

**PARISH OF HEATON-WITH-OXCLIFFE**  
**Draft Minutes of the Meeting of the Parish Council held at Grosvenor Park School on**  
**Wednesday 12<sup>th</sup> December 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

**1931 Apologies:** Apologies were received from Councillors Mrs M Baxter

**1932 Minutes:** Councillor Percy suggested some amendments to the Minutes to better reflect discussions around the parish plan and the production of an annual report for 2017/2018. Subject to these additions, it was **RESOLVED** that the Minutes of the meeting held on Wednesday 14<sup>th</sup> November 2018 be approved.

**1933 Declarations on interest:** There were no declarations of interest

**1934 Public discussion and information only updates:**

1. **Public Discussion:** No members of the public were present
2. **Clerk's Report & correspondence:** The Clerks reported that a completed risk assessment had been submitted to Lancaster City Council and confirmation received that equipment for the planned litter pick will be available from Friday 25<sup>th</sup> January to Monday 28<sup>th</sup> 2019 with the community litter pick to be carried out on Saturday 26<sup>th</sup> January from 10am for approximately two hours. Lancaster City Council will need to be advised of the precise area to be covered and where the filled bags/boxes can be collected from. **ACTION:** Councillor Edmondson and the Clerk will walk the planned area of the litter pick so that precise details can be provided to Lancaster City Council and volunteers.

The Clerk has again contacted Lancaster & Morecambe College about additional litter picks by their staff and to request that they help to promote the litter pick within the college and encourage its students to take part. Grosvenor Park school will also be asked to encourage participation by school children and their families.

The Clerk has contacted Lancashire Constabulary, Lancashire County Council and the school about another attempt at encouraging drivers to consider residents when dropping off and picking up children from the school. Lancashire County Council have suggested some tried and tested initiatives to help with this which the school is willing to support and try. The local Police Community Support Officers have agreed to carry out another 'Day of action' aimed at encouraging drivers to park and act responsibly when on the 'school run'.

The Clerk reported that correspondence had been received from Lancaster City Council inviting Members to the launch of the Lancaster District 'story' in December and to Lancaster City Council, Budget and Performance Panel Stakeholder meeting in January where Lancashire County Council, Lancaster City Council, Police and Fire and Rescue Services present their 2019/2020 budgets.

Consultation on Lancashire County Council's 2019 / 2020 budget and the decisions of their Cabinet had also been invited.

After some discussion, it was **RESOLVED** that the Clerk's Report be noted.

3. **Members matters & information only updates:** Councillor Edmondson reported that work on making changes to the parish council's noticeboards had been requested. 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.

**1935 Planning Applications and statutory consultations:**

Application No	Description
18/01361/CU	Retrospective application for the change of use of car park for the siting of a mobile catering van – Wickes Car Park, Unit G, Sunnycliff Retail Park, Mellishaw Lane H-w-O LA3 3FE

Members considered the above planning applications and it was **RESOLVED** that no representation be made.

**1936 Planning Application decisions:** Members considered decisions made by Lancaster City Council's Planning Committee in recent weeks. It was noted that planning application 18/01219/REM – erection of an agricultural dwelling at Moss Side Farm had been refused as it had been determined that the proposed dwelling was unusually large for this rural location. It was then **RESOLVED** that the decisions of Lancaster City Council's Planning Committee be noted.

**1937 Accounts for Payment:**

Cheque No.	Payee and Payment Description	Amount
100371	Mr R Bailey – Parish Clerk fees and expenses November	£ 515.22
100372	John Fairclough – Lengthsmans duties	£ 100.00

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

**1938 Budget Monitoring & Planning:** The Clerk presented a budget monitoring and planning report setting out actual income and expenditure as at 30<sup>th</sup> November 2018 and the forecast outturn as at 31<sup>st</sup> March 2019. Considering planned income and expenditure for 2019/2020 the outturn as at 31<sup>st</sup> March 2020 was also estimated so that a precept for 2019/2020 could be calculated.

The Clerk advised that including cash balances brought forward, precept received in 2018/2019 (£10,312) and outturn as at 31<sup>st</sup> March 2019 balances carried forward are estimated at £4,073. Considering planned expenditure in 2019/2020 and an allowance for contingencies, the total revenue required is estimated as £13,871. The Clerk reported that with the balances brought forward, planned expenditure in 2019/2020 could be met with a precept of £9,798.

The Clerk advised Members to use the document as an opportunity to think about where expenditure is most needed in both the short-term and longer term, and to take account of the commitments set out on the Parish Plan so that informed and costed decisions can be made. The Clerk informed Members that at the January 2019 meeting a decision will need to be made as to the amount of precept that will be demanded from the principal authority, Lancaster City Council.

Members welcomed the budget monitoring and planning report and it was **RESOLVED** that Members would scrutinise the planned income and expenditure and consider future short-term and long-term plans so that a precept for 2019/2020 can be determined at the January meeting of the parish council.

**1939 Parish Plan:** Councillor Percy outlined several key actions within the adopted parish plan that may involve significant and specialist research and others where resources outside the parish council may be needed to achieve the specific action and related outcomes. It was suggested that in considering the budget for 2019/2020 Members will need to take account of the additional financial resources that might be required and what opportunities might be available to support cost.

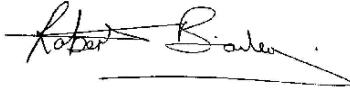
After some discussion, it was **RESOLVED** that Members will give this more consideration at the January meeting alongside discussions on the draft budget.

**1940 Parish Newsletter:** The Clerk presented a second draft of the newsletter which now provided information on Lancaster City Council's initiative to clampdown on fly-tipping known as *Operation Peregrine*. The parish council's determination to collaborate with the City Council and to encourage the community to get involved was also outlined. Brief details of the planned litter pick had been included, but it was felt that the impact of this had been somewhat lost in the other detailed information contained in the newsletter and some further amendments were suggested to help make this more prominent.

The planned distribution of this newsletter was also discussed, and it was suggested that the annual report 2017/2018 could be distributed to residents at the same time.

It was then **RESOLVED** that the newsletter be approved, subject to the changes suggested and that arrangements be made for its distribution together with the annual report for 2017/2018. .

**1941 Date & time of next meeting:** The Clerk advised that the next meeting of the Parish Council will be held on **Wednesday 9th January 2019 at 7:00pm**. The meeting closed at 8:10pm.

 Clerk

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