

PARISH OF HEATON-WITH-OXCLIFFE
Draft Minutes of the Meeting of the Parish Council held at Grosvenor Park School on
Tuesday 19th March 2019 at 7-00 pm.

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

In attendance: Bob Bailey, Parish Clerk

1967 Apologies: Apologies were received from Councillors Mrs M Baxter and Mr P Melling

1968 Minutes: Subject to some minor amendments, it was **RESOLVED** that the Minutes of the meeting held on Wednesday 13th February 2019 be approved.

1969 Declarations on interest: There were no declarations of interest

1970 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 an incident at Grosvenor Park Play Area and fly posting near Roeburn Drive that have been reported and dealt with. It was then **RESOLVED** that the Clerk's Report be noted.
3. **Members matters & information only updates:** Members reported several potholes on the White Lund Industrial Estate, particularly around the Northgate area. It was noted that Lancashire County Council had increased the budget for dealing with potholes in 2019/2020 and had invested in machinery that can repair potholes in a few minutes. It was reported that County Councillor Edwards had been informed about the potholes on White Lund.

It was reported that Lancaster City Council had provided unconfirmed information on possible responsibility for the strip of land at Keer Bank where overhanging trees are causing a problem and needed to be cut back. Councillor Edmondson had also made further enquiries and he is awaiting further information. **ACTION:** Establish responsibility so that appropriate action can be taken.

It was then **RESOLVED** that Members matters, and updates be noted.

1971 Planning Applications and statutory consultations:

Application No	Description
19/0009/TPO	Change of use of industrial units to gymnasium – Unit 5 & 6 Southgate White Lund LA3 3PB
19/00230/ADV	Various internally illuminated signs - D Stoker Group, Fellgate, White Lund LA3 3PW
19/00231/FUL	Installation of 5 lighting masts - D Stoker Group, Fellgate, White Lund LA3 3PW

Members considered the above planning applications commenting on each before it was **RESOLVED** that no representations be made.

1972 Planning Application decisions: Members considered decisions made by Lancaster City Council's Planning Committee in recent weeks.

The Clerk had reported to the planning authority that Members had concluded that insufficient information had been provided on the planning portal for any relevant comments to be made on planning application 19/0009/TPO – Works to tree at Heaton Bottom Road.

The planning authority had subsequently responded that there is no requirement for detailed information on such works to be made available as it is essentially at officers discretion and not subject to consideration by the planning committee. It was then **RESOLVED** that the decisions on planning applications be noted and that further clarification be sought around decisions made in respect of works on trees.

1973 Accounts for Payment:

Cheque No.	Payee and Payment Description	Amount
100383	Mr R Bailey – Parish Clerk fees and expenses January 2019	£456.72
100384	John Fairclough – Lengthsman duties	£100.00
100385	Zurich Municipal – Insurance Renewal	£291.04

Members considered the above accounts for payment asking questions on the annual insurance to be reassured that adequate public liability and other cover had been provided. It was **RESOLVED** that the above payments be made.

1974 Change of Bank Accounts: As requested the Clerk provided Members with further information on Unity Trust Bank – a bank that provides online banking specifically for Town/Parish Councils. Members were advised that access to accounts is secure and available 24/7/365 and is backed by Lloyds Bank. Controls are such that once payments have been agreed at a parish council meeting, they will be processed online by the Clerk and subsequently authorised online by two out of three Members. Members were shown the Unity Trust Bank website and the Clerk advised that from his own experience and from the reviews of other parish clerks a transfer to Unity Trust would afford several benefits. After some discussion, it was **RESOLVED** that the Clerk makes an initial application to Unity Trust Bank and, after the May elections, provides the necessary documentation needed to further consider and/or formally approve a transfer of bank accounts to Unity Trust Bank.

1975 Parish Plan: Councillor Percy reminded Members of the 15 priority actions that have been agreed to deliver the parish council's 'ambitions' by the end of 2021. It was noted that some progress had been made in certain areas whilst others need further action, including actions relating to public right of way; flood management and community safety and resilience; access to public transport; vulnerable residents and general health and wellbeing arrangements; local heritage. Members acknowledged that overall delivery of the parish plan is the responsibility of the whole parish council and that everyone has a positive contribution to make to ensure that the benefits are realised. It was also accepted that wider and planned consultation with local business and organisations will be critical to its success. After much discussion it was **RESOLVED** that following the May local elections monitoring and delivery of the Parish Plan be continued by the newly elected parish council.

1976 Standing Orders: The parish clerk had previously circulated 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. Several changes had been requested including a previous parish council resolution regarding the procedure, under exceptional circumstances, for the approval of decisions outside of formal parish council meetings. The Clerk had already circulated amended versions of the proposed Standing Orders. Members thanked the Clerk for the good work he had undertaken in producing comprehensive standing orders and it was then **RESOLVED** that the Standing Orders be approved.

1977 Lancaster District Local Plan Hearing dates: Members were reminded that on 15 May 2018 Lancaster City Council submitted the Local Plan for the Lancaster District to the Planning Inspector for examination. As the parish council had previously responded to the local plan consultation they were now being invited to attend local hearing sessions and/or make representations as part of the Inspectors overall examination. Dates have been set aside to consider various aspects of the draft local plan.

Members discussed the various aspects of the local plan being considered at each hearing with specific interest in the economic development and transport infrastructure.

It was then **RESOLVED** that the dates and areas under consideration for the examination of the draft Local Plan for the Lancaster District be noted and that Members contact Councillor Percy with their availability and preferences so that attendance at the hearings is coordinated.

1978 Lancaster District Air Quality Action Plan: The parish clerk reported that Lancaster City Council is producing a new *Air Quality Action Plan* for the Lancaster district, with focus on its three Air Quality Management Areas (AQMA's) in Lancaster, Carnforth and Galgate.

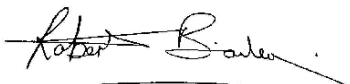
Members were informed that the City Council are requesting views or suggested actions that may be considered and potentially included within the new Action Plan. These can be submitted online.

Members discussed areas of concern within the parish in relation to air quality, particularly increased volume of traffic and some congestion following the opening of the Bay Gateway. It was suggested that there is scope for the installation of air quality equipment and more proactive air quality measurements being taken near to the Bay Gateway and Asda, on White Lund and around Salt Ayre Household Waste Recycling Centre.

Members were informed that they can respond to the consultation individually or as the parish council. After some discussion, it was **RESOLVED** that Members further consider air quality matters within the local community and provide comments/suggested actions to Councillor Percy so that response on behalf of the whole parish council can be submitted.

1979 Date & time of next meeting: Members agreed to hold the next meeting of the parish council on **Wednesday 17th April 2019 at 7:00pm***. The meeting closed at 8:20pm

***Please note that the date of the next meeting was subsequently changed to Wednesday 24th April.**


Clerk

Signed: _____ Chair