

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

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

**Summons to attend an extraordinary 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 20<sup>th</sup> August 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**

- 2153. To receive apologies
- 2154. To consider & approve Minutes of the Meeting held on Thursday 18<sup>th</sup> June and Thursday 16<sup>th</sup> July 2020
- 2155. To receive Declarations of Interest
- 2156. 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
- 2157. To consider the current restrictions, implications, and Parish Council actions due to the COVID19 Pandemic
- 2158. To consider the list of planning applications set out below:

<b>Application No:</b>	<b>Description</b>
<b>20/00748/PAD</b>	Prior approval for the demolition of a single storey dock leveller. Unit 4, No1 Southgate, White Lund Trading Est, LA3 3PB.
<b>LCC/2020/0040 - 20/00743/CCC</b>	Retrospective application for a waste transfer station for offensive waste. Thomas Graham and Sons, Warehouse 2, Northgate Business Park, Middlegate, White Lund Trading Est.
<b>N/A</b>	Complaint - Display of unauthorised signage. Roundabout Jct Morecambe Road/Ovangle Road/Roeburn Drive, Morecambe.
<b>N/A</b>	Complaint - Erection of a fence. 2 Langden Book Mews, Morecambe, LA33SN.

- 2159. To consider an update on planning authority decisions
- 2160. To authorise payment of the following accounts:

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

- 2161. To consider updates and actions - Parish Plan 2018 to 2021
- 2162. To consider the actions agreed at the Lengthsman Meeting held on the 31<sup>st</sup> July 2020
- 2163. To consider the Public Rights of Way, Local Delivery Scheme - Update

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

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

- 2164. To consider recruitment of a new Councillor for Westgate Ward vacancy and increasing the activity of Parish Councillors
- 2165. To consider the Parish Newsletter 11
- 2166. To consider accessibility to the Parish website
- 2167. 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)**

**16<sup>th</sup> August 2020**

**PARISH OF HEATON-WITH-OXCLIFFE**  
**Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud**  
**Application on Thursday 20<sup>th</sup> August at 7:00 pm.**

**Present:**

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

**In Attendance:**

Adrian Osmotherley - Parish Clerk

The Chair welcomed all attendees to the meeting explaining that the Parish Council do not normally hold a meeting in August but with agreement the meeting had been arranged as an additional extraordinary meeting. The meeting was facilitated by using Zoom Cloud Application to enable all attendees to be able to follow the ongoing government restrictions in relation to social distancing, public gatherings, and movement restrictions because of the COVID-19 Pandemic.

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| <p><b>2153</b> <b>Apologies:</b> Apologies were received from Councillors Mr S Edmondson and Mrs M Baxter.</p>   |
| <p><b>2154</b> <b>Minutes:</b> It was <b>RESOLVED</b> that, the Minutes of the meeting held on Thursday 18<sup>th</sup> June and the 16<sup>th</sup> July 2020 be approved.</p>  |
| <p><b>2155</b> <b>Declarations on interest:</b> There were no declarations of interest.</p>  |
| <p><b>2156</b> <b>Public discussion and information only updates:</b></p> <ol style="list-style-type: none"><li><p><b>Public discussion:</b> No issues/comments were raised by members of the public to the Parish Clerk in advance of the meeting for discussion. There were no members of the public present at the meeting.</p></li><li><p><b>Clerks report &amp; correspondence:</b> The Clerk asked if relevant councillors were receiving notifications from the Unity Trust Bank to authorise payment. All advised they were not. Parish Clerk will resend the email advising Councillors of the process for requesting these notifications from the Bank.</p><p>The manufacture of the metal name bars for the Chair's Insignia of Office has been chased and the Parish Clerk is awaiting an update from the manufacturer.</p><p>The replacing of the front perspex screens to the Parish Council notice boards is proving to be difficult. The notice boards were purchased in 2007 and are now a discontinued range. As such the supplier Glasdon is unable to provide replacement or support. The Clerk and Lengthsman had tried to remove the perspex screen to the Portland Drive but were unsuccessful. Parish Clerk suggested that the unit be removed from the supporting stand and taken to a specialist to see if the unit could be refurbished. Councillor Melling asked that the unit be brought to his house where he would try and carry out a repair. If not, the unit will be taken to a specialist for a quote to carry out a repair.</p></li><li><p><b>Parish Councillors (Councillors) matters &amp; information only updates:</b> The Chair asked for Councillors with updates or information to report:</p><p>Councillor Kelly highlighted that the new sign to one of the two entrances to the Grosvenor Park play area was incorrect. Pictures to be forwarded the Parish Clerk so this can be addressed with Lancaster City Council.</p><p>Councillor Percy advised that he had noticed there had been standing water in the "flood plain" off Lune Drive by the side of the children play area. A discussion was held, and it was agreed that the situation would be monitored over the coming weeks</p></li></ol> |

and no further action would be taken at this point.

The Chair advised that he had visited the Portland Drive play area recently and the area was looking quite tired. There was quite a lot of weed growth in and around the actual play area. This area will be added to the wish list of areas for the Lengthsman to attend and maintain in the future. Parish Clerk to see if this area can be attended by Lancaster City Council Public Realm Department in the near future.

**2157 To consider the current restrictions, implications, and Parish Council actions due to the COVID19 Pandemic:**

The Chair advised that he is still attending the Communities and Faith Groups meetings facilitated by Lancaster City Council. The Meetings are now only held monthly to reflect the fact that in general the community was getting back to some sort of normality. Councillor Percy asked if these meetings would continue for the immediate future and commented that it was worthwhile for the Chair to continue to attend on behalf of the Parish. The Chair advised that as far as he was aware the monthly meetings were continuing, and he would continue to attend.

**2158 Planning applications and statutory consultations:**

Application No	Description
<b>20/00748/PAD</b>	Prior approval for demolition of a single storey dock leveller. Unit 4, No1 Southgate, White Lund Trading Est, LA3 3PB.
<b>LCC/2020/0040 - 20/00743/LCC</b>	Retrospective application for a waste transfer station for offensive waste. Thomas Graham and Sons, Warehouse 2, Northgate Business Park, Middlegate, White Lund Trading Est.
<b>N/A</b>	Complaint - Display of unauthorised signage. Roundabout Jct Morecambe Road/Ovangle Road/Roeburn Drive, Morecambe.
<b>N/A</b>	Complaint - Erection of a fence. 2 Langden Book Mews, Morecambe, LA33SN.

A discussion was held, and it was **RESOLVED** that the following recommendation would be made: **20/00743/LCC** -Support in Principle. **20/00748/PAD/FUL** - Prior approval had been refused so no recommendation was made. This would be monitored going forward under item 2159.

The two complaints would also be monitored under item 2159. Parish Clerk would also check the actual location of the unauthorised signage as the location on the Lancaster City Council correspondence was stated as on the roundabout Jct Morecambe Road.

**2159 Planning application decisions:**

Councillors reviewed the Planning Application Comments and Decisions for July/August document. The Parish Clerk advised that updates since the last meeting were on the document provided in advance of the meeting. Formal complaints made by the Parish Council would also be added to this document going forward to enable their progress to be recorded and monitored.

**2160 Accounts for payment:**

Payee and Payment Description	Amount
John Fairclough - Lengthsman duties July 2020	£100.00
A Osmotherley Parish Clerk Fees and Expenses July 2020	£382.21

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

The Chair requested a meeting with the other Councillor's to discuss the current agreement

of hours worked by the Parish Clerk. It was agreed that meeting will be arranged shortly.

**2161 To consider updates and actions - Parish Plan 2018 to 2021**

Councillor Percy advised that the Parish Plan had only 7 months to run. He asked Councillors to review the current 18 Key Actions and consider 3 Key Actions where they feel the Parish Council could pursue further for the remaining 7 months. He asked that Councillors be able to provide this information to him ahead of the next meeting. A discussion was held around this request and it was agreed Councillors would provide this information. Councillor Percy advised that he had reviewed each individual Key Action in the Plan and considered what the Parish Council had done during the past two years in support of the Key Action. In many cases little or no progress had been made. Councillor Percy thought that perhaps there were too many Key Actions. The Chair commented that some of the actions were out of the control of the Parish Council and they had no powers or jurisdiction to support the Key Action. After a discussion it was agreed that this would be discussed further at the next Parish Council meeting.

**2162 To consider the actions agreed at the Lengthsman Meeting held on the 31<sup>st</sup> July 2020:**

A discussion was held about meeting that took place on the 31.07.2020. Meeting notes had been provided to Councillors in advance. It was agreed that the work to the three Public Rights of Way (PRoW) would be progressed. This included the purchase of a backpack weed sprayer and weed killer solution. The Clerk would monitor the costs against the £500.00 grant awarded to the Parish for this financial year.

With regards the additional works consisting of cleaning to the block paved area at the stocks, general weed treatment, maintenance to various areas identified on housing estates and locations within the Parish this work would be reviewed once the forecasted budget for the 2020 to 2021 financial year had been reviewed by Councillors to establish what funds were available. It was agreed that the maintenance work to the path adjacent to the school and the pond area on Grosvenor Park as well as the stain to the two seats would be carried out by the Lengthsman in advance of this review.

**2163 To consider the Public Rights of Way, Local Delivery Scheme - update:**

The Lengthsman has identified, using the Mario mapping system, 3 individual PRoW within the Parish. These are at Green Lane, Moss Lane to Lancaster Road and Mellishaw Lane. As stated in Item 2162 work would begin clearing these PRoW. In addition to this detail of damage to stiles steps etc will be recorded and passed to Lancashire CC for their further attention/action.

**2164 To consider recruitment of a new Councillor for Westgate Ward vacancy and increasing the activity of Parish Councillors:**

The Westgate Ward has a vacancy for a Parish Councillor. A discussion was held about ways in which this vacancy could be filled. The Chair raised this issue for advice at the last Community and Faith Groups meeting facilitated by Lancaster City Council Community Connectors team. The advice provided was minimal but Julie Grant, said there was a Westgate community group and she would try to get some contact details and pass onto the Chair. A discussion was also held around details being placed in the Parish Council notice boards, on the Parish website and in the next Parish Council Newsletter.

**2165 To consider the Parish Newsletter 11:**

A discussion was held about the next edition of the Parish Council Newsletter. It was agreed that all Councillors present would look at producing some content, with the Chair and Councillor Percy putting it together ready for the next edition. The Parish Clerk advised that he could produce a Parish Clerk's Report similar to the Report he provides for the Nether Kellet Parish Newsletter. An example of the Report has been sent to the Chair.

**2166 To consider accessibility to the Parish website:**

The Parish Clerk advised that he has maintenance access to the site and has met with Tech-Hub Ltd who currently provide the Web Hosting and Domain facility for the website. The website has now had the security settings and software updates carried out.

In addition, the Parish Clerk has now received some tuition from Tech-Hub on updating content and uploading documents to the website. This updating will be carried out by the Parish Clerk over the coming months. The Parish Clerk also asked Councillors to provide him with details of any areas of the website where documents are missing or the content needs updating.

Councillor Percy reported that the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 required public bodies to make reasonable adjustments to their websites so that they are accessible to people with various disabilities. From 23 September 2020, all local councils are legally obliged to have an action plan and an accessibility statement in place and to have started work to their websites so that they become more accessible to people with disabilities.

The Parish Clerk advised that Tech-Hub are also going to assess what action is required to ensure the website is WCAG 2.1 Compliant. The Parish Clerk will keep Councillors up to date with regards progress in this area.

**2167 Date & time of next meeting:**

The next meeting of the Parish Council will be held on **Thursday 23<sup>rd</sup> September 2020 at 10:00pm**. The meeting closed at 9.15pm.

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

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

# Heaton with Oxcliffe Parish Council Correspondence – July/August/ 2020



Date	Sender	Topic	Distribution
17.07.2020	Parish Clerk	Correspondence Document June/July	All Councillors
20.07.2020	UHMB Hospitals	Outpatient Appointment Letters – TXT Message Reminders	All Councillors
20.07.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
20.07.2020	National Association of Local Councils (NALC)	Coronavirus – Information for Parish and Town Councils	All Councillors
20.07.2020	Parish Clerk	Draft Meeting Minutes for Comment/Agreement	All Councillors
23.07.2020	National Association of Local Councils (NALC)	Coronavirus – Information for Parish and Town Councils	All Councillors
23.07.2020	National Association of Local Councils (NALC)	EPC4 – Communities Framework and devolution White Paper	Chair Only
23.07.2020	Bay Health and Care Partners (BHCP)	Bay Health care Partners- Coronavirus Update Issue 8	All councillors
23.07.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council coronavirus update - Lancaster and District Community Hub	All Councillors
27.07.2020	UHMB Hospitals	New Lead Chaplin at UHMBT	Chair Only
20.07.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
27.07.2020	BHIB Councils Insurance Ltd	Reopening of Leisure Centres, Indoor Gyms and Swimming Pools After COVID-19 Risk Assessment	Chair Only

# Heaton with Oxcliffe Parish Council Correspondence – July/August/ 2020



<b>Date</b>	<b>Sender</b>	<b>Topic</b>	<b>Distribution</b>
28.07.2020	Parish Clerk	Fence Issue at Langden Brook Mews - Update	All Councillors
28.07.2020	Parish Clerk	Parish Council Meeting 16.07.2020 - Minutes	All Councillors
29.07.2020	National Association of Local Councils (NALC)	NALC Announced Details of 6 New Online events	Chair Only
30.07.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council coronavirus update - Lancaster and District Community Hub	All Councillors
31.07.2020	National Association of Local Councils (NALC)	Coronavirus – Information for Parish and Town Councils	All Councillors
31.07.2020	Lancaster City Council Planning Policy	Latest News on the adopted new Local Plan for Lancaster District	All Councillors
01.08.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
03.08.2020	Parish Clerk	Lengthsman Meeting 31.07.2020	All Councillors
10.08.2020	Lancaster City Council - Community Connectors Team	Join us for a Community Conversation	Chair Only
10.08.2020	UHMB Hospitals	BHCP Coronavirus Issue	All Councillors
10.08.2020	National Association of Local Councils (NALC)	Rebuilding Communities	Chair Only



# Heaton with Oxcliffe Parish Council Correspondence – July/August/ 2020



Date	Sender	Topic	Distribution
10.08.2020	National Association of Local Councils (NALC)	Check List for Holding in Person Meetings	All Councillors
10.08.2020	Lancashire County Council Trading Standards	Consumer Alerts - August 2020	All Councillors
10.08.2020	Lancaster City Council - Community Connectors Team	Parish Councils	All Councillors
10.08.2020	Environment Agency	River Lune Salmon Byelaws and Net Limitation Order Consultation	Chair Only
10.08.2020	National Association of Local Councils (NALC)	Coronavirus – Information for Parish and Town Councils	All Councillors
10.08.2020	Lancaster City Council - Community Connectors Team	Parish and Town Council Meetings - Letter from Mark Bartlett, Director for Communities and the Environment dated 7.8.20	All Councillors
10.08.2020	Regeneration Support	Additional support for neighbourhood planning groups in urban and deprived areas	Chair Only
10.08.2020	Lancashire County Council Trading Standards	Planning consultations	Chair Only
10.08.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors

# Heaton with Oxcliffe Parish Council Correspondence – July/August/ 2020



<b>Date</b>	<b>Sender</b>	<b>Topic</b>	<b>Distribution</b>
10.08.2020	UHMB Hospitals	Temporary road and car park closures on Lancaster hospital site due to operating theatre building work	Chair Only
11.08.2020	Lancaster City Council	ACE Befriending Service - Looking for Volunteer Befrienders	Chair Only
11.08.2020	Lancaster City Council Housing and Planning Team	Additional support for neighbourhood planning groups in urban and deprived areas	Chair Only
11.08.2020	National Association of Local Councils (NALC)	Rebuilding Communities	Chair Only
11.08.2020	Parish Clerk	Heaton with Oxcliffe Parish Council Meeting 20.08.2020 - Zoom Invitation	All Councillors
12.08.2020	Parish Clerk	Lengthsman Works - Costs for Approval	All Councillors
12.08.2020	Parish Clerk	Lengthsman Works - Costs for Approval - Update	All Councillors
13.08.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council coronavirus update - Lancaster and District Community Hub	All Councillors
14.08.2020	Lancaster City Council - Community Connectors Team	Next Prince's Trust Team Project starts 21st September (16-25-year olds)	Chair Only
14.08.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors

# Heaton with Oxcliffe Parish Council Correspondence – July/August/ 2020



Date	Sender	Topic	Distribution
14.08.2020	Lancaster City Council - Community Connectors Team	Lancaster Community and Faith/Parish and Rural Notes	All Councillors
15.08.2020	Parish Clerk	Parish Notice Boards	All Councillors

# Planning Application Comments & Decisions

## July/August 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>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.	Support in Principle	Application Permitted (18.06.2020)
<b>20/00321/FUL:</b> Creation of vehicular access off B5273 Mellishaw Lane, erection of fencing and installation of an underground treatment plant.	Neutral	Awaiting Decision
<b>20/00439/ELDC:</b> Existing lawful development certificate for the continued use of land for the siting of caravans for gypsies/travellers.	Neutral	Awaiting Decision
<b>20/00582/FUL:</b> Erection of a 2-storey detached building.	Neutral	Application Permitted (31.07.2020)
<b>20/00697/FUL</b> Erection of a single storey extension and conversion of a garage into a habitable room. 15 Priorsgate, Morecambe, Lancashire, LA33RN.	Support in Principle	Awaiting Decision