

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 Thursday 21st May 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. Alternatively, members of the general public can contact the Parish Clerk and submit a question(s) for consideration at the meeting

A G E N D A

- 2111. To receive apologies
- 2112. To consider & approve Minutes of the Meeting held on Thursday 16th April 2020
- 2113. To receive Declarations of Interest
- 2114. 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
- 2115. To consider the current restrictions and implications due to the COVID19 Pandemic
- 2116. To consider possible actions by the Parish Council during the COVID19 Pandemic
- 2117. To review date for the holding of the Annual Meeting of the Parish Council
- 2118. To consider the list of planning applications set out below:

Application No:	Description
20/00419/FUL	Installation of a raised replacement roof to existing bungalow to form a 2-storey house and construction of a rear porch with Juliet balcony above at 14 Priorsgate, Morecambe, LA33RN.

- 2119. To consider an update on planning authority decisions
- 2120. To consider contract and duties of the Parish Lengthsman
- 2121. To consider implementing the Scribe financial accounting system for the management of the Parish Council accounts
- 2122. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough – Lengthsman duties April 2020	£100.00
Scribe Web based Financial Accounting System- Annual Subscription 01.06.2020	£123.36
Adrian Osmotherley Parish Clerk Fees and Expenses March 2020	£177.56

- 2123. To consider updates and actions - Parish Plan 2018 – 2021
- 2124. To consider arrangements for the resignation of the Parish Council Chair
- 2125. To consider date and time of next meeting

**Parish Clerk
106 Broadway
Morecambe
LA45XZ**

14 May 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 21st May 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 (Clerk)

The Chair welcomed Councillors to the meeting. The meeting had been arranged using Zoom Cloud 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.

2111 Apologies: Apologies were received from Councillors Mr S Edmondson and Mrs M Baxter.

2112 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Thursday 16th April 2020 be approved.

2113 Declarations on interest: There were no declarations of interest.

2114 Public discussion and information only updates:

- Public Discussion:** There were no members of the public present. No issues/comments were raised by members of the public to the Clerk in advance of the meeting for discussion.
- Clerk's report & correspondence:** Correspondence had again been high for the period. Over 40 individual correspondence items had been issued to Councillors. In the main this related to COVID-19 information and guidance. It was **RESOLVED** that future correspondence not deemed urgent by the Clerk would only be sent to the Chair for consideration. A weekly update of the correspondence log would be distributed to all other Councillors who could request specific correspondence from the Clerk to avoid duplication of correspondence received from other sources.

The Clerk had reported three individual instances of fly tipping in the period. All three had been removed. This showed that Lancaster City Council (CC) were treating fly tipping as a priority during the COVID-19 restrictions.

The management and responsibility for the Parish Council Unity Trust Bank account has now been handed over from the outgoing Clerk (Bob Bailey) to the Clerk. The annual Precept for 2020 to 21 of £11,997 has been received. The current account balance on 21.05.2020 was £16,233.00.

The Clerk now has full management of the Parish email account and all future correspondence will be via the email clerk@heatonwithoxcliffepc.org.uk.

The accounts for 2020 to 2021 have been finalised and presented for internal audit by the outgoing Clerk.

The Clerk has registered the Parish for the £500.00 grant from the Public Rights of Way Local Delivery Scheme. The scheme funds maintenance works to Public Rights of Way carried out by the Parish Lengthsman. Details of the Public Rights of Way in the Parish would be forwarded by the Clerk to all Councillors for their information.

The outgoing Clerk has agreed to update the Parish Website in the near future. Due to the COVID-19 restrictions it has not yet been possible for the outgoing Clerk to hand over the management of the Website to the Clerk.

3. **Parish Councillors (PCs) matters & information only updates:**

The Chair asked Councillors with updates or information to report:

Councillor Melling provided an update to a recent complaint, which he had pursued, from a Parish resident regarding unsociable behaviours and a general lack of consideration by cycle users on the footpath/cycleway running through the Parish. The Clerk had written to Lancashire County Council (CC) advising of the issues identified by the resident as well as raising concerns regarding the faded and worn thermoplastic markings and overgrown verges and bushes. Details of the response will be passed to all Councillors. The response from Lancashire CC had advised that maintenance works were planned and would be carried out soon. Unsociable behaviours such as speeding cyclists and motorised cycles and scooters were a matter for the police. Councillor Melling had contacted the Police and was advised that the local Police and PCSOs were monitoring the current situation. Councillor Melling has also provided an update to the resident.

Councillor Melling has made a recent enquiry about additional spoil/earth being tipped on the site of the old refuse tip. In places this spoil/earth has raised the level of the ground by up to six feet. Once he receives a response, he will forward it to all Councillors for information.

2115 COVID-19 Pandemic Restrictions:

Councillor Melling reported there had been a general slowing down of the COVID-19 meetings and guidance over the past few weeks. Contact and assistance for vulnerable and elderly people in the area was continuing. During discussion it was noted that the framework of support and guidance provided by Lancaster CC was excellent. A discussion was held around the additional support provided by community groups, churches and volunteers and the consensus was that this was also working very well in supporting the work being carried out by Lancaster CC and Lancashire CC.

2116 COVID-19 Pandemic Actions:

Councillor Melling had been in contact with the Church of England through Father Damien. A discussion was held by the Council on other religious groups in the area. PCs commented that there had been a high level of support from other agencies and at this time feel that additional support from the Parish was not needed. The three Parish notice boards had all been updated providing COVID-19 information and guidance. Hopefully, the Parish Website would be updated shortly to provide additional COVID-19 information. Following discussion, it was agreed that a Newsletter would be produced as soon as possible.

2117 Review date for the annual meeting of the Parish Council:

It was **RESOLVED** that the Annual General Meeting (AGM) of the Parish Council would take place on the 18th June 2020 at 10:00am. The AGM would then be followed by the monthly Parish Council Meeting starting at 10:30am.

2118 Planning applications and statutory consultations:

Application No	Description
20/0419/FUL	Installation of a raised replacement roof to existing bungalow to form a 2-storey house and construction of a rear porch with Juliet balcony above at 14 Priorsgate, Morecambe, LA33RN.

Councillors considered the above application. No comment was made at this time.

2119 Planning application decisions:

Councillors reviewed the list of the planning application comments and decisions provided within the Agenda/Summons. The Parish Clerk advised that application reference

20/00209/FUL has been refused and 2000176/REM had been permitted during the period.

2120 Parish Lengthsman contract and duties:

Following a discussion, it was agreed that a review of the contract and role of the Lengthsman was needed and would be carried out jointly by Councillor Percy and Melling in consultation with the Lengthsman. A report would be brought to the Council.

2121 Scribe Financial Accounting:

Details of a proposal to use Scribe Financial Accounting software for the management of the Parish accounts had been circulated to all Councillors in advance of the meeting. Prior to this, the Chair had raised various questions about the proposal which the Clerk had investigated and answered fully. Following a discussion, it was **RESOLVED** that Scribe Financial Accounting software would be used to manage and record the Parish financial accounting from the 01.04.2020.

2122 Accounts for Payment:

Payee and Payment Description	Amount
John Fairclough – Lengthsman duties April 2020	£100.00
Scribe Web Based Financial Accounting System – Annual Subscription from 01.06.2020	£123.36
A Osmotherley - Parish Clerk fees & expenses March 2020	£177.56

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

2123 Parish Plan 2018 to 2021 updates and actions:

The Chair referred to discussions in relation to the COVID-19 Pandemic held earlier in the meeting as relevant to three of the six 'Ambitions' in the current Parish Plan:

Identify and respond to the needs of vulnerable residents:

Address the health and wellbeing of our residents:

Improve our roads, cycle-paths, footpaths/ pavements and other amenities:

He noted that these discussions had been with local Churches and public authorities. In addition to this it was recognised that further discussion and consultation was needed with other possible partners. It was agreed that contact would be made with Mark Bartlett of Lancaster CC to try and facilitate engagement with other partners. Discussion and action had also been taken regarding the footpath/cycleway within the Parish as well as registering the Parish for the Public Rights of Way Funding Scheme.

2124 Parish Chair arrangements for resignation:

The Chair advised that he intends to resign on the 31st May 2020 since he had now been in office for twelve months since the 2019 AGM. The Vice Chair, Councillor Melling, will take on the role of acting Chair until the AGM meeting planned for the 18th June 2020 when the election of a new Chair and Vice Chair will take place.

2125 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 18th June 2020** after the Parish Annual General Meeting.

The meeting closed at 11.55am.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – April/May 2020



Date	Sender	Topic
15.04.2020	Parish Clerk	Meetings Process and Document Reference
17.04.2020	National Association of Local Councils	Coronavirus - Information for Parish and Town Councils
17.04.2020	Neighbourhood Alert	Release sent on behalf of Lancashire Resilience Forum
19.04.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin
19.04.2020	Neighbourhood Alert	Building Work on Temporary Morgue Complete
19.04.2020	Lancaster City Council - Community Connectors Team	Updated Scams Information – Trading Standards
19.04.2020	Lancaster City Council – Erica Lewis	Meeting Notes and a Message from Lancaster City Council Leader
22.04.2020	Parish Clerk	Email Account
23.04.2020	Parish Clerk	Meeting 16.04.2020 – Minutes and Supporting Information Pack
23.04.2020	Lancaster City Council – William Griffin	COVID-19 Fly Tipping Response
23.04.2020	Lancaster City Council - Community Connectors Team	Guidance on Religious Festivals – Lancashire Resilience Forums
23.04.2020	Lancaster City Council – Suzanne Lodge	At A Glance Vulnerable People
23.04.2020	Lancashire Resilience Forum (LRF)	LRF Update
27.04.2020	Parish On-Line	Parish On-Line Newsletter
27.04.2020	Parish Councils	Urgent Carer Recruitment
27.04.2020	Lancaster City Council - Community Connectors Team	Community Support Network - Notes from COVID-19 Meetings

Heaton with Oxcliffe Parish Council Correspondence – April/May 2020



Date	Sender	Topic
27.04.2020	Lancaster City Council - Community Connectors Team	Sharing of Contact details
27.04.2020	Lancaster City Council	Civil Contingencies Team - NHS is Open
29.04.2020	Neighbourhood Alert	Coronavirus Testing For Key Workers In Lancashire
04.05.2020	Lancaster City Council - Community Connectors Team	Community Support Network - Notes from COVID-19 Meetings
04.05.2020	Neighbourhood Alert	COVID-19 Fraud Update
04.05.2020	National Association of Local Councils (NALC)	Chief Executives Update
05.05.2020	Lancaster City Council - Civil Contingencies Team	Plants Project
07.05.2020	Lancaster City Council	Coronavirus Update
09.05.2020	Parish Clerk	Scribe Web Based Financial Accounting System Proposal
09.05.2020	Lancashire County Council - Trading Standards Service	Consumer Alerts May 2020
11.05.2020	Parish Clerk (Bob Bailey)	Requires Attention - Agar Report
11.05.2020	Lancaster City Council - Community Connectors Team	Volunteer and Mutual Aid COVID-19 Notes
12.05.2020	Lancashire County Council Angie Ridgwell Chief Executive	Waste and Recycling
13.05.2020	Lancaster City Council - Civil Contingencies Team	UK Government COVID-19 Recovery Strategy
13.05.2020	Lancaster City Council - Civil Contingencies Team	UK Government COVID-19 Recovery Strategy Guidance Document

Heaton with Oxcliffe Parish Council Correspondence – April/May 2020



Date	Sender	Topic
14.05.2020	Lancaster City Council	Coronavirus Update
15.05.2020	Lancaster City Council - Civil Contingencies Team	New Guidance on Spending Time Outdoors
18.05.2020	Parish Clerk	Agenda/Summons for Parish Council meeting on the 21.05.2020 at 10:00am.
18.05.2020	Parish Clerk	Link to Guidance – Do's and Dont's COVID-19 Restrictions
20.05.2020	Lancaster City Council - Civil Contingencies Team	New Guidance on Staying Safe Outside
20.05.2020	Parish On-line	May 2020 Edition
21.05.2020	Lancaster City Council	Coronavirus Update

Planning Application Comments & Decisions

April/May 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	Application Refused (06.05.20200)
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