

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 16th July 2020 at 19:00hrs

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

- 2137. To receive apologies
- 2138. To consider & approve Minutes of the Meeting held on Thursday 18th June 2020
- 2139. To receive Declarations of Interest
- 2140. 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
- 2141. To consider the current restrictions and implications due to the COVID19 Pandemic
- 2142. To consider possible actions by the Parish Council during the COVID19 Pandemic
- 2143. To consider the list of planning applications set out below:

Application No:	Description
20/00697/FUL	Erection of a single storey extension and conversion of a garage into a habitable room. 15 Priorsgate, Morecambe, Lancashire, LA33RN.

- 2144. To consider an update on planning authority decisions
- 2145. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough – Lengthsman duties May 2020	£100.00
Adrian Osmotherley Parish Clerk Fees and Expenses June 2020	£382.21
Toye, Kenning & Spencer Ltd, Manufacture and supply of 6no name bars for Chairman Insignia of Office	£300.60

- 2146. To consider the Lengthsman contract
- 2147. To consider the Public Rights of Way, Local Delivery Scheme
- 2148. To consider recruitment of new members of the Parish Council
- 2149. To consider notification of "Other Interests" of members of the Parish Council
- 2150. To consider draft privacy policy
- 2151. To consider updates and actions – Parish Plan 2018 – 2021
- 2152. To consider date and time of next meeting

**Parish Clerk
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Morecambe
LA45XZ
Tel: 07916029265 Email: clerk@heatonwithoxcliffepc.org.uk**

15th July 2020

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud
Application on Thursday 16th July at 7:00 pm.

Present:

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

In Attendance:

Bob Bailey - Carnforth Parish Council Clerk (Acting Clerk)
Adrian Osmotherley - Parish Clerk
Judith Shaw - Member of the General Public

The 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.

2137 Apologies: Apologies were received from Councillors Mr S Edmondson and Mrs M Baxter.

2138 Minutes: Councillor Percy requested an amendment to Item 2135 to identify the future development of the Parish Plan for 2021 to 2024. Clerk to amend the minutes and re-issue to the Chair for agreement.

2139 Declarations on interest: There were no declarations of interest.

2140 Public discussion and information only updates:

- Public discussion:** No issues/comments were raised by members of the public to the Parish Clerk or Acting Clerk in advance of the meeting for discussion.
- Clerks report & correspondence:** The Parish Clerk had been ill for the past 3 weeks. Bob Bailey (Carnforth Parish Council Clerk) has kindly facilitated this meeting and was Acting Clerk for the meeting.

The £500.00 grant from the Public Rights of Way Local Delivery Scheme has been awarded to the Parish Council and the funds have been received into the Parish Unity Trust bank account.

Parish Clerk now has full access and management rights for the Unity Trust bank account.

An order has been placed for the 6 missing metal name bars for the Chair's Insignia of Office and the items were currently being manufactured.

- 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. A discussion was held between all Councillors. The Chair advised he would forward correspondence he received from the Lancaster and Morecambe Police Team recently that was asking for views on the use of off-road bikes in the Lancaster and Morecambe area. All Councillors were urged to complete the survey to advise the Police Team of their views.

A discussion was also held about the condition of the play areas and surrounding areas about the length of the grass and weeds. These areas are overgrown because of the reduction of routine maintenance works being carried out by Lancaster City Council on behalf of Lancashire County Council. It was hoped that this work would be carried out shortly now that COVID-19 restrictions were being relaxed and

maintenance works were being carried out more routinely.

A brief discussion was also held regarding the access road leading to the development of four new properties being built adjacent to Oxcliffe Road. The access to the properties should be via White Lund Road rather than Oxcliffe Road. This situation will be monitored over the coming months.

The Chair raised the current condition of two of the three Parish Council notice board front screen covers. These are in poor condition due to vandalism and UV exposure and visibility is poor. An **Action** was placed on the Parish Clerk to look at replacing these.

2141 COVID-19 pandemic restrictions:

The Play area in Grosvenor Park had now been opened. It was noted by Councillor Percy that there were no additional COVID-19 signage advising the public of specific restrictions for children and adults when using the play area. Councillor Percy also advised he had noted that there were several adults within the play area not following COVID-19 social distancing restrictions. The Chair advised he had also noticed the additional signage was not in place. He had contacted Lancaster City Council who had now erected the signage providing COVID-19 advice and restrictions.

2142 COVID-19 pandemic actions:

The Chair was continuing to attend the fortnightly Parish Council and Faith Groups meeting facilitated by the Lancaster City Council Civil Contingencies Team. He advised that these meetings would continue to be held as the meetings had enabled the local parishes and faith groups to have a closer relationship with the Lancaster City Council Teams.

The Chair advised that there was an online series of meetings planned to start on the 23.07.2020 at 6:30pm. The Chair advised that the aim of the meetings was to build on the current relationships between Parish Councils, Faith Groups and Lancaster City Council.

2143 Planning applications and statutory consultations:

Application No	Description
20/00697/FUL	Erection of a single storey extension and conversion of a garage into a habitable room. 15 Priorsgate, Morecambe, LA33RN.

A discussion was held, and it was **RESOLVED** that the following recommendation would be made: **20/00697/FUL** - Support in Principle

2144 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for June/July. The Parish Clerk advised that since the last meeting there had been no updates to any of the current planning applications.

2145 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough – Lengthsman duties May 2020	£100.00
A Osmotherley Parish Clerk Fees and Expenses June 2020	£382.21
Toye, Kenning & Spencer Ltd, manufacture and supply of 6no name bars for the Chairman Insignia of Office	£300.60

There was a discussion held as to whether it was appropriate to include the Toye, Kenning & Spencer Ltd invoice for £300.60 as the goods had not yet been received. The Parish Clerk advised that confirmation of payment was required by the supplier before the items would be manufactured and hence the invoice amount was included. Should the name bars not be as agreed when received the Parish Clerk would enter a dispute with the

supplier and withhold payment. The Parish Clerk advised the Chair had received a breakdown of his fees and expenses for June ahead of meeting. It was **RESOLVED** that the above payments be made.

2146 To Consider the Lengthsman contract:

A discussion was held about the current arrangements between the Parish Council and the Lengthsman. An **Action** was placed on the Parish Clerk to facilitate a meeting between the Chair, Councillor Kelly, Parish Clerk and the Lengthsman.

2147 To consider the Public Rights of Way, Local Delivery Scheme:

Details of the location of the Public Rights of Way within the Parish have been provided to Councillors ahead of the meeting. The funding has now been received. A discussion was held, and it was agreed that Councillors would look to walk the footpaths to establish their current condition and report back to the next meeting.

2148 To consider recruitment of new members of the Parish Council

The Westgate Ward has a vacancy for a Parish Councillor. A discussion was held about ways in which this vacancy could be filled. It was agreed that the web site should be updated to advertise this vacancy. It was noted that, apart from electors resident in the Parish or living within 3 miles of the Parish boundary, persons who in the past 12 months have occupied (as owner or tenant) land or other premises in the Parish or who work in the Parish could stand. The Acting Clerk also suggested that Lancaster City Council may be able to assist with advertising the vacancy.

2149 To consider notification of "Other Interests" of members of the Parish Council:

A discussion was held about the requirement of Councillors to provide details of other interests at the time of their appointment, and the requirement for Councillors to advise of any changes to these interests during their elected term. It was **RESOLVED** that all Councillors would complete annually the Notification by Member of the Heaton-with-Oxcliffe Parish/Town Council of Other Interest form and return the completed form to the Parish Clerk.

2150 To consider the draft Privacy Policy:

Councillor Percy had drafted and circulated prior to the meeting a Privacy Policy for consideration. A discussion was held around the content of the draft document. It was **RESOLVED** that the Privacy Policy be adopted as drafted and placed on the website.

2151 Parish Plan 2018 to 2021 updates and actions:

Councillor Percy reminded the Council that at its last meeting it had agreed that a review of the current Parish Plan 2018-2021 should be a main item on the agenda of the Council meeting in September 2020. That review should be concerned with how far the Key Actions in the Plan had been achieved. Councillors would be asked to determine what should be done in the second half of the present Council year to progress incomplete Key Actions.

2152 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 17th September 2020 at 7:00pm**. The meeting closed at 8.45pm.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – June/July 2020



Date	Sender	Topic	Distribution
15.06.2020	Parish Clerk	HwO Parish Council AGM 18.06.2020 – Advance Documents	All Councillors
15.06.2020	Parish Clerk	HwO Parish Council Monthly Meeting Agenda/Summons and Last Meeting Held Minutes	All Councillors
16.06.2020	UHMB Hospitals	UHMB Correspondence - 4 Main Priorities during COVID-19 Pandemic	All Councillors
17.06.2020	Lancaster City Council - Civil Contingencies Team	Coronavirus-Related Scams - How To Protect Yourself	All Councillors
18.06.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council coronavirus update - Lancaster and District Community Hub	All Councillors
18.06.2020	UHMB Hospitals	Temporary closure of the Children's Ward at the Royal Lancaster Infirmary	All Councillors
19.06.2020	Lancaster City Council - Community Connectors Team	Re-opening community and business premises safely	All Councillors
19.06.2020	UHMB Hospitals	Some services to be restored as UHMBT moves into second phase of coronavirus response	All Councillors
19.06.2020	Parish Councils	COVID-19 recovery phase information and a 'thank you' message	All Councillors
19.06.2020	Parish Clerk	HwO Parish Public Rights of Way	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – June/July 2020



Date	Sender	Topic	Distribution
23.06.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
23.06.2020	UHMB Hospitals	Community staff supporting frontline teams and caring for the most vulnerable patients	Chair Only
23.06.2020	UHMB Hospitals	Stakeholder briefing to share please	All Councillors
23.06.2020	Parish Clerk	Draft Meeting Minutes 18.06.2020 for Approval	All Councillors
23.06.2020	Parish Online	Parish Online – Asset Register Update	Chair Only
15.07.2020	Parish Clerk (Bob Bailey)	HwO Parish Council Meeting 16.07.2020 Agenda Pack	All Councillors
16.07.2020	Parish Clerk	HwO Parish Council Updated Documents – Agenda/Summons 16.07.2020 and Planning Application Comments and Decisions June/July	All Councillors
16.07.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council coronavirus update - Lancaster and District Community Hub	All Councillors
16.07.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
16.07.2020	Lancaster City Council - Community Connectors Team	COVID 19 Support Network Notes	All Councillors
16.07.2020	National Association of Local Councils (NALC)	Coronavirus – Information for Parish and Town Councils	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – June/July 2020



Date	Sender	Topic	Distribution
16.07.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council coronavirus update - Lancaster and District Community Hub	All Councillors
16.07.2020	Lancaster City Council - Community Connectors Team	Re-Opening Community and Business Premises Safely - Notes/Presentation and Useful Links	All Councillors
16.07.2020	Lancaster City Council - Civil Contingencies Team	Reopening of Places of Worship	All Councillors
16.07.2020	Lancashire County Council	July's Bus Service Changes leaflet	All Councillors
16.07.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
16.07.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council coronavirus update - Lancaster and District Community Hub	All Councillors
16.07.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
16.07.2020	Lancaster City Council - Community Connectors Team	Support Network Meeting Notes	All Councillors
16.07.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council coronavirus update - Lancaster and District Community Hub	All Councillors

Planning Application Comments & Decisions

June/July 2020



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
19/00507/VCN: 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
20/00270/FUL: Change of use of land to caravan storage- Land to the rear of 302 Oxcliffe Road, Heaton-with-Oxcliffe	Support in Principle	Awaiting Decision
20/00419/FUL: 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.	Support in Principle	Awaiting Decision
20/00321/FUL: Creation of vehicular access off B5273 Mellishaw Lane, erection of fencing and installation of an underground treatment plant	Neutral	Awaiting Decision
20/00439/ELDC: Existing lawful development certificate for the continued use of land for the siting of caravans for gypsies/travellers	Neutral	Awaiting Decision
20/00582/FUL: Erection of a 2-storey detached building	Neutral	Awaiting Decision