

# **HEATON-WITH-OXCLIFFE PARISH COUNCIL**

## **MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to attend Parish Council Meeting. Due to the COVID19 pandemic and restrictions placed on Parish Councillors the meeting will be held remotely using Zoom Cloud Meetings Application on Thursday 18<sup>th</sup> June 2020 at 10:30hrs**

**Members of the public wishing to attend the meeting may do so by contacting the Parish Clerk up to 12 hours prior to the planned meeting start time. Alternatively, members of the public can contact the Parish Clerk and submit a question(s) for consideration at the meeting**

### **A G E N D A**

2126. To receive apologies
2127. To consider & approve Minutes of the Meeting held on Thursday 21<sup>st</sup> May 2020
2128. To receive Declarations of Interest
2129. To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will need to be considered as an agenda item at a future meeting)
- a) Public discussion
  - b) Clerk's report and correspondence
  - c) Members updates and information only reports
2130. To consider the current restrictions and implications due to the COVID19 Pandemic
2131. To consider possible actions by the Parish Council during the COVID19 Pandemic
2132. To consider the list of planning applications set out below:

<b>Application No:</b>	<b>Description</b>
<b>20/00419/FUL</b>	Installation of a raised replacement roof to existing bungalow to form a 2-storey house and construction of a rear porch with Juliet balcony above at 14 Priorsgate, Morecambe, LA33RN.
<b>20/00321/FUL:</b>	Creation of vehicular access off B5273 Mellishaw Lane, erection of fencing and installation of an underground treatment plant
<b>20/00439/ELDC:</b>	Existing lawful development certificate for the continued use of land for the siting of caravans for gypsies/travellers
<b>20/00582/FUL</b>	Erection of a 2 storey detached building

2133. To consider an update on planning authority decisions
2134. To authorise payment of the following accounts:

<b>Payment Description</b>	<b>Amount</b>
John Fairclough – Lengthsman duties May 2020	£100.00
Adrian Osmotherley Parish Clerk Fees and Expenses April 2020	£382.21
Adrian Osmotherley Parish Clerk Fees and Expenses May 2020	£382.21

2135. To consider updates and actions - Parish Plan 2018 – 2021
2136. To consider date and time of next meeting

**Parish Clerk**  
**106 Broadway**  
**Morecambe**  
**LA45XZ**  
**Tel: 07916029265 Email: [clerk@heatonwithoxcliffepc.org.uk](mailto:clerk@heatonwithoxcliffepc.org.uk)**

**13<sup>th</sup> June 2020**

**PARISH OF HEATON-WITH-OXCLIFFE**  
**Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud**  
**Application on Thursday 18<sup>th</sup> June at 10:00 am.**

**Present:**

Councillor Mr K Percy  
Councillor Mr P Melling (Chair)  
Councillor Mrs G Kelly  
Councillor Mr W Jackson (Deputy Chair)

**In Attendance:**

Adrian Osmotherley - Parish Clerk (Clerk)

The new Chair welcomed all attendees to the meeting. The meeting had been arranged using Zoom Cloud Application to enable all attendees to be able to follow government restrictions in relation to social distancing, public gatherings, and movement restrictions because of the COVID-19 Pandemic.

**2126 Apologies:**

Apologies were received from Councillors Mr S Edmondson and Mrs M Baxter.

**2127 Minutes:**

It was **RESOLVED** that, the Minutes of the meeting held on Thursday 21<sup>st</sup> May 2020 be approved.

**2128 Declarations on interest:**

There were no declarations of interest.

**2129 Public discussion and information only updates:**

1. **Public Discussion:**

There were no members of the public present. No issues/comments were raised by members of the public to the Clerk in advance of the meeting for discussion.

2. **Clerks report & correspondence:**

Correspondence had again been high for the period. 30 individual correspondence items had been issued to Councillors. The Clerk advised that the changes to the correspondence process had been used for the past month where all correspondence was issued to the Chair with only relevant correspondence being sent to Councillors. The Chair provided brief details to Councillors of correspondence only issued to the Chair since the last meeting.

The Unity Trust Bank account balance on 18.06.2020 was £15,855.00.

The accounts for 2020 to 2021 have been finalised and the outgoing Clerk had presented the Annual Governance and Accountability Return 2019/20 (AGAR) at the AGM meeting held today at 10:00am. It had been **RESOLVED** by all Councillors present that the AGAR 2019/20 Part 2 be agreed.

The £500.00 grant from the Public Rights of Way Local Delivery Scheme has been awarded to the Parish Council. The scheme funds maintenance works specifically to Public Rights of Way. Details of the Public Rights of Way in the Parish would be forwarded again by the Clerk to all Councillors for their information and comment.

The Clerk is currently not able to carry out all banking functions as he is still awaiting confirmation of the account management changes requested on the 02.06.2020 from the Unity Trust Bank.

An order had now been placed for the 6no missing metal name bars for the Chair's Insignia of Office.

The Clerk raised his proposal for the Lengthsman to complete a Time and Record Sheet to record works carried out on behalf of the Parish Council. A discussion was held, and it was **RESOLVED** that this sheet would be used going forward. An **action** was placed on the Clerk to implement this.

The outgoing Clerk was continuing to update the Parish website until a formal handover of the management of the website with the Clerk could be carried out. Current COVID-19 restrictions are preventing this handover taking place currently.

3. **Parish Councillors (Councillors) matters & information only updates:**

The Chair asked for Councillors with updates or information to report:

Councillor Kelly again raised concerns about the cycle/footpath running through the Parish. Unsociable and inconsiderate behaviours such as speeding cyclists, motorised cycles/scooters and horse and cart/trotter were being reported to her. A discussion was held between all Councillors. The discussion concluded that many of these behaviours were between 4pm and 6pm. The Chair asked Councillor Kelly if she would log the events so that he could give some meaningful information to the PCSO's such as the days of the week and the times of the occurrences as during the discussions it did not seem to be happening every day. The Chair advised he would report this to the local PCSO's to enable them to have a targeted approach to monitoring the situation.

Councillor Percy raised the Parish Councillor vacancy and a discussion was held about how to fill this vacancy. The Chair and Clerk will carry out a review of the Parish/Ward boundaries in the first instance.

**2130 COVID-19 Pandemic Restrictions:**

A discussion was held around the lifting of restrictions and the impact this was having on the Parish. Remote Parish Council meetings would continue for the foreseeable future.

**2131 COVID-19 Pandemic Actions:**

The Chair was still attending the fortnightly Parish Council and Faith Groups meeting facilitated by the Lancaster City Council Civil Contingencies Team. A discussion was held around what support was in place for the Parish. It was concluded that the support and advice provided by Lancaster City Council was excellent. The Parish continue to provide details of this information on their three notice boards.

**2132 Planning applications and statutory consultations:**

Application No	Description
<b>20/0419/FUL</b>	Installation of a raised replacement roof to existing bungalow to form a 2-storey house and construction of a rear porch with Juliet balcony above at 14 Priorsgate, Morecambe, LA33RN.
<b>20/00321/FUL</b>	Creation of vehicular access off B5272 Mellishaw Lane, erection of fencing and installation of underground treatment plant.
<b>20/00439/ELDC</b>	Existing lawful development certificate for the continued use of land for the siting of caravans for gypsies/travellers.
<b>20/00582/FUL</b>	Erection of a 2 storey Building.

A discussion was held, and it was **RESOLVED** that the following recommendations would be made **20/0419/FUL** - Support in Principle, **20/00321/FUL** - Neutral, **20/00439/ELDC** Neutral, **20/00582/FUL** - Neutral.

**2133 Planning application decisions:**

Councillors reviewed the Planning Application Comments and Decisions for May/June.

The Clerk advised that since the last meeting application reference **19/01472/OUT** had been permitted on the 04.06.2020.

**2134 Accounts for Payment:**

<b>Payee and Payment Description</b>	<b>Amount</b>
John Fairclough – Lengthsman duties May 2020	£100.00
A Osmotherley Parish Clerk Fees and Expenses April 2020	£382.21
A Osmotherley Parish Clerk Fees and Expenses May 2020	£382.21

It was **RESOLVED** that the above payments be made. The Clerk advised the Chair that he would receive a breakdown of the Clerks feed and expenses ahead of each meeting.

**2135 Parish Plan 2018 to 2021 updates and actions:**

Councillor Percy reminded the Council that the current Parish Plan (2018-2021) will need to be replaced in April 2021 by a new Parish Plan to cover the period 2021-2024. He commented that actions were still outstanding under priority outcomes of the current Plan. He proposed that the September 2020 meeting of Council, as a main agenda item, should undertake a review of the 2018-2021 Plan and determine action. The Council agreed to this proposal.

Councillor Percy further proposed that at a subsequent meeting of the Parish Council in November or December Councillors should discuss the content of the 2021-2024 Plan. The Council agreed to this proposal.

The Chair thought it would also be a good idea to invite Mark Bartlett of Lancaster City Council to a meeting in November/December 2020 to provide some support and advice to Councillors ahead of the Parish Plan review. An **action** was placed on the Clerk to facilitate this meeting.

**2136 Date & time of next meeting:**

The next meeting of the Parish Council will be held on **Thursday 16<sup>th</sup> July 2020 at 10:00am**. The meeting closed at 12.30pm.

Signed: \_\_\_\_\_ Clerk

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

# Heaton with Oxcliffe Parish Council Correspondence – May/June 2020



<b>Date</b>	<b>Sender</b>	<b>Topic</b>	<b>Distribution</b>
22.05.2020	Parish Clerk	Heaton with Oxcliffe Public Rights of Way	All Councillors
22.05.2020	Parish Clerk	Cycle/Footpath Maintenance - Lancashire CC response	All Councillors
23.05.2020	Lancaster City Council - Community Connectors Team	Lancaster District Community Hub	All Councillors
23.05.2020	Lancaster City Council - Civil Contingencies Team	Coronavirus Update	All Councillors
26.05.2020	Parish Clerk	Draft Meeting Minutes for Comment	All Councillors
27.05.2020	National Association of Local Councils (NALC)	Coronavirus Information for Parish and Town Councils	All Councillors
27.05.2020	Parish Clerk	20/0439 ELDC Planning Application	All Councillors
28.05.2020	Lancaster City Council - Community Connectors Team	Lancaster District Community Hub - Coronavirus Update	All Councillors
01.06.2020	National Association of Local Councils (NALC)	Open Letter to all Councillors	All Councillors
01.06.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
01.06.2020	Lancaster City Council - Community Connectors Team	COVID-19 Support Network - Community and Faith Groups Useful Links	All Councillors

# Heaton with Oxcliffe Parish Council Correspondence – May/June 2020



<b>Date</b>	<b>Sender</b>	<b>Topic</b>	<b>Distribution</b>
01.06.2020	Parish Clerk	Parish Correspondence May/June – Update	All Councillors
02.06.2020	Parish Clerk	21.05.2020 Meeting Minutes Pack	All Councillors
02.06.2020	UHMB	UHMB NHS Correspondence – Nurse Emma and the Rapid Response Team	Chair Only
04.06.2020	National Association of Local Councils (NALC)	Coronavirus – Information for Parish and Town Councils	All Councillors
04.06.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Coronavirus Update	All Councillors
04.06.2020	Lancaster City Council - Civil Contingencies Team	Important Advice if Your Business is Planning to Reopen	All Councillors
05.06.2020	Lancashire CC Trading Standards Service	Trading Standards Community Alerts 2020	All Councillors
05.06.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
08.06.2020	Parish Clerk	Parish Correspondence May/June – Update	All Councillors
08.06.2020	Parish Clerk	AGM Meeting Invitation Via Zoom Cloud	All Councillors
09.06.2020	Lancaster City Council - Civil Contingencies Team	United Utilities Priority Services	All Councillors

## Heaton with Oxcliffe Parish Council Correspondence – May/June 2020



<b>Date</b>	<b>Sender</b>	<b>Topic</b>	<b>Distribution</b>
09.06.2020	National Association of Local Councils (NALC)	NALC Publishes New Edition of Points of Light	All Councillors
12.06.2020	National Association of Local Councils (NALC)	NALC Newsletter	All Councillors
12.06.2020	Lancaster City Council - Community Connectors Team	Lancaster District Community Hub - Coronavirus Update	All Councillors
12.06.2020	National Association of Local Councils (NALC)	New Model Code of Conduct Consultation	All Councillors
12.06.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
13.06.2020	Lancaster City Council - Community Connectors Team	COVID-19 Support Network – Community and Faith Group Notes and Useful Links	All Councillors

# Planning Application Comments & Decisions

## May/June 2020



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>19/00507/VCN:</b> Erection of four buildings comprising 20 industrial units, creation of access, internal roads, parking and sub-station – Mellishaw North Development site, Mellishaw Lane, Heaton-with-Oxcliffe	Support in principle	Awaiting decision
<b>19/01472/OUT:</b> Outline application for the erection of 4 detached dwellings and associated access – Land to the rear of 87 White Lund Road, Morecambe	Support in principle	Application Permitted (04.06.2020)
<b>20/00270/FUL:</b> Change of use of land to caravan storage- Land to the rear of 302 Oxcliffe Road, Heaton-with-Oxcliffe	Support in Principle	Awaiting Decision
<b>20/00419/FUL:</b> Installation of a raised replacement roof to existing bungalow to form a 2-storey house and construction of a rear porch with Juliet balcony above at 14 Priorsgate, Morecambe, LA33RN.	Decision deferred to 18.06.2020 Parish Council meeting	Awaiting Decision