

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 15th October 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

- 2182. To receive apologies
- 2183. To consider & approve Minutes of the Meeting held on Wednesday 23rd September 2020
- 2184. To receive Declarations of Interest
- 2185. 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
- 2186. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
- 2187. To consider the list of planning applications set out below: None received for the period.

Application No:	Description

- 2188. To consider an update on planning authority decisions
- 2189. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough - Lengthsman duties September 2020	£243.00
Adrian Osmotherley - Parish Clerk Fees and Expenses September 2020	£440.47
Alpha Engraving Ltd - Supply 2no Pieces of PVC For Parish Notice Boards	£51.60

- 2190. To consider the Public Rights of Way Local Delivery Scheme
- 2191. To consider recruitment of new members of the Parish Council
- 2192. To consider updates and actions - Parish Plan 2018 - 2021
- 2193. To consider the Parish Council Budget for 2020 - 2021
- 2194. To consider the Climate Change Local Plan 2020 - 2031 Review
- 2195. To consider the approval of the Parish Council preliminary statement on website accessibility
- 2196. To consider attendance at LALC online AGM on the 14th November 2020
- 2197. To consider date and time of next meeting

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

11th October 2020

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud
Application on Thursday 15th October at 7:00 pm.

Present:

Councillor Mr P Melling (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.

2182 Apologies: Apologies were received from Councillors Mrs M Baxter, Mr S Edmondson and Mr W Jackson.

2183 Minutes: It was **RESOLVED** that, the minutes of the meeting held on Wednesday 23rd September be approved.
Councillor Percy commented that although it was agreed at this meeting that the Parish Clerk would receive the annual pay scale increase in line with LALC recommendations it was not recorded.

2184 Declarations on interest: There were no declarations of interest.

2185 Public discussion and information only updates:

1. **Public discussion:** No issues/comments were raised by members of the public to the Parish Clerk in advance of the meeting for discussion.

2. **Clerks report & correspondence:**

The 6 missing metal name bars for the Chair's Insignia of Office have now been delivered and received by the Chair.

Current Bank balance as of 15.10.2020 was £13,762

The trailer sign currently being displayed at the roundabout at the junction Northgate/Ovangle Road is still to be removed by Lancashire County Council Highways Department.

Lancaster City Council had been contacted again about the additional sign erected, the return of damaged apparatus removed for repair as well as damage to COVID-19 signage at the Grosvenor Park play area.

The faded carriageway lining on Heaton Bottom Road adjacent to the post box has been reported to Lancashire County Council.

The refurbishment of the Portland Drive play area plans has been chased up again with the Lancaster City Council Public Realm department.

The Clerk has been unable to gain permission for the Parish Lengthsman to use the green waste tipping facility at the Lancaster City Council White Lund Estate depot for Parish generated green waste.

Work updating the website content is continuing. A meeting is planned for the 23.10.2020 with 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.

3. **Parish Councillors (Councillors) matters & information only updates:** The Chair asked for Councillors with updates or information to report:

Councillor Percy advised that the COVID-19 signage at the Grosvenor Park play area have all been damaged and removed. An action was placed on the Parish Clerk to report this.

Councillor Percy advised that in the previous week he had confronted a group of 6-7 young adults, mostly male, who were in the Grosvenor Park play area in the late morning using play equipment for which they were too heavy. He estimated their ages as being 16-17 years. They were wearing name tags from the Lancaster and Morecambe College of FE. Councillor Percy had advised the young adults that they were too old for using the play area. After some discussion/reasoning the young adults left the area. Council Percy said that he was convinced that the existing sign on one gate to the play area, stipulating use by ages 2-12, should be replicated on the other gate and the Parish Council cover the cost, if necessary.

Councillor Melling advised that he will contact Erica Lewis (Leader of Morecambe Town Council) who was meeting with the College Principal in the near future. He also advised he would provide a contact to enable the Parish Clerk to report the Parish Council concerns to the College directly.

Councillor Percy provided an update for Councillors relating to the Right to Contest survey that he had completed by the due date on behalf of the Parish Council.

2186 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. In the main this related to the recent three tier Local Level COVID Assessments (Medium, High, and Very High). Guidance has been received from Lancaster City Council Community Connectors Team and passed to all Councillors. 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 feedback from the meetings was that restrictions will most likely be in place until the summer of 2021. Councillor Percy commented on the Parish Council Facebook and Twitter accounts that had been dormant for some time and requested that Councillors consider taking an active role in these accounts. The Parish Clerk would need to obtain passwords and management permissions from the previous Parish Clerk to enable him to have administrator responsibility for these accounts.

2187 Planning applications and statutory consultations:

Application No	Description
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No new Planning Applications or Statutory Consultations had been received for the period.

2188 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for August/September. The Parish Clerk reminded Councilors that any updates during the period were identified in red for clarity.

2189 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough – Lengthsman duties September 2020	£243.00
A Osmotherley Parish Clerk Fees and Expenses September 2020	£440.47
Alpha Engraving Ltd – Supply of 2 Pieces of PVC For Parish Notice Boards Repair	£51.60

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

2190 To consider the Public Rights of Way (PRoW), Local Delivery Scheme:

Work was progressing with the clearing of the Moss Road to Lancaster Road PRoW. Councillors had been emailed pictures of both before and after the clearing work had been carried out. Councillors expressed their gratitude to the Parish Lengthsman for the work he had carried out so far.

2191 To consider recruitment of new members of the Parish Council:

The advert in support of recruitment of a new Councillor has been placed on the Parish Council website and in each of the three notice boards.

Councillor Kelly advised that the Local Community Beyond Radio Station had agreed to advertise the Parish Councillor vacancy on behalf of the Parish Council in return for some free advertisement in the next edition of the Parish Council Newsletter. It was agreed by Councillors that this offer was acceptable.

2192 To consider updates and actions - Parish Plan 2018 - 2021:

Updates to Key Actions

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.*

Councillor Percy reminded Councillors that the type and location of litter bins that could be provided by the Parish had been discussed on several occasions but no decisions for action made. A discussion was held, and it was agreed that further information regarding locations and litter bin type/specification would be brought to the next meeting. Councillor Percy to provide a summary of comments and conclusions on this matter made in the minutes of the Parish Council over the previous 18 months.

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

Reference was made to the work currently being carried out by the Parish Lengthsman detailed in Item 2190.

Key Action 13&15 (Combined) *Include health and wellbeing content in Parish newsletters and develop health and wellbeing webpages attached to Parish Council website.*

Decisions are required about the content of these Key Actions.

2193 To consider the Parish Council draft budget for 2020 - 2021:

Councillor Percy observed that planned and possible expenditure by the Council on such items as Public Rights of Way, litter bins, health and welfare of vulnerable residents, improvements to the website and conferences and training would need to be incurred before the financial year-end in order to achieve an acceptable carry-forward figure. Councillor Melling commented that expenditure on conferences and training could be important.

The Parish Clerk advised that he had received the details of the finalised budget for 2020 to 2021 from the previous Parish Clerk on the 15.10.2020. The Parish Clerk advised that he will need time to look at the document and discuss any queries with the previous Parish Clerk. Parish Clerk to provide an update at the next meeting.

2194 To consider the Climate Change Local Plan 2020 - 2031 Review:

Councillor Percy advised that a scoping consultation is being carried out by the City Council between 25th September and 20th November. Details relating to a number of online drop in consultations have been sent to Councillors. Councillor Percy suggested that Councillors

should try and attend at least one of these consultations which are being held between 14th and 19th October.

2195 To consider the approval of the Parish Council preliminary statement on website accessibility:

It was **RESOLVED** by Councillors that the preliminary statement of the Parish Council actions and plan in support of the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 be adopted by the Parish Council. The statement has been posted on the Parish website.

2196 To consider attendance at the LALC online AGM on the 14th November 2020:

Councillors Melling, Percy, and Kelly have all agreed to attend the LALC AGM. The AGM is being held virtually online. An action was placed on the Parish Clerk to advise LALC of the Councillors wish to attend via the booking form provided.

2197 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 19th November 2020 at 7:00pm**. The meeting closed at 8.45pm.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – September/October 2020



Date	Sender	Topic	Distribution
21.09.2020	Parish Clerk	Meeting 23.09.2020 Agenda/Summons and supporting information	All Councillors
21.09.2020	Parish Clerk	August Invoice John Fairclough Lengthsman	All Councillors
21.09.2020	Parish Clerk	Pitchcare Order ID.6096398 Acknowledgement	All Councillors
21.09.2020	Parish Clerk	Draft Agenda/Summons 23.09.2020 for Comment	All Councillors
22.09.2020	Parish Online	Parish Online News: Public Map Launch	All Councillors
22.09.2020	National Association of Local Councils (NALC)	Coronavirus Update	All Councillors
22.09.2020	UHMB Hospitals	Carnforth community pulls together to support the most vulnerable during COVID-19	All Councillors
22.09.2020	Parish Clerk	Langden Brooks Mews - Erected Fence Posts - Update	All Councillors
23.09.2020	Parish Clerk	Parish Council Meeting 23.09.2020 at 10.00am – Zoom Invitation	All Councillors
23.09.2020	Parish Clerk	Comments Made During the Meeting Relating to Accounts for Payments	All Councillors
23.09.2020	Parish Clerk	NALC Log In Details	All Councillors
24.09.2020	Parish Clerk	Draft Meeting Minutes for Comment	All Councillors
24.09.2020	Lancaster City Council - Community Connectors Team	Update from GOV.UK – COVID-19: Guidance for the safe use of multi-purpose community facilities	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – September/October 2020



Date	Sender	Topic	Distribution
24.09.2020	UHMB Hospitals	Bay Health and Care Partners supporting people with their rehabilitation following COVID-19	All Councillors
24.09.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter – Community Hub	All Councillors
29.09.2020	Lancaster City Council - Planning and Housing Policy Team	Review of the Local Plan	All Councillors
29.09.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
01.10.2020	UHMB Hospitals	Press release from the three Public Health Directors	All Councillors
01.10.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council News Release: Grants available to support local charities and community groups	All Councillors
01.10.2020	National Association of Local Councils (NALC)	Rebuilding Communities	All Councillors
01.10.2020	UHMB Hospitals	BHCP Coronavirus Update Issue 13	All Councillors
01.10.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter – Community Hub	All Councillors
01.10.2020	Lancaster City Council - Community Connectors Team	COVID guidance for businesses	All Councillors
01.10.2020	National Association of Local Councils (NALC)	Rebuilding Communities	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – September/October 2020



Date	Sender	Topic	Distribution
02.10.2020	National Association of Local Councils (NALC)	LALC AGM Invitation	All Councillors
02.10.2020	Parish Clerk	Parish Council Meeting Held 23.09.2020 Minutes	All Councillors
03.10.2020	Lancaster City Council - Community Connectors Team	1st October 2020 - Update from GOV.UK – COVID-19: Guidance for the safe use of multi-purpose community facilities	All Councillors
03.10.2020	National Association of Local Councils (NALC)	Right to Contest	All Councillors
03.10.2020	UHMB Hospitals	UHMBT pilots new digital booking system so patients can book their own follow-up Outpatient appointment	All Councillors
03.10.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
03.10.2020	Lancaster City Council - Community Connectors Team	Introducing Police CyberAlarm; a new FREE cyber tool for your organisation	All Councillors
05.10.2020	National Association of Local Councils (NALC)	Rebuilding Communities – Health Challenges Post COVID-19	All Councillors
06.10.2020	Lancaster City Council - Community Connectors Team	Disinfectant Guidance	All Councillors
06.10.2020	National Association of Local Councils (NALC)	Rebuilding Communities - How to support mental health in your community	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – September/October 2020



Date	Sender	Topic	Distribution
06.10.2020	Parish Clerk	Bob Bailey Information Handover	All Councillors
06.10.2020	Parish Clerk	Draft Agenda/Summons 15.10.2020 For Comment	All Councillors
07.10.2020	Lancashire County Council – Trading Standards service	Trading Standards - Consumer Alerts for October 2020	All Councillors
07.10.2020	National Association of Local Councils (NALC)	Rebuilding Communities - How do the tiers of local government collaborate	All councillors
07.10.2020	Lancashire County Council – LHS Street Works	URGENT Formal Notification: Lancaster Road, Heaton with Oxcliffe 7-11/9/20	All Councillors
08.10.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter – Community Hub	All Councillors
08.10.2020	Parish Clerk	Draft Agenda/Summons 15.10.2020 For Comment - Reminder	All Councillors
08.10.2020	National Association of Local Councils (NALC)	Rebuilding Communities - Find out how to recognise hidden disabilities	All Councillors
08.10.2020	Lancaster City Council - Community Connectors Team	Community Conversation: Ending Homelessness – The Challenge	All Councillors
08.10.2020	Parish Clerk	Parish Council Meeting 15.10.2020 at 7.00pm - Zoom Invitation	All Councillors
11.10.2020	Lancaster City Council - Community Connectors Team	Lancashire Resilience Forum - guidance on faith and community events	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – September/October 2020



Date	Sender	Topic	Distribution
11.10.2020	National Association of Local Councils (NALC)	Chief Executives Bulletin	All Councillors
11.10.2020	National Association of Local Councils (NALC)	Urgent: Local Electricity Bill – Parliamentary Debate next Wednesday	All Councillors

Planning Application Comments & Decisions September/October 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
20/00321/FUL: Creation of vehicular access off B5273 Mellishaw Lane, erection of fencing and installation of an underground treatment plant	Neutral	Application Permitted 05/10/2020
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)
20/00966/FUL: Erection of a storage building. J Kelly Laminates (Morecambe) Ltd, White Lund Trading Estate, LA33PA.	Neutral	Awaiting Decision
20/00983/FUL: Erection of single storey extension to the front of 6 Trent Close, Morecambe, LA33SR	Neutral	Awaiting Decision
Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme	Councillor Comments Passed to Design Team	Await Formal Approval of the Scheme