

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 18th February 2021 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 14th January 2021
- 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.

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

Payment Description	Amount
John Fairclough - Lengthsman duties January 2021	£142.00
Adrian Osmotherley - Parish Clerk Fees and Expenses January 2021	£391.92
Zurich Insurance 2021 to 2022	£296.82
Lancashire Association of Local Councils Annual Subscription	£412.23

- 2225. To consider recruitment of new members of the Parish Council
- 2226. To consider the funding and provision of litter bins within the Parish
- 2227. To consider the draft Parish Council Plan 2021 to 2024
- 2228. To consider the Census 2021 Briefing
- 2229. To consider the Ashton with Stodday Parish Council NDP Consultation document
- 2230. To consider date and time of next meeting

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

11th February 2021

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud Application on
Thursday 18th February 2021 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.

2232 Apologies: Apologies were received from Councillor Mrs M Baxter.

2233 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 14th January 2021 be approved.

2234 Declarations of interest: There were no declarations of interest.

2235 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.

Clerks report & correspondence:

Current Bank balance as of 18.02.2021 was £9,748.00.

Formal notification of the resignation of Councillor Edmondson who had decided to resign from the Council because of his continuing ill-health has now been received. The Chair has written to Councillor Edmondson thanking him for his eleven years' service as a member of the Parish Council.

The Notice of Vacancy for the Westgate and Winster Park Wards has been advertised. Expression of interest has been received from two Parish residents.

The Precept application for the sum of £10,583.00 has been submitted to Lancaster City Council for their approval. The resulting Parish tax rate is £15.92. This is a reduction of £2.20 from last year's rate of £18.12.

The illegal signage at the A598 Morecambe Road/B5273 Ovangle Road roundabout has been reported to Lancaster City Council for their action/removal.

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

Councillor Percy advised that he had, as requested by Council, carried out a review of social media used by nearby parish councils. He reported that he had viewed the websites and use of social media of nearly sixty parish councils in the Lancaster and Preston district and Ribble Valley areas. The use of social media to disseminate public information and to advise on and to promote council business varied greatly between councils - often, he thought, in relation to their different (rural/urban) settings.

Councillor Percy proposed that the Parish Council should develop a Facebook page which he would facilitate and maintain. After a discussion in which it was noted that a Facebook page would not replace any of the existing forms of communication (such as the website and the newsletter) which the Parish Council uses, the proposal was accepted.

2236 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 ongoing roll out of the vaccine and when the current National Lockdown may be eased. It was agreed that the Parish Council monthly meetings facilitated by Zoom would be continuing for the foreseeable future.

2237 Planning applications and statutory consultations:

Application No	Description

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

2238 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for December/January. The Parish Clerk advised that there had been no updates received during the period.

2239 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough - Lengthsman duties January 2021	£142.00
A Osmotherley - Parish Clerk Fees & Expenses January 2021	£391.92
Zurich Insurance 2021 to 2022	£296.82
Lancashire Association of Local Councils (LALC) Annual Subscription	£412.23

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 regarding the Zurich Insurance renewal. The Parish Clerk had identified some discrepancies in the schedule of additional items for insurance. Councillors agreed that these discrepancies would be discussed and resolved ahead of the next meeting in March 2021 and payment would not be authorised at this time.

Councillor Percy requested some clarification of the LALC annual subscription specifically relating to the charge for the contribution to the Area Secretary. He also queried the payment for copies of the Local Council Review. The Parish Clerk advised he would request this information and report back at the next meeting in March 2021 and payment would not be authorised at this time.

It was **RESOLVED** that payment for the Lengthsman duties, and the Parish Clerk fees and expenses would be made.

2240 To consider recruitment of new members of the Parish Council:

The Parish Clerk advised that the Notice of Vacancy for the Westgate and Winster Park Wards has been advertised. The Parish Council have received formal expression of interest from two Parish residents.

2241 To consider the funding and provision of litter bins within the Parish:

Councillor Kelly advised that she has received confirmation from Lancaster City Council regarding the supply and fitting of three litter bins. The works have been planned in by Lancaster City Council and should be carried out in the near future.

2242 To consider the draft Parish Council Plan 2021 to 2024:

Following a meeting of Councillors in January 2021 to develop the new Parish Plan 2021 to 2024 the Parish Clerk had passed a draft version of the Parish Plan to Councillors for their comment. Feedback had been received from Councillor Percy. A discussion was held about possible changes to the format of the Parish Plan as well as additional Priority Outcomes and Key Actions. A number of changes were agreed, and the Parish Clerk advised he would update the draft Parish Plan and forward to Councillors in advance of the next meeting.

2243 To consider the Census 2021 Briefing:

Councillor Percy spoke of the forthcoming decennial national Census which takes place on March 21st. The government target is for at least 65% of the adult population to complete the Census online. The remainder can opt to complete a paper copy of the Census, perhaps with the assistance of a fieldworker. There is an issue over the effect of the pandemic. He noted that the management of the Census has been contracted out by the government to a private company.

The Chair provided some background information relating to when and how households and residents will be informed about the Census over the coming months. Initially a post card will be sent to all residents advising them of the Census This will be followed by an invitation pack.

Councillor Percy said that the issue for the Parish Council was what it should do to assist the government in ensuring the Census roll out is publicised and promoted within the Parish. The Council

agreed that information and guidance would be displayed on the three Parish notice boards and on its website and, if available, on the Facebook page. The Chair advised that he would review current government guidance and information and provide details to be displayed in the notice boards.

2244 To consider the Aldcliffe with Stodday Parish Council Neighbourhood Development Plan (NDP) Consultation document:

The Chair had previously informed Councillors that, as an adjoining parish council, Aldcliffe with Stodday Parish Council had provided Heaton with Oxcliffe Parish Council with a copy of its draft Neighbourhood Development Plan (NDP). It was legally required to ask for support and comments from its own residents and from interested outside parties.

Councillor Percy gave his review and analysis of the Aldcliffe with Stodday NDP. He commended, in particular, the draft policy AS1 "Conserving and Enhancing Local Biodiversity". He reminded Councillors that Aldcliffe with Stodday and Heaton with Oxcliffe Parish Councils partially shared similar natural environments in that they each had significant areas of marshy land within their boundaries. He thought that some of the priorities in the NDP with regard to biodiversity might usefully be adopted by Heaton-with-Oxcliffe and that the two Councils should communicate over their responsibilities for marshes bordering the River Lune.

Councillor Percy recommended that the Parish Council should support the 7 "draft policies" contained in the NDP although he had some reservations about the detailed discussion accompanying the draft policy AS5 Housing.

Councillors discussed the contents of the NDP as described and considered reasons why the Aldcliffe with Parish Council may have decided to commission it.

It was agreed that Councillor Percy would, on behalf of the Council, draft a response to the request for comment from Aldcliffe with Stodday Parish Council. The draft would be circulated to Councillors for their approval and then forwarded to Aldcliffe with Stodday Parish Council. The consultation period would end on March 12th.

2245 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 18th March 2021 at 7:00pm**. The meeting closed at 9.00pm.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – January/February 2021



Date	Sender	Topic	Distribution
08.01.2021	Parish Clerk	Agenda/Summons Draft for Comment/Approval	All Councillors
08.01.2021	Lancashire County Council	Winter Stakeholder Bulletin 8th January 2021	All Councillors
08.01.2021	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
08.01.2021	Parish Clerk	David Wright Supporting Information Letter	All Councillors
11.01.2021	Parish Clerk	Meeting 14.01.2021 Agenda Summons and Supporting Information	All Councillors
11.01.2021	Parish Clerk	Precept Application 2021 - For Comment	All Councillors
11.01.2021	Parish Clerk	Precept Application 2021 - Proposals	All Councillors
11.01.2021	Parish Clerk	Precept Application 2021 - For Comment	All Councillors
11.01.2021	Parish Clerk	Precept Application 2021 - For Comment	All Councillors
12.01.2021	Parish Clerk	New Parish Councillor Informal Interviews	All Councillors
12.01.2021	Parish Clerk	Precept Application 2021 - For Comment	All Councillors
12.01.2021	National Association of Local Councils (NALC)	Make a change to local communities	All Councillors
12.01.2021	Parish Clerk	Parish Council Meeting 14.01.2020 Meeting Summary	All Councillors
12.01.2021	Parish Clerk	Parish Council Meeting 14.01.2021 Zoom Invitation	All Councillors
12.01.2021	UHMB Hospitals	People across Morecambe Bay receive COVID vaccine	All Councillors
13.01.2021	Parish Clerk	Notes on the Precept 2021 - 2022	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – January/February 2021



Date	Sender	Topic	Distribution
14.01.2021	Lancaster City Council - Community Connectors Team	Community Briefing: NHS, Police and Lancaster City Council - Tuesday 12th January 2020	All Councillors
14.01.2021	National Association of Local Councils (NALC)	Community Conversation: Supporting Wellbeing & Mental Health - Thursday 21st January	All Councillors
14.01.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter - HUB	All Councillors
14.01.2021	Parish Clerk	Updated Expenditure Forecast for 2021 to 2022	All Councillors
14.01.2021	Lancashire County Council	Winter Bulletin January 15th 2021	All Councillors
16.01.2021	Parish Clerk	Parish Plan 2021 to 2024 Draft	All Councillors
16.01.2021	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
18.01.2021	Parish Clerk	Meeting 14.01.2021 Draft for Comment	All Councillors
18.01.2021	Parish Clerk	Updated 2021 to 2022 Forecasted Expenditure and Precept Application	All Councillors
19.01.2021	Lancaster City Council - Community Connectors Team	Homes Strategy consultation/conference: Thursday 21st January	All Councillors
19.01.2021	Lancaster City Council - Community Connectors Team	COVID-19 Vaccine Fraud Guide (from HM Counter Fraud Function and NHS Counter Fraud Authority)	All Councillors
19.01.2021	Parish Clerk	Tree Planting	All Councillors
19.01.2021	Parish Clerk	Tree Planting - Woodland Trust	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – January/February 2021



Date	Sender	Topic	Distribution
20.01.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council - 2021/22 Budget and Policy Framework Proposals	All Councillors
21.01.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter - HUB	All Councillors
21.01.2021	Julie Rutledge - Lancaster City Council	Census	All Councillors
22.01.2021	Lancashire County Council	Winter Bulletin January 22nd 2021	All Councillors
25.01.2021	UHMB Hospitals	BHCP Coronavirus Update Issue 21	All Councillors
26.01.2021	National Association of Local Councils (NALC)	Training Timetable and Booking Forms	All Councillors
26.01.2021	Parish Clerk	Meeting 14.01.2021 Minutes	All Councillors
27.01.2021	National Association of Local Councils (NALC)	Cllrs & Clerks workshops - June	All Councillors
28.01.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter - HUB	All Councillors
29.01.2021	Lancaster City Council - Community Connectors Team	Lancaster District & The Climate Emergency – Taking the People’s Jury recommendations forward	All Councillors
29.01.2021	Lancaster City Council - Community Connectors Team	Community Briefing - Census 2021	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – January/February 2021



Date	Sender	Topic	Distribution
01.02.2021	Lancashire County Council – Trading Standards	Trading Standards - Consumer Alerts February 2021	All Councillors
02.02.2021	Lancaster City Council - Community Connectors Team	Asymptomatic Testing Centre - Morecambe Town Hall	All Councillors
05.02.2021	Lancaster City Council - Community Connectors Team	Rural Community Energy Fund	All Councillors
05.02.2021	Lancashire County Council	Winter Bulletin February 5th 2021	All Councillors
05.02.2021	Lancaster City Council - Community Connectors Team	Changes to Local Government Structures	All Councillors
05.02.2021	Neighbourhood Alert	Our News Newsletter - Feb Edition 02/02/2021	All Councillors
05.02.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter - HUB	All Councillors
08.02.2021	Neighbourhood Alert	Dog Thefts	All Councillors
08.02.2021	Lancaster City Council - Community Connectors Team	Community Conversation: Supporting Action on Food Insecurity - Thursday 18th February	All Councillors
09.02.2021	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
09.02.2021	UHMB Hospitals	BHCP Coronavirus Update Issue 22	All Councillors
10.02.2021	Parish Clerk	Draft Meeting Agenda/Summons for Comment/Approval	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – January/February 2021



Date	Sender	Topic	Distribution
10.02.2021	Lancaster City Council - Community Connectors Team	Census2021 Briefing - Slides and information	All Councillors
10.02.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter - HUB	All Councillors
10.02.2021	Lancashire County Council	Winter Bulletin February	All Councillors
12.02.2021	Lancaster City Council - Community Connectors Team	University of Cumbria Research: Transformative Partnerships for the Sustainable Development Goals	All Councillors

Planning Application Comments & Decisions

January/February 2021



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
Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme	Councillor Comments Passed to Design Team	Await Formal Approval of the Scheme