning applications had been received during the period.

2104 Planning Application decisions:

Members reviewed the list of the planning application comments and decisions provided within the Agenda/Summons reference 2103. The Parish Clerk advised that application reference 20/00176/REM had been permitted during the period. It was agreed that application reference 20/00209/FUL and 20/00270/REM were supported in principle.

2105 Accounts for Payment:

Payee and Payment Description	Amount
John Fairclough – Lengthsman duties February 2020	£100.00
John Fairclough – Lengthsman duties March 2020	£100.00
Mr R Bailey - Parish Clerk fees & expenses February 2020	£476.85
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It was **RESOLVED** that the above payments be made.

2106 White Lund Centenary:

The Chair reported that he had now completed his account of the major explosion at the White Lund Munitions Factory in January 1920. This would be posted on the Parish Website as soon as possible. The Council's earlier decision to add commemorative lettering, if possible, to the 1917 memorial stone, which had marked the centenary of the first explosion, would be explored.

2107 Parish Plan:

The Chair referred to the Plan under the following areas relevant to the discussions held earlier in the meeting relating to the COVID-19 Restrictions;

Responding to the Needs of Vulnerable Residents:

Promotion of Health and Wellbeing:

Specific Key Actions in the Plan, relating to the updating of the Parish Website, working in partnership and establishing the needs of vulnerable residents had been raised in 2100, 2101 and 2102 above.

The Chair pointed out that the Residents' Survey conducted earlier in the year has been designed, in part, to provide information relating to health and wellbeing needs of residents. The outgoing Parish Clerk had still to report on these.

The action placed on Councillor Kelly at the meeting of 20th February to lead in a discussion on the type of extra litter and dog waste bins needed for the Parish was not discussed. The proposal to organise a litter pick on Saturday 28th March had been overtaken by Government COVID-19 restrictions. These issues would be placed on the agenda of the next meeting.

2108 Bob Bailey Retiring Parish Clerk:

The Chair proposed a motion to mark the last 10 years of service that Bob Bailey has provided to the Parish and to the Parish Council. The motion, as below, was agreed by all PCs present.

The Heaton-with Oxcliffe Parish Council wishes to place on record its great appreciation of the service of Bob Bailey as its Parish Clerk 2009 – 2020. He has been throughout an efficient, knowledgeable, hard-working and committed Clerk who has supported and guided councillors and chairpersons with unfailing courtesy, tact and good humour. We wish him well in the future and hope that he remains in touch with us.

2109 Adrian Osmotherley New Parish Clerk:

On behalf of the Council, the Chair welcomed Adrian Osmotherley as the new Parish Clerk. It was recognised that a handover of duties and responsibilities was still being carried out with Bob Bailey. This task was somewhat disjointed and prolonged due to the COVID-19 restrictions. It was agreed that the official start date for the new Parish Clerk should be recorded as 19.03.2020, thus varying the original Council decision.

2110 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 21st May 2020**. The meeting closed at 11.45am.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – March/April 2020



Date	Sender	Topic
21.03.2020	Lancaster City Council	Working Together to Support communities – MS Teams Meeting Invite
21.03.2020	Chair	Parish Council: Guidance on Holding Meetings
21.03.2020	Vice Chair	Parish Council: Guidance on Holding Meetings - Comments
21.03.2020	Parish Clerk	Parish Council: Guidance on Holding Meetings - Comments
22.03.2020	Lancaster City Council	Lancaster District Councillors & MPs Briefing on City Council COVID-19 Response 1#
22.03.2020	Chair	Working Together to Support communities – MS Teams Meeting Invite - Comments
24.03.2020	Lancaster City Council	Lancaster District Councillors & MPs Briefing on City Council COVID-19 Response 1# - Update
24.03.2020	Lancaster City Council	Civil Contingencies Group, COVID-19 and Playgrounds
25.03.2020	Lancaster City Council	Civil Contingencies Group, COVID-19 Update to Council Services
25.03.2020	National Association of Local Councils	Information for Parish and Town Councils COVID-19 Update
25.03.2020	Lancaster City Council	Civil Contingencies Group, COVID-19 Community Pandemic Group
25.03.2020	Lancaster City Council	Civil Contingencies Group, Useful Information for the Community Regarding COVID-19
25.03.2020	Lancaster City Council	Civil Contingencies Group, Useful Information for the Community Regarding COVID-19 – Updated Links
26.03.2020	Vice Chair	Closure of Salt Ayre Recycling Centre

Heaton with Oxcliffe Parish Council Correspondence – March/April 2020



Date	Sender	Topic
26.03.2020	Lancaster City Council	Civil Contingencies Group COVID-19 Information Service on WhatsApp
26.03.2020	Lancaster City Council	Civil Contingencies Group COVID-19 Government Guidance on MOTs
26.03.2020	National Association of Local Councils	NALC Information for Parish and Town Councils COVID-19 Update
27.03.2020	Lancashire County Council	Scam Update and Information
28.03.2020	National Association of Local Councils	NALC Information for Parish and Town Councils COVID-19 Update
29.03.2020	Lancashire Association of Local Councils (LALC)	Coronavirus Act 2020
30.03.2020	Lancaster City Council	Civil Contingencies Group COVID-19 Related Scams
30.03.2020	Lancaster City Council	Lancaster District Councillors & MPs Briefing on City Council COVID-19 Response 2# - Update
30.03.2020	Councillor Phillippa Williamson	Citizens Advice Consumer Update March 2020 COVID-19
30.03.2020	Councillor Phillippa Williamson	Bus Services
30.03.2020	Neighbourhood Alert	COVID-19 Community Hubs
30.03.2020	Lancaster City Council	Enforcement Complaint Acknowledgement
01.04.2020	Neighbourhood Alert	Supporting Communities Through the Coronavirus Pandemic 01/04/2020
02.04.2020	Lancaster City Council	Civil Contingencies Team - COVID19 Related Scams
02.04.2020	National Association of Local Councils (NALC)	Coronavirus - Information for Parish and Town Councils
02.04.2020	Lancaster City Council	Civil Contingencies Team - Free Volunteer Training
02.04.2020	Neighbourhood Alert	Community Locality Hubs

Heaton with Oxcliffe Parish Council Correspondence – March/April 2020



Date	Sender	Topic
02.04.2020	National Association of Local Councils (NALC)	Coronavirus - Information for Parish and Town Councils - Local Council Meetings
04.04.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin
04.04.2020	National Association of Local Councils (NALC)	Coronavirus - Information for Parish and Town Councils – How to Hold Effective Remote Council Meetings
04.04.2020	Lancashire County Council	COVID19 Help for Residents
04.04.2020	Neighbourhood Alert	Neighbourhood Watch Special Edition Newsletter
07.04.2020	National Association of Local Councils (NALC)	Coronavirus - Information for Parish and Town Councils – Audit Dates and Meetings Guidance
07.04.2020	Neighbourhood Alert	Important Information from Lancashire Police
07.04.2020	Lancaster City Council	Civil Contingencies Team – List of Church of England Vicars for Lancaster City Council
08.04.2020	Lancaster City Council	Civil Contingencies Team – Coronavirus Status Checker
08.04.2020	Lancaster City Council	Civil Contingencies Team – reporting of Local Concerns
08.04.2020	Neighbourhood Alert	Police Information - Stolen Property Identification
09.04.2020	Erica Lewis - Leader of Lancaster City Council	Civic Leaders Briefing on City Council COVID 19 Response #3
09.04.2020	Neighbourhood Alert	Important Easter Weekend Message
09.04.2020	National Association of Local Councils (NALC)	Information for Parish and Town Councils
09.04.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin
10.04.2020	Neighbourhood Alert	Bank Holiday Weekend Health Services

Heaton with Oxcliffe Parish Council Correspondence – March/April 2020



Date	Sender	Topic
11.04.2020	Lancashire County Council District Lead Officer	Winter Stakeholder Bulletin No9
11.04.2020	Lancashire County Council Trading Standards Service	Trading Standards Consumer Alerts April 2020
11.04.2020	Parish Councils	Funding Offer for COVID19 – Actions from Community Foundations for Lancashire
11.04.2020	Lancashire County Council Community Connectors Team	COVID19 Support Network Meeting Notes
14.04.2020	Parish Clerk	Agenda/Summons document reference 200416HWOAGENDA
14.04.2020	Parish Clerk	General Correspondence – Lengthsman Duties
14.04.2020	Parish Clerk	Meetings Process and Document Reference
15.04.2020	Parish Clerk	Zurich Insurance Documentation for review
15.04.2020	Neighbourhood Alert	Urgent Request for More Paid Carers
15.04.2020	Neighbourhood Alert	Lancaster City Council News Release
15.04.2020	Neighbourhood Alert	Vulnerable People
15.04.2020	National Association of Local Councils (NALC)	Information for Parish and Town Councils
15.04.2020	Neighbourhood Alert	Courier Fraud Warning

Planning Application Comments & Decisions

March/April 2020



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
19/00507/VCN: 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	Support in principle	Awaiting decision
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	Support in principle	Awaiting decision
20/00209/FUL Erection of a single storey front extension – 6 Trent Close, Morecambe LA3 3SR	Support in Principle	Awaiting decision
20/00176/REM Reserved matters application for the erection of an agricultural workers dwelling – Moss Side Farm, Moss Road, Heaton-with-Oxcliffe	Support in Principle	Application Permitted (09.04.2020)
20/00270/FUL Change of use of land to caravan storage- Land to the rear of 302 Oxcliffe Road, Heaton-with-Oxcliffe	Support in Principle	Awaiting Decision