

PARISH OF HEATON-WITH-OXCLIFFE
Draft Minutes of the Meeting of the Parish Council held at Grosvenor Park School on
Wednesday 14th November 2018 at 7-00 pm.

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

1920 APOLOGIES: Apologies were received from Councillors Mrs M Baxter and Mr I Clift..

1921 MINUTES: It was **RESOLVED** that, subject to a minor amendments, the Minutes of the meeting held on Wednesday 10th October be approved.

1922 DECLARATION OF INTERESTS: There were no declarations of interest

1923 ADJOURNMENT FOR PUBLIC DISCUSSION AND TO PROVIDE 'INFORMATION ONLY' UPDATES ON ACTIVITIES:

- Public Discussion:** No members of the public were present
- Clerk's Report & correspondence:** The Clerk reported that he had drafted a *Litter Pick Assessment Form* considering any potential hazards that volunteers may come up against during a litter pick. It was reported that most of the potential risks were scored as 'medium' or 'low' and whilst it was acknowledged that it will be important for volunteers to know the risks and understand the control measures prior before clearing any litter.

Members were advised that once the date of the litter pick and volunteer numbers are known, Lancaster City Council will supply the following equipment:

- Litter grabbers;
- High-viz vests;
- Rubbish bags;
- Sharps box;
- Spray can (for marking any bags that have broken glass in).

On completion of the clean-up Lancaster City Council will also collect the litter from an agreed collection point.

There was then a discussion about the area to be covered by the litter pick, how the event should be publicised and possible dates for the litter pick to be carried out. It was then **RESOLVED** that the litter pick be held on Saturday 26th January 2019 along a stretch of the cycle track and that the event be promoted in the parish newsletter, website, social media and noticeboards.

The Clerk also reported that he had completed and returned, by the specified deadline, a grant monitoring form requested by National Lottery Awards for All in relation to the grant awarded for the Grosvenor Park Play Area project. The information requested included:

- A list of all the items purchased with the grant;
- Receipts and invoices for items listed;
- Sequential bank statements relating to the full period of the grant.

It was **RESOLVED** that the update on the grant monitoring form be noted.

Members then discussed the ongoing parking issues along Roeburn Drive and surrounding roads during school pick up times. After some discussion, it was **RESOLVED** that the Clerk contact the Police with a view to another 'Day of Action' being arranged as soon as practicable.

3. **Members matters & information only updates:** Members again asked that Lancaster & Morecambe College be contacted to request that litter picking by members of their staff be carried out in the afternoons, as well as, or instead of the morning pick as this is when most litter seems to be dropped.

Councillor Melling reported that once Lancaster City Council's Lead Enforcement Officer had been notified the truck containing rubbish and seemingly abandoned on Roeburn Drive had been towed away.

The short deadline for responding to the *Local Plan Draft Suggested Modifications* had meant that there had been insufficient time for Members to provide a detailed response to the consultation on this occasion. It was noted, however, that there should be a further opportunity to comment on amendments affecting the parish council when the Planning Inspector commences local hearing sessions in early January 2019.

There being no further updates other than those set out in the meeting Agenda, it was **RESOLVED** that the updates and activities in the last month be noted and acted on where necessary.

1924 PLANNING APPLICATIONS

Application No	Description

No planning applications for consideration had been received since the last meeting of the parish council.

- 1925 **PLANNING APPLICATION DECISIONS:** Members considered decisions made by Lancaster City Council's Planning Committee in recent weeks. After some discussion, it was **RESOLVED** that the decisions of Lancaster City Council's Planning Committee be noted.

1926 Accounts for Payment:

Cheque No.	Payee and Payment Description	Amount
100367	Mr R Bailey – Parish Clerk fees and expenses October	£447.62
100368	John Fairclough – Lengthsmans duties	£100.00

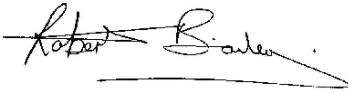
It was **RESOLVED** that the above account(s) be paid.

- 1927 **PARISH NOTICEBOARDS:** Further to previous discussions, the Clerk reported that the company who had previously supplied the parish noticeboards, no longer provided them and no suitable alternative had been found. After some discussion, it was **RESOLVED** that Councillor Edmondson make further enquiries with a view to replacement boards being found to be placed with the existing frames.

- 1928 **PARISH PLAN:** Members discussed the benefits of having a parish plan that can be used to focus resources on important matters within the parish and as a means of reporting on progress against the plan at agreed times throughout the year, and so that informed decisions can be made on any actions needed to achieve or change agreed outcomes. Councillor Percy commented that the recently adopted parish plan for 2018 needed to be posted on the parish council's website and that the parish council had not published an annual report since 2015 – 2016. After some discussion, it was **RESOLVED** that the adopted Parish Plan be published on the parish council's website (as well as the Newsletter see Agenda item 1929) and that the parish council plan for an annual report to be written and published each year for consideration at the Annual Meeting of the parish council.

1929 PARISH NEWSLETTER: Members considered a draft newsletter, which includes information on the adopted parish plan, the successful outcome of the Grosvenor Park Play Area project and how vulnerable people can receive 24/7/365 support from Electricity North West and United Utilities during a power cut or loss of water supply. It was noted that this was the first Newsletter for over a year and additional content was suggested. It was then **RESOLVED** that the Clerk present a further draft to include a section on fly-tipping/litter and the planned litter pick in January, as well as details of other activities of the parish council, subject to there being sufficient space in the Newsletter.

1930 DATE & TIME OF NEXT MEETING: The Clerk advised that the next meeting of the Parish Council will be held on **Wednesday 14th December 2018 at 7:00pm**. The meeting closed at 7:45pm.

 Clerk

Signed: _____ Chair