

# **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 17<sup>th</sup> December 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**

- 2217. To receive apologies
- 2218. To consider & approve Minutes of the Meeting held on Thursday 19<sup>th</sup> November 2020
- 2219. To receive Declarations of Interest
- 2220. 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
- 2221. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
- 2222. To consider the list of planning applications set out below: None received for the period.

<b>Application No:</b>	<b>Description</b>
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- 2223. To consider an update on planning authority decisions
- 2224. To authorise payment of the following accounts:

<b>Payment Description</b>	<b>Amount</b>
John Fairclough - Lengthsman duties November 2020	£100.00
Adrian Osmotherley - Parish Clerk Fees and Expenses November 2020	£391.92
Tech-Hub - Provision of G-Suite additional user @Chair	£48.00
Signs Express Ltd - Provide new sign for Grosvenor Park play area	£130.49
Tech-Hub - Review and update website to conform with the Accessibility Regulations	£252.00
Bob Bailey - Outgoing Parish Clerk assistance with AGM and year-end financial audit	£389.34

- 2225. To consider recruitment of new members of the Parish Council
- 2226. To consider updates and actions - Parish Plan 2018 - 2021
- 2227. To consider the Parish Council Budget for 2020 - 2021
- 2228. To consider tree planting within the Parish
- 2229. To consider the funding and provision of litter bins within the Parish
- 2230. To consider social media (Facebook and Twitter) and the Parish website
- 2231. 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)**

**11<sup>th</sup> December 2020**

**PARISH OF HEATON-WITH-OXCLIFFE**  
**Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud Application on**  
**Thursday 17<sup>th</sup> December 2020 at 7:00 pm.**

**Present:**

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

**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.

**2217 Apologies:** Apologies were received from Councillors Mrs M Baxter and Mr S Edmondson

**2218 Minutes:** It was **RESOLVED** that the minutes of the meeting held on Thursday 19<sup>th</sup> November 2020 be approved.

**2219 Declarations on interest:** There were no declarations of interest.

**2220 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.

Judith Shaw commented on the recent correspondence received from the Parish Clerk which identified the access/egress from the housing development adjacent to Oxcliffe Road being via Oxcliffe Road and not via St Johns Terrace. Councillors noted that this was not in accordance with the original planning application which identified the access/egress via St Johns Terrace. The main concern was the layout of Oxcliffe Road at this proposed junction and the lack of visibility for traffic heading towards Heysham.

**Clerks report & correspondence:**

Current Bank balance as of 19.11.2020 was £12,358.89.

The Parish Clerk advised that the additional sign at the Grosvenor Park play area had now been erected by the Lengthsman.

The Parish Clerk advised that Lancashire County Council had advised that the two existing signs identifying No Through Road At High Tide positioned at either end of Ovangle Road were sufficient. This followed a suggestion by the Parish Council for additional signage following a recent incident involving the rescue of a pensioner when his vehicle was submerged by tidal water.

The Parish Clerk advised that he had received no response from the local area PCSO about the report that young adults from the Lancaster and Morecambe College had been using the Grosvenor Park play area. A discussion was held by Councillors. The Chair had also reported the issue to Councillor Erica Lewis who had since had a meeting with the College Principal. It was noted that no further reports of young adults/teenagers using the play area had been received.

The damaged apparatus removed from the Grosvenor Park play area has now been repaired and replaced by Lancaster City Council.

Costs for the publication and distribution of the January edition of the Parish Council Newsletter had been received. The Parish Clerk advised printing by Bay Typesetters of 1,100 copies was £150.00 and distribution was £190.00. A discussion was held by Councillors who agreed to proceed using Bay Typesetters quotation with the January edition being published and distributed in early January 2021.

The Parish Clerk advised that the updated plan of the housing development on Oxcliffe Road access/egress details had been forwarded to Councillors ahead of the meeting. See above item 2220 a) Public discussion.

A response had been received from the outgoing Clerk regarding the Parish Facebook and Twitter accounts. The outgoing Clerk advised that he thought the best course of action was for the existing accounts to be cancelled and new accounts created. A discussion was held by Councillors. Councillors discussed this matter further under item 2230 below.

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

Councillor Percy provided an update following his recent attendance at the online Climate Change forum. A Report will be produced and provided to Councillors under separate correspondence.

The Chair also attended the Climate Change forum and a similar Report from his own perspective will be provided to Councillors.

**2221 To Consider the current restrictions, implications, and possible actions by the Parish Council due to the COVID-19 pandemic:**

A discussion was held by Councillors regarding the current level of central Government restrictions. It was agreed that the Parish Council monthly meetings facilitated by Zoom would be continuing for the foreseeable future.

**2222 Planning applications and statutory consultations:**

Application No	Description

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

**2223 Planning application decisions:**

The Parish Clerk advised that there had been no updates to existing applications for the period.

**2224 Accounts for payment:**

Payee and Payment Description	Amount
John Fairclough – Lengthsman duties November 2020	£100.00
A Osmotherley Parish Clerk Fees & Expenses November 2020	£391.92
Tech-Hub - Provision of G-Suite additional user @Chair	£48.00
Signs Express Ltd - Provide new sign for Grosvenor Park play area	£130.49
Tech-Hub - Review and update website to conform with the Accessibility Regulations	£252.00
Bob Bailey - Outgoing Parish Clerk assistance with AGM and year-end financial audit	£389.34

The Parish Clerk advised that Councillors had received invoice details for all the above payments in advance of the meeting. A discussion was held by Councillors and further payment information requested. This information was provided and explained by the Chair and Parish Clerk. Following this it was **RESOLVED** that all the above payments be made.

**2225 To consider recruitment of new members of the Parish Council:**

The Chair advised that a resident of the Parish has shown an interest in becoming a Councillor. Details of the process for the Parish Council to follow in recruiting a new Councillor had been provided by the Lancaster City Council Elections Manager. The Parish Clerk had forwarded these details to the Chair. A discussion was held by Councillors and it was agreed that previous practice of the Parish Council should be followed, as far as remote meeting allowed. The resident would be asked to provide a brief summary of personal background and reasons for wishing to join the Parish Council and also be invited to attend a Zoom meeting ahead of the next Parish Council meeting on the 14.01.2020. It was agreed that the Chair would discuss the arrangements with the resident to confirm attendance and the Parish Clerk would facilitate the meeting with the resident and Councillors via Zoom invitation. Councillors would then be able to discuss with the resident the possibility of joining the Parish Council. A decision would be made subsequently and communicated to the resident.

**2226 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.

**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 and develop health and wellbeing webpages attached to Parish Council website.

The Chair had asked Councillors to consider the development of the next Parish Plan and what would be the best way forward at the November meeting. A discussion was held between Councillors and it was agreed that a separate Zoom meeting would be held to discuss producing the new Parish Plan for the Period 2021 to 2024. It was agreed that the Parish Clerk would arrange and facilitate the meeting provisionally agreed for the 07.01.2021 at 7.00pm.

**2227 To consider the Parish Council draft budget for 2020 - 2021:**

At the last meeting, the Parish Clerk had provided Councillors with an estimate of the funds available (£4,120.00) to be spent up to the end of the financial year 31.03.2021. The following areas were identified as areas of expenditure.

Newsletter (January edition)

Website Development

Lengthsman additional activities

Litter Bins

Tree Planting

The Newsletter costs had been agreed and the litter bins and tree planting were being progressed. The Parish Clerk advised that he would monitor the expenditure against these items but asked Councillors to consider other areas of expenditure ahead of the next meeting.

**2228 To consider tree planting within the Parish:**

A discussion was held about the opportunity for the Parish Council to fund the planting of trees to a number of locations within the Parish. The Parish Clerk advised that he had contacted Lancaster City Council and they had advised that the Parish Council would need to provide details of exact locations, tree types and numbers to enable them to consider the request. A discussion was held by Councillors relating to locations and tree types. It was agreed that the Chair would forward location details, tree types and numbers to the Parish Clerk to enable a formal request to be made to Lancaster City Council.

**2229 To consider the funding and provision of litter bins within the Parish:**

Councillor Kelly advised that she was waiting for confirmation from Lancaster City Council regarding the supply and fitting of three litter bins. The initial price provided by Lancaster City Council to supply litter bins which was substantially cheaper than the quotes the Parish Council had received. After a discussion it was agreed that the best way forward was for Lancaster City Council to provide a price to supply and fit the litter bins at three agreed locations. It was also agreed that providing the price quoted by Lancaster City Council was cheaper than the quotations received by the Parish Council, Lancaster City Council would be contracted to supply and fit the three litter bins. Councillor Percy asked that agreement for Lancaster City Council to empty and maintain the litter bins be confirmed. The Parish Clerk advised that this will be agreed as part of the overall price from Lancaster City Council to supply and install the litter bins.

**2230 To consider social media (Facebook and Twitter) and the Parish Council website:**

Councillor Percy noted that he had provided summary information on the use of Facebook and Twitter by the Parish Council in a recent email to the Chair and Parish Clerk. In the light of the recent advice from the former Clerk that the best course of action was for the existing accounts to be cancelled and new accounts created, Councillor Percy proposed that he would consider the best way forward for the Parish Council and report back to the next meeting. Councillors agreed to this proposal.

**2231 Date & time of next meeting:**

The next meeting of the Parish Council will be held on **Thursday 14<sup>th</sup> January 2020 at 7:00pm**. The meeting closed at 8.45pm.

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

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

# Planning Application Comments & Decisions November/December 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>20/00966/FUL:</b> Erection of a storage building. J Kelly Laminates (Morecambe) Ltd, White Lund Trading Estate, LA33PA.	Neutral	Awaiting Decision
Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme	Councillor Comments Passed to Design Team	Await Formal Approval of the Scheme

## Heaton with Oxcliffe Parish Council Correspondence – November/December 2020



<b>Date</b>	<b>Sender</b>	<b>Topic</b>	<b>Distribution</b>
09.11.2020	Lancaster City Council - Community Connectors Team	Poster National Restrictions England 5 November - 2 December	All Councillors
10.11.2020	Parish Clerk	Draft meeting Agenda/Summons for Comment	All Councillors
10.11.2020	UHMB Hospitals	BHCP Coronavirus Update Issue 16	All Councillors
10.11.2020	Lancaster City Council - Community Connectors Team	Don't forget to register for this Thursday's Community Conversation	All Councillors
10.11.2020	Lancaster City Council - Community Connectors Team	Making a childcare bubble with another household	All Councillors
10.11.2020	Lancaster City Council - Community Connectors Team	BAY PROPOSAL: Have your say on a proposal to create a new unitary authority around Morecambe Bay	All Councillors
12.11.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter HUB	All Councillors
12.11.2020	Parish Clerk	Parish Council Meeting 19.11.2020 - Invitation	All Councillors
12.11.2020	Lancaster City Council - Community Connectors Team	BAY PROPOSAL: Have your say on a proposal to create a new unitary authority around Morecambe Bay	All Councillors
12.11.2020	Lancaster City Council – Chief Executive	Discussion on Morecambe Bay Proposal	All Councillors
12.11.2020	Lancaster City Council – Regeneration Support	Planning Policy Latest Consultation News - November 2020	All Councillors

## Heaton with Oxcliffe Parish Council Correspondence – November/December 2020



Date	Sender	Topic	Distribution
13.11.2020	Parish Clerk	Meeting 19.11.2020 Agenda Summons and Supporting Information	All Councillors
16.11.2020	Lancashire County Council	Winter Stakeholder Bulletin 13th November 2020	All Councillors
16.11.2020	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
16.11.2020	UHMB Hospitals	People across Morecambe Bay supported to ask for help during COVID-19 pandemic	All Councillors
19.11.2020	National Association of Local Councils (NALC)	Notes from AGM	All Councillors
19.11.2020	Lancaster City Council - Community Connectors Team	COVID-19: Guidance for the safe use of multi-purpose community facilities	All Councillors
19.11.2020	National Association of Local Councils (NALC)	Standards Consultation	All Councillors
19.11.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter - HUB	All Councillors
19.11.2020	Parish Clerk	Litter Bins	All Councillors
20.11.2020	@Parish Councils	Stickering information	All Councillors
20.11.2020	Lancashire County Council	Winter Stakeholder Bulletin 20th November 2020	All Councillors
20.11.2020	Parish Clerk	Grosvenor Park Play Area Sign	All Councillors



## Heaton with Oxcliffe Parish Council Correspondence – November/December 2020



Date	Sender	Topic	Distribution
23.11.2020	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
23.11.2020	National Association of Local Councils (NALC)	What will the future of play look like beyond COVID-19?	All Councillors
23.11.2020	National Association of Local Councils (NALC)	LALC President's Message	All Councillors
23.11.2020	Parish Clerk	Litter Bins	All Councillors
23.11.2020	Parish Clerk	Draft meeting minutes for comment/approval	All Councillors
23.11.2020	Lancaster City Council - Community Connectors Team	Emergency Assistance Grant Scheme	All Councillors
26.11.2020	Lancaster City Council - Community Connectors Team	Lancaster district People's Jury on climate change - recommendations event	All Councillors
29.11.2020	UHMB Hospitals	BHCP Coronavirus Update Issue 17	All Councillors
29.11.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter- HUB	All Councillors
29.11.2020	Lancashire County Council	Winter Stakeholder Bulletin 27th November 2020	All Councillors
29.11.2020	Lancaster City Council - Community Connectors Team	Community Conversation: Caring for Carers and Ourselves	All Councillors
29.11.2020	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors

## Heaton with Oxcliffe Parish Council Correspondence – November/December 2020



Date	Sender	Topic	Distribution
30.11.2020	National Association of Local Councils (NALC)	What will the future of play look like beyond COVID-19?	All Councillors
01.12.2020	Lancaster City Council - Community Connectors Team	Lancaster district People's Jury on climate change - recommendations event - reminder	All Councillors
01.12.2020	Lancaster City Council - Community Connectors Team	Community Food Grant Scheme	All Councillors
01.12.2020	Lancaster City Council - Community Connectors Team	Volunteer drivers request - Covid-19 Vaccination Centres	All Councillors
01.12.2020	Parish Clerk	Meeting Held 19.11.2020 Minutes	All Councillors
02.12.2020	Lancaster City Council - Community Connectors Team	COVID-19: Guidance for the safe use of multi-purpose community facilities	All Councillors
02.12.2020	Lancaster City Council - Community Connectors Team	Guidance/Support links following today's COVID-19 briefing	All Councillors
04.12.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter - HUB	All Councillors
04.12.2020	Lancashire County Council	Potholes campaign Dec 2020	All Councillors
04.12.2020	Lancaster City Council	Grosvenor Park – Example maintenance report	All Councillors
04.12.2020	@lancashire.gov.uk	Exploitation alert 'Church line chronicles' app	All Councillors
04.12.2020	Lancashire County Council – Trading standards	Trading Standards - Consumer Alerts December 2020	All Councillors

## Heaton with Oxcliffe Parish Council Correspondence – November/December 2020



<b>Date</b>	<b>Sender</b>	<b>Topic</b>	<b>Distribution</b>
07.12.2020	Lancashire County Council	Winter Stakeholder Bulletin 4th December 2020	All Councillors
07.12.2020	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
07.12.2020	Parish Clerk	Precept Application 2021	All Councillors
07.12.2020	Parish Clerk	Sign for play area	All Councillors
07.12.2020	UHMB Hospitals	BHCP Coronavirus Update Issue 18	All Councillors
09.12.2020	Parish Clerk	Draft Meeting Agenda/Summons for Comment	All Councillors
10.12.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter - HUB	All Councillors
10.12.2020	Lancaster City Council - Community Connectors Team	Possible Amazon and Fraud Team Scam	All Councillors
11.12.2020	Lancashire County Council - Highways	Tidal Flooding on Ovangle Road – Road Liable to Flooding Signage	All Councillors
11.12.2020	Parish Clerk	Parish Council Meeting 17.12.2020 - Invitation	All Councillors
11.12.2020	Lancaster City Council - Community Connectors Team	Lancaster & District Homeless Action Service - Christmas Provision	All Councillors
11.12.2020	Lancashire County Council	Winter Stakeholder Bulletin – 11 <sup>th</sup> December 2020	All Councillors