

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held at Grosvenor Park School on
Wednesday 13th June 2018 at 7-30 pm.

Present: Councillor Mrs G Kelly - Chair
Councillor Mrs M Baxter
Councillor Mr S Edmondson (part)
Councillor Mr I Clift
Councillor Mr P Melling
Councillor Mr K Percy
Councillor Mr W Jackson

1874 APOLOGIES: There were no apologies

1875 MINUTES: It was **RESOLVED** that the Minutes of the meeting held on **Wednesday 17th May** be approved.

1876 DECLARATION OF INTERESTS: There were no declarations of interest

1877 ADJOURNMENT FOR PUBLIC DISCUSSION AND TO PROVIDE 'INFORMATION ONLY' UPDATES ON ACTIVITIES:

1. No members of the public were present
2. The Clerk reported that as part of the Local Plan process Lancaster City Council are undertaking a 'Call for Sites' exercise which provides an opportunity for individuals and organisations to suggest any sites that they consider might be suitable for allocation as a Gypsy & Traveller or Traveling showperson site. Members considered that Heaton-with-Oxcliffe already accommodates several such sites.

Members noted that Lancaster City Council have submitted the draft Local Plan 2011 – 2031 to the Secretary of State (Planning Inspectorate)

Members were informed that Lancashire & Merseyside County Training Partnership are holding a workshop on 'Effective Meetings'. Members had also been invited by Lancaster City Council to attend a *Member Engagement Forum* to consider a pre-planning application enquiry for a proposed development at White Lund Industrial Estate. Councillor Melling volunteered to attend both.

Members had been asked for their views on Lancashire County Council's proposals to reduce the number of buildings where the Children and Family Wellbeing Services is based and to work more flexibly in the community. It was reported that Lancashire County Council were proposing to cease delivering the service from 19 buildings across the County.

Members noted that it is difficult to establish from which building the service was being withdrawn and that the online questionnaire is aimed at people who might use the service. Councillor Percy informed Members that in the Lancaster District, it was proposed to remove the service from Appletree Nursery, Lancaster and Halton Library and Children's Centre. Members spoke generally about the impact that the proposed closures might have on some of the most disadvantaged and vulnerable families across Lancashire.

It was **RESOLVED** that Lancaster City Council be advised that the parish council could not offer any other suitable locations for Gypsy and traveller sites and that Lancashire County Council be advised that the parish council finds it deeply regrettable that they are considering removal of the Children & Family Wellbeing Services from several existing buildings across the County.

3. Members commented on the good work being carried out by the Lengthsman and requested that he look at the Noticeboard at White Lund and provide his opinion on whether it could be repaired or should be replaced.

4. Councillor Melling gave an update on work being carried out in and around the Grosvenor Park pond. He and the Clerk are will seek funding from the Lancashire Environmental Fund 'Green Grants' funding offering up to £1,000 for small projects including community gardens, ponds and planting. Members commented that other areas of the parish may also benefit from activities of the parish council as part of the parish plan and through funding, as well as opportunities for volunteering in our local communities.

It was then **RESOLVED** that the information only updates be noted and the Clerk act as necessary and update Members in due course.

1878 PLANNING APPLICATIONS

Application No	Description
18/0014/NONDET	APPEAL: Change of use of land for the siting of 11 holiday caravans - Land Off Green Lane, Heaton With Oxcliffe

Member briefly discussed the appeals process and some details of the original application before it was RESOLVED that the appeal for planning allocation 18/0014/NONDET be noted.

1879 ACCOUNTS FOR PAYMENT:

Cheque No.	Payee and Payment Description	Amount
100355	John Fairclough – Grounds Maintenance for March	£100.00
100356	Mr R Bailey – Parish Clerk fees and expenses	£437.62
100357	Lancashire County Training Partnership – Effective Meetings Workshop	£ 25.00

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

- 1880 EXERCISE OF PUBLIC RIGHTS:** The Clerk advised that following conclusion of the internal audit, previously reported the parish council must publish a statement that the accounting records and supporting papers for the 2017/2018 financial year are available for inspection for a period of 30 working days. The Clerk recommended that the period for inspection of the accounts be Monday 18th June 2018 – Friday 20th July 2018.

Members **RESOLVED** that the dates for the period for the *Exercise of Public Rights* be confirmed as **Monday 18th June 2018 – Friday 20th July 2018**

- 1881 PRIVACY NOTICE & DATA PROTECTION AND INFORMATION POLICY:** The Clerk presented a draft Privacy Notice in accordance with GDPR requirements. Members were reminded that Privacy Notices are a key element of GDPR as a public statement of how the Council (or any organisation) applies data protection principles to processing data. It was reported that the Privacy Notice differs from a data protection policy which, necessarily, goes into more details about data protection objectives, responsibilities and how to handle violations.

The Clerk also presented a draft Data Protection and Information Policy. The Policy drafted in line with the new GDPR requirements sets out in detail how the Parish Council will comply with the rules, known as 'data protection principles' and details of the rights of the individual, or data subject, under the Data Protection Act 2018. Both the Privacy Notice and Data Protection and Information Policy were based on model templates provided by the Society of Local Council Clerks.

After a discussion, Members considered that the Privacy Notice and Data Protection & Information Policy as presented, was largely not relevant and/or too detailed for a small parish council. It was then **RESOLVED** that the Privacy Notice and Data Protection & Information Policy be re-drafted and presented to a later meeting of the parish council.

1882 PUBLICATION SCHEME: At the suggestion of the Chair, Members **RESOLVED** to defer this agenda item until the July meeting of the parish council.

1883 LOCAL DELIVERY SCHEME 2018/19: The Clerk reported that Lancashire County Council are again running their Local Delivery Scheme in 2018/2019 and that town/parish councils are invited to 'opt-in' by 25th June 2018.

As in previous years, the scheme provides 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.

It was reported that the work should only be carried out within areas shown on a 'definitive map' line of the public right of way available from Lancashire County Council's website.

Members considered that the scheme would help the parish council in delivering one of its ambitions for 2018/2019 and after some discussion, it was **RESOLVED** that Lancashire County Council be informed that the parish council will opt-in to the Local Delivery Scheme for 2018/2019.

1884 IMPROVING OUR ENVIRONMENT: The Clerk introduced Mr Dave Vickers, Environmental Enforcement Officer, Lancaster City Council who gave a presentation on the City Council's new initiative that is targeting fly-tippers, known as Operation Peregrine.

The operation seeks to send a strong message that dumping waste is a serious criminal offence and that the Council's newly established enforcement team of specialist crime investigators will track them down and that this could result in a fine up to £50,000 and a prison sentence of up to five years. It was advised, that fly-tippers can also expect to have their vehicles seized if enough evidence has been gathered that it has been involved in waste related crime.

Members were informed that Operation Peregrine has five key themes being **Prevention; Reduction; Investigation; Disruption** and **Education & Enforcement (PRIDE)**. The initiative also seeks to remind householders and businesses that they have a duty of care to ensure that they check the legitimacy of who is taking their waste to ensure that their rubbish ends up on a licensed site and not illegally dumped which could also result in them receiving a fine of up to £5,000.

Members were advised that Mr Vickers is already working very closely with the family on Moss Lane, which is regularly blighted by the dumping of waste, and action is expected on this soon.

Members asked several questions about the Operation and the resources available, and needed, to make it a success and there was an emphasis on the fact that this will only realistically be achieved through working in partnership with parish/town councils and the support and vigilance of local communities.

Members were keen to access data and information if/when this is available that will inform and support the parish council's ambition of *Improving our Environment*. It was then **RESOLVED** that Mr Vickers be thanked for his attendance and presentation and that the Parish Council supports Operation Peregrine, in principle, and will seek to work in partnership with the Enforcement Team going forward. (Mr Vickers left the meeting)

Members then discussed the priority and its three key actions in some detail, during which it was **RESOLVED** that the steps outlined below be taken forward:

Action: 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

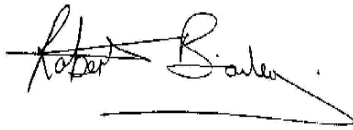
Action: Ensure that planning developments and applications are sympathetic to the Parish environment

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

Action: 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 might be available from the City and County Councils, universities and elsewhere.

1885 DATE & TIME OF NEXT MEETING: The Clerk advised that the next meeting of the Parish Council will be held on **Wednesday 11th July 2018 at 7:00pm**. The meeting closed at 8:45pm.



Clerk of the Council

Chair