

**PARISH OF HEATON-WITH-OXCLIFFE**  
**Draft Minutes of the Meeting of the Parish Council held at Grosvenor Park School on**  
**Wednesday 11<sup>th</sup> July 2018 at 7-30 pm.**

**Present:** Councillor Mrs G Kelly - Chair  
Councillor Mrs M Baxter  
Councillor Mr S Edmondson  
Councillor Mr I Clift  
Councillor Mr P Melling  
Councillor Mr W Jackson

**1886 APOLOGIES:** Apologies were received from Councillor Percy

**1887 MINUTES:** It was **RESOLVED** that, subject to a minor amendment, the Minutes of the meeting held on **Wednesday 13<sup>th</sup> June** be approved.

**1888 DECLARATION OF INTERESTS:** There were no declarations of interest

**1889 ADJOURNMENT FOR PUBLIC DISCUSSION AND TO PROVIDE 'INFORMATION ONLY' UPDATES ON ACTIVITIES:**

1. **Public Discussion:** No members of the public were present
2. **Clerk's Report:** The Clerk reported that correspondence had been received from Lancaster City Council regarding the submission of a neighbourhood plan by Wray Parish Council and a request for expressions of interest in a project being led by Carnforth Town Council whereby equipment will be made available free of charge for showing films at any venues suggested by parish council's.  

It was also reported that, as requested, notification had been sent to Lancashire County Council informing them that this Council wished to opt into the Local Delivery Scheme 2018/2019. If successful, this will provide a one-off payment of £250 to spend on vegetation clearance around gates/stiles/signposts and up-growth such as nettles/brambles growing through the surface areas shown on a 'definitive map' of the parish.

Following notification from a resident, it was reported that the wooden Noticeboard at White Lund had 'fallen down'. Upon inspection, the Lengthsman advised that, given its very poor state, the Noticeboard should be removed. Members supported this view and it was **RESOLVED** that the Noticeboard on White Lund Road be disposed of and the Asset Register amended accordingly.
3. **Members matters & information only updates:** Councillor Melling updated Members on the work carried out so far by volunteers and the Lengthsman on the area around the pond on Grosvenor Park. Councillor Melling and the Clerk will work on putting together a bid for 'Green Grant' funding from Lancashire Environmental Fund dependant in further discussions with residents and subsequent development of an improvement plan.  

Councillor Edmondson suggested that consideration be given to changing the Noticeboards at Winster Park, Grosvenor Park and Portland Drive to replace the current 'racks' with pins which are more effective, and to make the noticeboards more waterproof – the practicalities of which will be investigated further. Councillor Edmondson also commented that the extreme and prolonged hot weather has meant that plants and flowers on the Ovangle Road roundabout have needed to be watered at regular intervals by the lengthsman, but had been difficult to do in practice, with no immediate access to water. It was considered that Lancaster City Council may be able to carry this out or could provide a water bowser for use by the parish lengthsman.

Councillor Baxter had been contacted by a resident who has been seeking advice on the requirements of Tree Preservation Orders and guidance on tree works.

The Clerk advised that contact information and guidance is available on Lancaster City Council's website.

It was then **RESOLVED** that the Clerk's report and matters and information only updates be noted and further action taken as necessary.

**1890 PLANNING APPLICATIONS**

Application No	Description
18/00644/FUL	Siting of retail building – Asda, Ovangle Road LA1 5JR
18/00805/FUL	Erection of a single storey side extension to existing building, raising the roof by 2 metres, recladding of building, infilling of some windows & replacement windows and doors – J Kelly Laminates Ltd, Northgate, White Lund Industrial Estate LA3 3PA

Member discussed the above planning applications. It was then **RESOLVED** that no representation be made.

**1891 ACCOUNTS FOR PAYMENT:**

Cheque No.	Payee and Payment Description	Amount
100359	Mr R Bailey – Parish Clerk fees and expenses	£462.49
100360	Cllr P Melling – Travel expenses attending training courses	£ 58.47
100361	John Fairclough – Lengthsmans duties	£170.00
100362	Signs Express – Grosvenor Park Play Area sign	£190.31

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

**1892 PLANNING APPLICATION DECISIONS:** Members considered decisions made by Lancaster City Council's Planning Committee in recent weeks. In respect of planning application 18/00234/FUL – Demolition of Factory Building and erection of 4 industrial units, Northgate, White Lund Industrial Estate - Members expressed disappointment that the application had been permitted (subject to a number of conditions), despite objections from the Parish Council, residents, the City Council's conservation team and the recommendations of the planning officer that the application be refused on the grounds that *'The proposal will result in the loss of non-designated heritage asset without a robust justification for its loss. The building is considered to be of particular local importance given that it is one of the few remaining buildings from the First World War National Filling Factory. As a consequence, the proposal is contrary to the aims and objectives of the National Planning Policy Framework, in particular the Core Principles and Section 12, and Policy DM33 of the Development Management Development Plan Document'*.

It was **RESOLVED** that the decisions of the Planning Committee be noted and that Clerk writes to the City Council's Development Management Team expressing this Council's disappointment in Planning Application 18/00234/FUL being permitted.

**1893 MEMBER ENGAGEMENT FORUM:** Councillor Melling informed Members that he would be attending a pre-application Member Engagement Forum in the coming week to discuss a development plan being out forward by Aldi Stores for two new foodstores, in addition to replacement foodstores at Northgate and Morecambe, which gained planning permission in 2017. Members were advised that the premise behind the forum is to work with Lancaster City Council and gain the early views of Members (both City and Parish) to inform plans and agree a combined approach that will target efforts in the right areas and make the most of job creation and economic investment opportunities.

After some discussion, it was **RESOLVED** that Councillor Melling reports back to the next meeting of the Council on the development proposals and the effectiveness of the Members Engagement Forum.

**1894 MEMBER TRAINING:** Councillor Melling reported on his attendance at a Members training session on *Effective Meetings*. The training had been useful and provided reassurance that the Council is following best practice in the conduct of its meetings.  
It was **RESOLVED** that the feedback on the Member training be noted.

**1895 FREEDOM OF INFORMATION - PUBLICATION SCHEME:** The Clerk reported that the Freedom of Information Act 2000 requires that every authority has a Publication Scheme that sets out the Council's commitment to make certain classes of information routinely available to the public. These include, but are not restricted to, policies and procedures, minutes of meetings, annual reports and financial information etc.  
Given the additional requirements of GDPR, the Clerk had drafted a revised Publication Scheme (based on a model standard setting out information held now - as well as any that it might be held in the future - where it is/will be held and whether there will be any charges for the information being made available.  
Members were asked to consider whether there should be a charge for any disbursement costs (i.e. photocopying, postage and delivery) for requests for information.  
After some comments and questions, it was **RESOLVED** that the draft Publication Scheme as presented, be approved. It was further **RESOLVED** that no charge for disbursements costs be made, although the Town Council will reserve the right to cover its costs where a high volume of information is requested.

**1896 IMPROVING OUR ENVIRONMENT:** Members were reminded that this would be a standing item on the Agenda as the first of the priority outcome in the approved Parish Plan 2018-202, with the following key actions being taken forward over the coming months:

**Action 1: Reduce litter (and particularly plastic waste) through: cooperation with local businesses and organisations, promotion of campaigns and improved litter collection**

- Parish Council, with the assistance of the City Council, to organise a litter pick(s) – suggested early Autumn for the first of these

**Action 2: Ensure that planning developments and applications are sympathetic to the Parish environment**

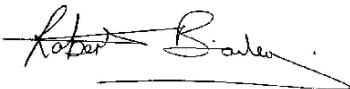
- Draw up short check-list of environmental factors against which each application could be reviewed

**Action 3: Review, sustain and improve environment for wildlife in the Parish**

- Undertake research to establish what wildlife can be found in the parish and investigate any sources of help that might be available from the City and County Councils, universities and elsewhere.

Members noted that Councillor Percy has made some progress in researching the local wildlife. It was then **RESOLVED** that the update be noted.

**1897 DATE & TIME OF NEXT MEETING:** The Clerk advised that the next meeting of the Parish Council will be held on **Wednesday 12<sup>th</sup> September 2018 at 7:00pm**. The meeting closed at 8:20pm.

  
Clerk

Signed: \_\_\_\_\_ Chair