

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 Wednesday 23rd September 2020 at 10:00hrs

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

- 2168. To receive apologies
- 2169. To consider & approve Minutes of the Meeting held on Thursday 20th August 2020
- 2170. To receive Declarations of Interest
- 2171. 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
- 2172. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
- 2173. To consider the list of planning applications set out below:

Application No:	Description
20/00966/FUL	Erection of a storage building. J Kelly Laminates (Morecambe) Ltd, White Lund Trading Estate, LA33PA
20/00983/FUL	Erection of single storey extension to the front of 6 Trent Close, Morecambe, LA33SR
N/A	Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme

- 2174. To consider an update on planning authority decisions
- 2175. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough – Lengthsman duties August 2020	£270.66
Adrian Osmotherley Parish Clerk Fees and Expenses August 2020	£382.21

- 2176. To consider the Public Rights of Way Local Delivery Scheme
- 2177. To consider recruitment of new members of the Parish Council
- 2178. To consider updates and actions - Parish Plan 2018 - 2021
- 2179. To consider the Parish Council web-site compliance and content
- 2180. To consider the Parish Council draft budget for 2020 - 2021
- 2181. To consider date and time of next meeting

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

18th September 2020

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud
Application on Wednesday 23rd September at 10:00 am.

Present:

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

In Attendance:

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.

2168	Apologies: Apologies were received from Councillor Mrs M Baxter.
2169	Minutes: It was RESOLVED that, the minutes of the meeting held on Thursday 20 th August be approved.
2170	Declarations on interest: There were no declarations of interest.
2171	Public discussion and information only updates: <ol style="list-style-type: none">Public discussion: No issues/comments were raised by members of the public to the Parish Clerk in advance of the meeting for discussion.Clerks report & correspondence:<p>The order placed for the manufacture of the 6 missing metal name bars for the Chair's Insignia of Office had been chased up.</p><p>Current Bank balance as of 22.09.2020 was £14,433.00</p><p>An instruction to remove the trailer sign currently being displayed at the roundabout at the junction Morecambe Road/Ovangle Road/Roeburn Drive has been passed by Lancaster City Council to Lancashire County Council Highways Department.</p><p>Lancaster City Council had been contacted about the additional sign erected at the Grosvenor Park play area for their comment. Lancaster City Council advised that they had not erected the sign and had no knowledge of who had erected the sign. Parish Clerk to investigate further.</p>Parish Councillors (Councillors) matters & information only updates: The Chair asked for Councillors with updates or information to report:<p>Councillor Percy commented on an aspect of the usage of the Grosvenor Park play area. He had recently observed that the area was being particularly well used by young children in the 30-45 minutes after the end of the school-day. Adequate numbers of responsible adults were present.</p><p>Councillor Percy requested that an agenda item be included in the October Agenda/Summons to enable Councillors to review and comment on the forthcoming Climate Change Local Plan Review.</p><p>Councillor Percy advised that the COVID-19 signage at the Grosvenor Park play area had been damaged and needed to be replaced. Parish Clerk to advise Lancaster City Council. During further discussions about the play area it was also noted that a damaged piece of equipment had been removed for repair some time ago and not returned. The Chair agreed to provide a photograph to enable the Parish Clerk to</p>

contact Lancaster City Council for further information.

Councillor Kelly advised that the speeding bike had returned to the cycle/footpath running through the Parish. Chair to provide Councillor Kelly with the local PCSO contact number to enable details of the times and location where the speeding bikes have been seen to be reported.

A discussion was held about the Parish Online and LALC/NALC information that is sent by the Parish Clerk periodically to all Councillors. The Chair requested the log-in details for the LALC/NALC.

Judith Shaw (on behalf of Councillor Baxter) advised that the carriageway junction markings at the junction Heaton Bottom Road and Lancaster Road are badly worn and needed to be refreshed/replaced. Parish Clerk to photograph and report as a highway defect using the Lancashire County Council web portal.

2172 To Consider the current restrictions, implications, and possible actions by the Parish Council due to the COVID-19 pandemic:

A discussion was held around the recent changes to Government advice and restrictions. The Chair advised that he was still attending remotely (via Microsoft Teams) the COVID-19 meetings facilitated by Lancaster City Council Community Connectors Team. The latest meeting planned for yesterday had been cancelled. Parish Council meetings would continue to be held remotely using Zoom for the foreseeable future.

2173 Planning applications and statutory consultations:

Application No	Description
20/00966/FUL	Erection of a storage building. J Kelly Laminates (Morecambe) Ltd, White Lund Trading Estate, LA33PA
20/00983/FUL	Erection of single storey extension to the front of 6 Trent Close, Morecambe, LA33SR
N/A	Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme

A discussion was held, and it was **RESOLVED** that the following recommendation would be made: **20/00966/FUL** - Neutral. **20/00983/FUL** - Neutral.

A discussion was held by Councillors regarding the provisional design details for the Local Safety Scheme. These details had been provided to Councillors in advance of the meeting. It was agreed that Councillors would provide the Parish Clerk with details of any comment and the Parish Clerk would collate these comments and pass to Lancashire County Council.

2174 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for August/September. The Parish Clerk advised that any updates to applications or statutory decisions for the period would be identified in red for clarity.

2175 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough – Lengthsman duties August 2020	£270.66
A Osmotherley Parish Clerk Fees and Expenses August 2020	£382.21

The Parish Clerk advised that the Chair had received a breakdown of his fees and expenses for August ahead of meeting. In addition to this all Councillors had received details of the breakdown of the Lengthsman duties and fees for August ahead of the meeting. It was **RESOLVED** that all the above payments be made.

2176 To consider the Public Rights of Way, Local Delivery Scheme:

The backpack weed sprayer and the weed killer solution have now been purchased. Work has started clearing overgrown vegetation and weeds along the three Public Rights of Way (PRoW) that are within the Parish. Once the three PRoW have been cleared details of further works (repairs and signage) required can be collated and provided to Lancashire County Council for their consideration.

2177 To consider recruitment of new members of the Parish Council:

Councillor Percy has produced a draft advert in support of recruitment of a new Councillor. It was agreed that the shorter version of the advert should be placed on the Parish website and the Parish noticeboards by the Parish Clerk.

Councillor Kelly agreed to look into the possibility of advertising the Parish Councillor vacancy on the local Beyond radio station.

2178 To consider updates and actions – Parish Plan 2018 - 2021:

At the last meeting Councillor Percy asked all Councillors present to consider three Key Actions from the 18 Key Actions documented in the Parish Plan that they felt could be targeted during the last six months the Parish Plan had left to run. Each Councillor provided their three Key Actions and it was agreed that the following three Key Actions would be prioritised.

Key Action 1 Reduce litter (particularly plastic waste) through cooperation with local businesses and organisations, promotion of campaigns and improved distribution and servicing of litter bins in the Parish.

Key Action 8 Research, inspect, improve access to and publicise public footpaths and rights of way in the Parish.

Key Action 13&15 (Combined) Include health and wellbeing content in Parish newsletters. During the next six months it was agreed that the Parish Council would endeavour to target their efforts in support of these three Key Actions.

2179 To consider the Parish Council website compliance and content:

Work updating the website content is being carried out by the Parish Clerk. A review of the content and accessibility is being carried out by the web hosting supplier (Tech-Hub) to update the website to ensure it is compliant with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. Councillor Percy agreed to provide a statement of the Parish Council actions and plan in support of these Regulations which can then be posted on the website by the Parish Clerk.

2180 To consider the Parish Council draft budget for 2020 - 2021:

A discussion was held about the current bank balance and forecasted expenditure to the financial year end. At this point in time the Parish Council are not expecting an overspend against forecasted expenditure. The Council agreed to return to this item at its next meeting.

2181 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 15th October 2020 at 7:00pm**. The meeting closed at 12.00 noon.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – August/September 2020



Date	Sender	Topic	Distribution
16.08.2020	Parish Clerk	Parish Council Meeting 20.08.2020 Agenda/Summons and Supporting Information	All Councillors
17.08.2020	UHMB Hospitals	BHCP Coronavirus Update Issue 10	All Councillors
18.08.2020	National Association of Local Councils (NALC)	Rebuilding Communities	Chair Only
20.08.2020	Lancashire County Council Communications Service	Switch to cycling campaign article for parish councils	All Councillors
20.08.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter Lancaster and District Community Hub	All Councillors
20.08.2020	Parish Clerk	Heaton with Oxcliffe Parish Council Meeting 20.08.2020 - Zoom Invitation	All Councillors
21.08.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
23.08.2020	Parish Clerk	Draft Meeting Minutes for Approval	All Councillors
25.08.2020	Parish Clerk	Parish Plan – Suggestions	All Councillors
26.08.2020	Lancaster City Council - Planning and Housing Policy Team	Additional support for neighbourhood planning groups in urban and deprived areas	Chair Only
26.08.2020	Parish On-Line	Parish On-Line Newsletter	All Councillors
26.08.2020	National Association of Local Councils (NALC)	Events to help communities go green	Chair Only

Heaton with Oxcliffe Parish Council Correspondence – August/September 2020



Date	Sender	Topic	Distribution
26.08.2020	UHMB Hospitals	UHMBT hearing aid drop-in sessions remain closed due to COVID-19 pandemic and repairs are by appointment only	All Councillors
26.08.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter Lancaster and District Community Hub	All Councillors
28.08.2020	National Association of Local Councils (NALC)	Parish Clerk Pay Scales 2020 to 2021	All Councillors
01.09.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
01.09.2020	Parish Clerk	Parish Council Meeting 20.08.2020 Minutes	All Councillors
01.09.2020	Parish Clerk	Parish Council Meeting 23.09.2020 Zoom Invitation	All Councillors
01.09.2020	UHMB Hospitals	BHCP Coronavirus Update Issue 11	All Councillors
03.09.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter Lancaster and District Community Hub	All Councillors
03.09.2020	Lancashire County Council Trading Standards	Trading Standards - Consumer Alerts - September 2020	All Councillors
18.09.2020	Lancashire County Council	Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme	All Councillors
18.09.2020	Parish Clerk	Draft Agenda/Summons 23.09.2020 for Comment	All Councillors
19.09.2020	Lancaster City Council - Community Connectors Team	COVID Restrictions Briefing	All councillors

Heaton with Oxcliffe Parish Council Correspondence – August/September 2020



Date	Sender	Topic	Distribution
19.09.2020	National Association of Local Councils (NALC)	Planning White Paper Summaries, Links & Responses	All Councillors
19.09.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
19.09.2020	Lancaster City Council - Community Connectors Team	Support Network Notes	All Councillors
19.09.2020	Parish Clerk	Enforcement Complaint – Trailer Sign update	All Councillors
19.09.2020	National Association of Local Councils (NALC)	Rebuilding Communities	All Councillors
19.09.2020	Parish Clerk	Enforcement Complaint – Trailer Sign update	All Councillors
19.09.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter Lancaster and District Community Hub	All Councillors
19.09.2020	Parish Clerk	2 Langden Brooks Mews - Erected Fence Posts - Update	All Councillors
19.09.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
19.09.2020	National Association of Local Councils (NALC)	Coronavirus Update	All Councillors
19.09.2020	National Association of Local Councils (NALC)	Rebuilding Communities – Climate Emergency	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – August/September 2020



Date	Sender	Topic	Distribution
19.09.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter Lancaster and District Community Hub	All Councillors
26.08.2020	Parish On-Line	Parish On-Line Newsletter	All Councillors
19.09.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors

Planning Application Comments & Decisions

August/September 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	Application Permitted (21.08.2020)
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	Application Refused (17.09.2020)
20/00697/FUL Erection of a single storey extension and conversion of a garage into a habitable room. 15 Priorsgate, Morecambe, Lancashire, LA33RN.	Support in Principle	Application Permitted (01.09.2020)
20/00748/PAD Prior approval for demolition of a single storey dock leveller. Unit 4, No1 Southgate, White Lund Trading Est, LA3 3PB.	Neutral	Prior Approval Refused
LCC/2020/0040 - 20/00743/LCC Retrospective application for a waste transfer station for offensive waste. Thomas Graham and Sons, Warehouse 2, Northgate Business Park, Middlegate, White Lund Trading Est.	Support in Principle	Awaiting decision
Complaint - Display of unauthorised signage. Roundabout Jct Morecambe Road/Ovangle Road/Roeburn Drive, Morecambe.	Objection Raised Formally	Action Taken (await removal)
Complaint - Erection of a fence. 2 Langden Book Mews, Morecambe, LA33SN.	Objection Raised Formally	Action Taken (alterations to proposed fence required)