

PARISH OF HEATON-WITH-OXCLIFFE
Draft Minutes of the Meeting of the Parish Council held at Grosvenor Park School on
Wednesday 13th February 2019 at 7-00 pm.

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

In attendance: County Councillor Mr C Edwards and Bob Bailey, Parish Clerk

1954 Apologies: Apologies were received from Councillor Mrs M Baxter

1955 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Wednesday 16th January 2019 be approved.

1956 Declarations on interest: There were no declarations of interest

1957 Public discussion and information only updates:

1. **Public Discussion:** No members of the public were present
2. **Clerk's Report & correspondence:** The clerk reported on correspondence received and previously circulated, highlighting the positive comments and feedback from the recent *Community Clean Up*; information and advice from Lancashire County Council on the work of the gritting teams and what members of the public can do to help. After some discussion, it was **RESOLVED** that the Clerk's Report be noted.
3. **Members matters & information only updates:** Referring to the meeting held in January a Councillor commented on the risk of holding a parish council meeting where the number of Members present may not have been quorate. It was acknowledged that three Members in attendance had made the meeting quorate in line with standing orders.

A Member raised the matter of overhanging trees on a strip of land at Keer Bank which have apparently never been maintained. Residents have complained about them, but it is unclear who is responsible for maintaining these.

ACTION: Try and establish responsibility so that appropriate action can be taken.



1958 Planning Applications and statutory consultations:

Application No	Description
19/0009/TPO	Works to tree - Friarswood, Heaton Bottom Road, Heaton With Oxcliffe, LA3 3EU

Members considered that there was insufficient information on Lancaster City Council's planning portal in relation to the proposed works on the tree to enable meaningful consideration. **ACTION:** Request the availability of further information

1959 Planning Application decisions: Members considered decisions made by Lancaster City Council's Planning Committee in recent weeks. It was noted that planning application 18/01361/CU had been refused and that application 18/01330/FUL had been withdrawn. It was then **RESOLVED** that the decisions of Lancaster City Council's Planning Committee be noted.

1960 Accounts for Payment:

Cheque No.	Payee and Payment Description	Amount
100377	Mr R Bailey – Parish Clerk fees and expenses January 2019	£525.02
100378	John Fairclough – Lengthsman duties	£100.00
100379	Tech Hub Ltd – Annual Remote Back-up	£100.80
100380	Tech Hub Ltd – Website hosting and domain name renewal	£189.60
100381	Lancashire County Council – Hire of meeting room (December 2018 & January 2019)	£ 90.00
100382	Bay Typesetters – Printing & Distribution Parish Newsletter and Annual Report	£570.00

It was **RESOLVED** that the above account(s) be paid. The Clerk informed Members about his experience with Unity Trust bank which is designed to provide online banking specifically for parish/town councils. The banking arrangements allow for approved payments to be processed online by the parish clerk and authorised for payment electronically by two or three Members. It was **RESOLVED** that the parish clerk provide further information on the benefits of transferring the parish council accounts to Unity Trust.

1961 Household Waste Recycling Centre Consultation: It was reported that Lancashire County Council are currently consulting on proposals to reduce the opening hours of all household waste recycling centres (HWRC's) across the county as part of their review to bridge the gap between available funding and the increasing demand and costs of delivering services.

Locally, it is proposed to reduce the hours of opening of Salt Ayre HWRC to 9am to 5pm for the whole year. It was noted that at Carnforth HWRC it is proposed reduce the number of opening days to five days a week – not including Friday, Saturday or Sunday when demand is at its highest.

Members raised several concerns about the proposals, including a risk that fly-tipping will increase as a result and that the policy of Lancashire County Council in this regard conflicted with the good work being carried out by Lancaster City Council to reduce fly-tipping specifically through Operation Peregrine. Should the proposals be passed, it was suggested that without adequate publicity about the changes many people – particularly in the Summer – are likely to arrive at the HWRC after 5pm only to find it closed and then dumping their waste. Members felt that it would be beneficial to have at least one late night opening per week in the Summer and possibly have waste disposal units available outside the gates of the HWRC after closing, where waste could be deposited overnight. Questions were also raised about the analysis that had been undertaken by Lancashire County Council that had resulted in the proposals being made.

County Councillor responded to the comments and questions raised whilst thanking Members for their suggestions which he would be happy to feedback to Lancashire County Council as part of the consultation process.

There was then a wider discussion on making better use of waste gases and how City and County Councils could work more effectively to reduce the blight from littering and fly-tipping.

It was the **RESOLVED** that County Councillor Edwards be thanked for attending the meeting and undertaking to report back on the concerns and questions raised by the Parish Council.

1962 Parish Plan: Members commented that the 'promotion of health and wellbeing' is one of the parish councils' planned outcomes in the 2018 – 2021 parish plan. The key actions related to this outcome are:

- Include health and wellbeing content in Parish Newsletter;
- Work with local businesses and organisations on promotion of health and wellbeing in the parish;
- Develop health and wellbeing web pages attached to Parish Council website

It was noted that there is a large amount of material from Lancashire County and Lancaster City Council's and many other organisations on ways in which to improve the general health and wellbeing of people. It was felt that the parish council could effectively promote and raise awareness of these through its Newsletter and website and by posting information on its noticeboards.

After some discussion on the need to ensure that there is a clear purpose to advocating health and wellbeing within the parish and that all Members have a collective responsibility in this regard, it was **RESOLVED** that action be taken over the coming weeks and months to effectively disseminate suitable health and wellbeing initiatives.

1963 Community Litter Pick: Members discussed the event held at the end of January where 20 volunteers aged 4 to 76 turned out in support of our local community and to pick up litter along a stretch of the cycleway. In under two hours nearly 30 bags of rubbish were picked up and the bags collected the same day by Lancaster City Council. It had been clear that everyone attending had enjoyed the experience and their efforts had received several positive comments on social media.

It was commented that the event had influenced the behaviour of those involved who now find themselves regularly picking up any litter they see around the parish! There was a discussion about the perceived limited number of litter bins available in certain parts of the parish and it was acknowledged that parish councils have a power to fund litter bins.

After some discussion, it was **RESOLVED** that the success of the *Community Litter Pick* be noted and that further consideration be given about the provision of litter bins in 2019/2020 financial year.

1964 Standing Orders: The parish clerk had previously circulated and now presented model standing orders for Members consideration. These are the written rules of a local council used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements and Council's should have standing orders to confirm those statutory requirements.

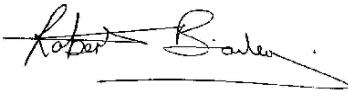
Members requested that any reference to 'Chairman' or 'he' be replaced with 'Chairperson' and 'he/she' and that the Standing Orders incorporate an additional standing order – previously agreed- around decisions being made by 'Chairperson's action' outside of a monthly meeting in exceptional circumstances and provided that the decision is subsequently reported and debated at the next meeting of the parish council. It was then **RESOLVED** that subject to these changes the parish council adopts the standing orders and that they be posted on the parish council's website.

1965 Financial Regulations: The financial regulations govern the conduct of the parish council's financial management and its lawful responsibilities to ensure that financial management is adequate and effective.

The financial regulations also fulfil the council's responsibility to ensure that there is a sound system of financial control which facilitates the effective exercise of the council's functions and activities, including the statutory role that the Responsible Financial Officer (usually the Clerk) appointed by the council and who acts on its behalf.

After some discussion, it was **RESOLVED** that the parish council adopts the financial regulations without amendment and that they be posted on the parish council's website

1954 Date & time of next meeting: The Clerk advised that the next meeting of the Parish Council is due to be held on **Wednesday 13th March 2019 at 7:00pm**. The Chair requested that an alternative date be arranged if possible. Clerk to advise. The meeting closed at 8:35pm


Clerk

Signed: _____ Chair