

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 19th November 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

- 2198. To receive apologies
- 2199. To consider & approve Minutes of the Meeting held on Wednesday 15th October 2020
- 2200. To receive Declarations of Interest
- 2201. 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
- 2202. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
- 2203. To consider the list of planning applications set out below: None received for the period.

Application No:	Description
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- 2204. To consider an update on planning authority decisions
- 2205. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough - Lengthsman duties October 2020	£198.00
Adrian Osmotherley - Parish Clerk Fees and Expenses October 2020	£391.92

- 2206. To consider the Public Rights of Way Local Delivery Scheme
- 2207. To consider recruitment of new members of the Parish Council
- 2208. To consider updates and actions - Parish Plan 2018 - 2021
- 2209. To consider the Parish Council Budget for 2020 - 2021
- 2210. To consider the Climate Change Local Plan 2020 - 2031 Review
- 2211. To consider the approval of the Parish Council updated statement on website accessibility
- 2212. To consider the updated Parish Council website
- 2213. To consider funding future improvements of the Portland Drive play area
- 2214. To consider tree planting within the Parish
- 2215. To consider the funding and provision of litter bins within the Parish
- 2216. To consider date and time of next meeting

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

9th November 2020

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud Application on
Thursday 19th November 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.

2198 Apologies: Apologies were received from Councillors Mrs M Baxter and Mr S Edmondson

2199 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 15th October 2020 be approved.

2200 Declarations on interest: There were no declarations of interest.

2201 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 suggested that signs should be erected on Ovangle Road advising motorists of high tides making the road impassable. This followed a recent report that a motorist had to be rescued from a car in the previous week. An action was placed on the Parish Clerk to discuss this suggestion with Lancashire County Council Highways Department.

2. **Clerks report & correspondence:**

Current Bank balance as of 19.11.2020 was £13,079.30.

The trailer sign displayed at the roundabout at the junction Northgate/Ovangle Road has now been removed.

The Parish Clerk advised that a quote for an additional sign at the Grosvenor Park play area to match the existing sign has been received for £130.49. It was agreed that this sign would be purchased and erected by the Lengthsman.

The Parish Clerk advised that he has reported to Lancashire County Council Highways Hotline a number of issues relating to Ovangle Road. The issues relate to potholes and tidal debris on the carriageway in a number of locations.

Historical electronic folders containing records and information for the Parish Council have been transferred onto the Parish computer. In addition to this a Gmail account for the Chair has been created. This email address is for all future correspondence to and from the Chair. Councillor Melling is currently holder of the computer and Gmail account.

The damaged apparatus removed from the Grosvenor Park play area for repair has not yet been replaced. The Parish Clerk will chase this up with Lancaster City Council.

The Parish Clerk advised that he was unable to locate the highway signs around Heaton Bottom Lane that were obscured by hedge growth.

The Parish website has been updated to meet the requirements of 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 provided Councillors with an update about his recent attendance at the LALC Annual General Meeting. The meeting was attended by over 50 Councillors and Parish Clerks. Councillor Driver (Leader of Lancashire County Council) gave a presentation on "Devolution" and answered questions. He said that Government had asked for proposals for re-organisation

into unitary authorities from three counties only Somerset, North Yorkshire and Cumbria. He added that Cumbria County Council was expected to submit a proposal for a county-wide unitary authority and that other proposals were possibly coming forward from groups of Cumbria district councils. As far as he knew, Government would not permit cross county border arrangements.

The LALC treasurer reported a possible rebate on member council subscriptions next year due to a current surplus. He observed that past experience suggested this might cause subscriptions in the following year to look as if containing a substantial increase, inducing some member councils to withdraw from membership. The AGM suggested that there should be no rebate, but the surplus spent on LALC services such as training. In an open forum a range of topics were raised such as flooding on country roads because of poor ditch maintenance; COVID-19 response by councils and climate change.

Councillor Percy advised that he had been working on the next edition of the Parish Council Newsletter. The Chair advised that he would provide support with this during next week.

The Chair advised that he had received a phone call from Councillor Baxter prior to the meeting raising the following issues/concerns. The entrance/exit to the housing development on Oxcliffe Road should be via St John Terrace and not directly onto Oxcliffe Road. There is a highway road sign somewhere on Heaton Bottom Road that is obscured by hedge growth that needs reporting. The Parish Clerk will have another look next time he is in the area.

2202 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 National Restrictions that apply to England as of the 5th November. The Chair also confirmed that meetings would be held remotely using Zoom Application for the foreseeable future.

The Parish Clerk advised that a link to the Lancaster City Council COVID-19 Emergency Assistance Grant had been placed on the Parish website.

2203 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.

2204 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for October/November which had been issued to Councillors in advance of the meeting. The Parish Clerk reminded Councillors that any updates during the period were identified in red for clarity.

2205 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough – Lengthsman duties October 2020	£198.00
A Osmotherley Parish Clerk Fees & Expenses October 2020	£391.92

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

2206 To consider the Public Rights of Way (PRoW), Local Delivery Scheme:

The Parish Clerk advised Councillors that the initial clearing work to all three PRoW in the Parish has been completed by the Lengthsman. The Lengthsman would re visit the three PRoW in early spring. The Parish Clerk advised that £388.66 had been spent against the £500.00 grant. This leaves £161.34 to be spent in early spring.

2207 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. The Parish Clerk has forwarded contact details for the Chair to enable them to have an informal discussion about the role.

Councillor Kelly advised that the local community radio station Beyond Radio had agreed to advertise the Parish Councillor vacancy on behalf of the Parish Council in return for a free advertisement in a

future Parish Council newsletter. Councillor Kelly said she will also check to see if the advertisement had been aired on live radio.

The Parish Clerk advised that the outgoing Clerk was unable to transfer the management access details for the Parish Facebook and Twitter Accounts. Councillor Percy advised he would look into what could be done to transfer these accounts and advise the Parish Clerk.

2208 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.*

Councillor Percy advised that there had been no progress made during the past month in relation to the Key Action 13&15 *Health and Wellbeing*. However, progress had been made in Key Action 8 *PRoW* by the Lengthsman and Councillor Kelly had significantly progressed Key Action 1 *Reduce Litter* with her ongoing work towards the extra provision of litter bins within the Parish.

Councillor Percy also commented that it would not be long before Councillors would need to consider producing the next Parish Plan for the period 2021 to 2024. Councillor Percy advised that he would not be willing to take on the development of the new Parish Plan and felt that after 6 years of managing two Parish Plans, he felt this task should fall to another Councillor. The Chair asked Councillors to consider this and what would be the best way forward for the Parish Plan ahead of the next meeting. It may be that the Parish Plan should be shared between Councillors rather than being the responsibility of a single Councillor.

2209 To consider the Parish Council draft budget for 2020 - 2021:

The Parish Clerk had provided Councillors with the agreed Budget Forecast for the financial period ending 31.03.2021. This had been produced by the outgoing Parish Clerk in January 2020 and used to calculate the 2020 to 2021 Precept. In addition to this the Parish Clerk provided Councillors with a 6-Month Budget Statement for the period up to 30.09.2020. The Parish Clerk had also provided Councillors with an estimated budget for the financial period up to 31.03.2020. A 6-Month Budget Review Statement guidance document had also been provided to Councillors in advance of the meeting. Councillors were asked to agree the percentage of the 2020 to 2021 Precept (£11,997.00) that would be allocated as a contingency fund. It was agreed that the figure would be 30%. This enabled the Parish Clerk to advise Councillors how much of the Precept is available for the following areas of expenditure: Newsletter (one edition), Litter Bins, Website Development, Lengthsman Additional Activities and Tree Planting. The Parish Clerk estimated the funds available to be £4,120.00. Councillors would consider expenditure against each of these areas ahead of the next meeting.

2210 To consider the Climate Change Local Plan 2020 - 2031 Review:

Councillor Percy advised that he has been unable to complete scoping consultation being carried out by Lancaster City Council between 25th September and 20th November. He felt that input was needed from all Councillors. Unfortunately, there was not sufficient time available for consultation with other Councillors. It was agreed that the scoping consultation questionnaire would not be completed by the Parish Council.

2211 To consider the approval of the Parish Council updated preliminary statement on website accessibility:

The preliminary statement of the Parish Council actions and plan in support of the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 has been updated to reflect the upgrading of the software, graphics, and structure of the Parish website. The work, primarily carried out Tech-Hub, was to ensure compliance with the Accessibility Regulations 2018. It was agreed that the updated statement be adopted by the Parish Council. It was however recognised that further work may be required to the website to enhance and support all aspects of the Accessibility Regulations 2018.

2212 To consider the updated Parish Council website:

Since the last meeting, the Parish Clerk has been working with Tech-Hub to update the software, graphics, and structure of the website to meet the requirements of the Accessibility Regulations 2018. The updates have now been completed. Councillor Percy commented that there are still a number of errors that need to be corrected and asked that Councillors interrogate the website content and advise the Parish Clerk of any errors. Councillor Percy also commented that there was now an opportunity for the website to be updated with current Parish actions and activities such as the work carried out recently to the PRoW.

2213 To consider funding future improvements of the Portland drive play area:

The Parish Clerk advised that Lancaster City Council were planning a refurbishment of the play area and suggested that the Parish Council consider assisting with financing part of the refurbishment using some of the Precept award from the 2020 to 2021 financial year. A discussion was held about this suggestion. The Chair agreed he would look at taking this proposal forward over the coming months.

2214 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 Public Realm department for guidance on how to apply/gain permission for trees to be planted. The Chair asked Councillors to consider locations ahead of the next meeting.

2215 To consider the funding and provision of litter bins within the Parish:

Councillor Kelly provided an update on the work she has carried out in obtaining prices from suppliers for a number of different types of litter bins. Councillor Kelly has also contacted Lancaster City Council to seek approval for the siting of litter bins and to agree who can fit the litter bins. 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 agreed locations that would be funded by the Parish Council. Councillors were asked to consider locations for the new litter bins ahead of the next meeting.

2216 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 17th December 2020 at 7:00pm.**
The meeting closed at 9.10pm.

Signed: _____ Clerk

Signed: _____ Chair

Planning Application Comments & Decisions October/November 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
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	Application Permitted (22.10.2020)
Complaint - Display of unauthorised signage. Roundabout Jct Morecambe Road/Ovangle Road/Roeburn Drive, Morecambe.	Objection Raised Formally	Action Taken (sign removed)
Complaint - Erection of a fence. 2 Langden Book Mews, Morecambe, LA33SN.	Objection Raised Formally	Action Taken (property owner advised maximum height of fence is 2m)
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	Application Permitted 03.11.2020)
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 – October/November 2020



Date	Sender	Topic	Distribution
11.10.2020	Parish Clerk	Meeting 15.10.2020 Agenda/Summons and supporting information	All Councillors
13.10.2020	National Association of Local Councils (NALC)	What are the health challenges post COVID-19	All Councillors
14.10.2020	National Association of Local Councils (NALC)	How do the tiers of local government collaborate	All Councillors
14.10.2020	Lancaster City Council – Regeneration Support	Climate Emergency Review of the Local Plan 2020–2031 - Watch out for our “virtual drop-in” event launch videos!	All Councillors
14.10.2020	UHMB Hospitals	BHCP Coronavirus Update Issue 14	All Councillors
14.10.2020	Lancaster City Council - Community Connectors Team	COVID-19: Guidance for the safe use of multi-purpose community facilities	All Councillors
15.10.2020	National Association of Local Councils (NALC)	Find out how to recognise hidden disabilities	All Councillors
15.10.2020	LHS Streetworks	Formal Notification: Mellishaw Lane, Heaton with Oxcliffe 26-28/10/20	All Councillors
15.10.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council Newsletter	All Councillors
15.10.2020	Parish Clerk	Public Rights of Way Updates	All Councillors
15.10.2020	National Association of Local Councils (NALC)	How to support mental health in your community	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – October/November 2020



Date	Sender	Topic	Distribution
15.10.2020	Lancaster City Council - Community Connectors Team	Guidance links following today's COVID-19 Tier System Online Briefing	All Councillors
17.10.2020	Parish Clerk	Draft Meeting Minutes for Comment	All Councillors
17.10.2020	National Association of Local Councils (NALC)	Chief Executive's Bulletin	All Councillors
20.10.2020	National Association of Local Councils (NALC)	What are the health challenges post COVID-19?	All Councillors
20.10.2020	Lancaster City Council - Community Connectors Team	COVID19 Emergency Assistance Grant Scheme - Lancaster City Council	All Councillors
21.10.2020	Parish Clerk	Meeting Held 15.10.2020 Minutes	All Councillors
21.10.2020	National Association of Local Councils (NALC)	Find out how to recognise hidden disabilities	All Councillors
21.10.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
26.10.2020	UHMB Hospitals	Pathology Location Appraisal Outcome	All Councillors
26.10.2020	Lancaster City Council - Community Connectors Team	Emergency Assistance Grant Scheme	All Councillors
26.10.2020	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – October/November 2020



Date	Sender	Topic	Distribution
26.10.2020	National Association of Local Councils (NALC)	Lancashire County Council Transforming Lancashire Travel Consultation	All Councillors
26.10.2020	Parish Clerk	Emergency Assistance Grant Scheme – Parish Clerk priorities	All Councillors
26.10.2020	Parish Clerk	Emergency Assistance Grant Scheme – Parish Notice Board	All Councillors
26.10.2020	UHMB Hospitals	BHCP Coronavirus Update Issue 15	All Councillors
26.10.2020	National Association of Local Councils (NALC)	LALC Accounts 2019/20	All Councillors
27.10.2020	P Doherty – Lancaster City Council	Gleaning Network: Identifying Surplus Food so it doesn't go to waste.	All Councillors
27.10.2020	County Councillor Phillippa Williamson	Briefing for Lancaster City County Councillors. J33 route options and Lancaster City Centre Movement and Public Realm Strategy consultation	All Councillors
28.10.2020	Parish Online	Parish Online Newsletter	All Councillors
28.10.2020	Lancashire County Council - Severe Weather Communications	We all have a role to play this winter - are you prepared	All Councillors
28.10.2020	UHMB Hospitals	Bay Health and Care Partners empowering people to help manage their pain with confidence	All Councillors
29.10.2020	Lancaster City Council - Community Connectors Team	Emergency Assistance Grant Scheme - Launches Today: Thursday 29th October 2020	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – October/November 2020



Date	Sender	Topic	Distribution
29.10.2020	Parish Clerk	HWO Website Update	All Councillors
29.10.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
29.10.2020	Parish Clerk	Play Area Issues and Concerns - Update	All Councillors
30.10.2020	Parish Clerk	Emergency Assistance Grant scheme – Shortened Version for Display	All Councillors
03.11.2020	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
03.11.2020	National Association of Local Councils (NALC)	Help give young people a voice in your community	All Councillors
03.11.2020	Lancaster City Council - Community Connectors Team	Community Conversation: Supporting Inclusion, Diversity and Social Justice	All Councillors
03.11.2020	National Association of Local Councils (NALC)	Coronavirus — information for parish & town councils	All Councillors
03.11.2020	Lancashire County Council Trading Standards	Trading Standards - Consumer Alerts - November 2020	All Councillors
04.11.2020	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
04.10.2020	National Association of Local Councils (NALC)	NALC launches campaign to promote local elections	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – October/November 2020



Date	Sender	Topic	Distribution
04.11.2020	Parish Clerk	Additional Sign at Grosvenor Park Play Area	All Councillors
05.11.2020	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
06.11.2020	National Association of Local Councils (NALC)	Coronavirus — information for parish & town councils	All Councillors
06.11.2020	Parish Clerk	Additional Sign at Grosvenor Park Play Area – Report of Damaged Sign	All Councillors
06.11.2020	Lancaster City Council - Community Connectors Team	Guidance/Support links following today's COVID-19 briefing	All Councillors
08.11.2020	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
08.11.2020	Lancashire County Council	Winter Stakeholder Bulletin 6th November 2020	