

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 14th January 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 17th December 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.

| Application No: | Description |
|------------------------|--------------------|
|------------------------|--------------------|

- 2223. To consider an update on planning authority decisions
- 2224. To authorise payment of the following accounts:

| Payment Description | Amount |
|---|---------------|
| John Fairclough - Lengthsman duties December 2020 | £114.00 |
| Adrian Osmotherley - Parish Clerk Fees and Expenses December 2020 | £391.92 |
| Adrian Osmotherley - Parish Clerk Extraordinary Payment for Services During COVID-19 Restrictions | £500.00 |
| Dawn Allen - External Auditor Professional Services | £75.00 |

- 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 and agree the Precept application for 2021
- 2231. To consider date and time of next meeting

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

11th January 2021

PARISH OF HEATON-WITH-OXCLIFFE
Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud Application on
Thursday 14th January 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.

2217 Apologies: Apologies were received from Councillors Mrs M Baxter and Mr S Edmondson. The Chair explained that he had talked recently with Councillor Edmondson who had decided to resign from the Council because of his continuing ill-health. The Chair agreed to write to Councillor Edmondson thanking him for his eleven's year service as a member of the Parish Council.

2218 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 17th December 2020 be approved.

2219 Declarations of 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.

Clerks report & correspondence:

Current Bank balance as of 14.01.2021 was £10,829.63.

The meeting to consider the Parish Plan 2021 to 2024 had been held on January 7th and a summary of the suggested Priority Outcomes and Key Actions suggested during the meeting were recorded and forwarded initially to the Chair for comment.

The January edition of the Parish Newsletter has been published and distributed.

The Parish Clerk advised that he has carried out the majority of the changes and amendments to the Parish website suggested by Councillor Percy. Unfortunately, some of the documents on the website that referred to the previous Parish Clerk were in pdf format. The original documents would be needed to enable changes to be made. The Parish Clerk advised he could not find these documents in the archive of documents provided by the previous Parish Clerk. If these could not be found new documents would need to be produced.

Permissions and advice relating to the Parish Council proposal to plant trees in the area of land adjacent to the Junction B5273 and Northgate are being sought via Lancaster City Council.

The Parish Clerk advised that the area of land adjacent to Axa Insurance and the cycle-path which needs improving will need a specialist arboriculturist contractor to carry out the work. The Parish Lengthsman advised that following a visit to the site he would not be able to carry out this work. A discussion was held, and it was decided that this project would not be pursued at this time.

A price has been received to digitise the Parish logo. The price quoted was £175.00. A discussion was held, and Councillors decided to not pursue this at the present time.

A report had been received from a resident in the Parish relating to damage to the fence in the area of land in Grosvenor Park that is maintained by the Parish Council. The fallen tree branches were removed, and the fence has been repaired by the Lengthsman.

A report has also been received from a resident advising of the current poor condition of Portland Drive play area as well as dog fouling within the play area. The Parish Clerk advised he will respond to these concerns on behalf of the Parish Council.

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

Councillor Percy advised that there was again flooding in the Grosvenor Park flood plain area following recent heavy rain.

Councillor Percy advised that the Parish Council could go ahead and set up Twitter and Facebook accounts. Councillor Percy said that he would need support from at least one other Councillor to assist him with this project. A discussion was held, and some concerns were raised by Councillors. A question was asked as to how many other Parish Councils in the area have Twitter or Facebook accounts. Councillor Percy said he would research this and report back to the next meeting.

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 and the roll out of the vaccine. 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:

Councillors reviewed the Planning Application Comments and Decisions for December/January. The Parish Clerk reminded Councilors that any updates during the period were identified in red for clarity. Application reference **20/00966/FUL** - Erection of a storage building, J Kelly Laminates (Morecambe) Ltd, White Lund Trading Estate, LA33PA had been withdrawn.

2224 Accounts for payment:

| Payee and Payment Description | Amount |
|--|---------|
| John Fairclough - Lengthsman duties December 2020 | £114.00 |
| A Osmotherley - Parish Clerk Fees & Expenses December 2020 | £391.92 |
| A Osmotherley - Parish Clerk Extraordinary Payment for Services during COVID-19 Restrictions | £490.68 |
| Dawn Allen - Internal Audit Professional Services | £75.00 |

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 following this it was **RESOLVED** that all the above payments be made.

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

Prior to the meeting, the Parish Clerk, using Zoom, had facilitated informal discussions between Councillors and two residents who had expressed an interest in being co-opted to two vacant positions on the Parish Council. After further discussion, Councillors agreed that both residents met the criteria for co-option and would be suitable additions to the Parish Council. Councillor Percy suggested that Councillors should consider carrying out an induction for any new Councillors to provide advice and guidance relating to the responsibilities of a Parish Councillor. The Chair said he would contact the two residents and advise them of the Parish Council's discussion. The Parish Clerk advised he would contact the Lancaster City Council Elections Manager to ensure the Parish Council follow the correct procedure for co-opting new Councillors onto the Parish Council.

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 commented on the work and considerations currently ongoing in support of the Key Actions with regards to tree planting within the Parish and providing three litter bins. The Chair also mentioned the possibility of providing seed bombs and wildflowers at an area adjacent to the entrance to the Lancashire County Council waste recycling centre adjacent to the B5273.

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

The Clerk reminded Councillors of the surplus funds available for projects for the last two and half months of the financial year.

2228 To consider tree planting within the Parish:

The Parish Clerk had advised Councillors earlier in Item 2220 c) regarding the progress of the tree planting. The Chair asked Councillors to consider if there were any other areas within the Parish that would benefit from tree planting or seed bombs. A discussion was held with Councillors and it was agreed that these matters would be taken up at the next meeting.

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

Councillor Kelly advised that she was still waiting for confirmation from Lancaster City Council regarding the supply and fitting of three litter bins. The exact locations of the litter bins have been passed to Mike Hood for consideration. The Chair suggested that the Parish Council should be invoiced for the supply and installation in this financial year. Councillor Kelly will discuss this and possible confirmed dates for the installation of the litter bins with Mike Hood and report back at the next meeting. Councillors were aware that there may be a delay due to the current COVID-19 restrictions and the fact that a national lockdown was in force.

2230 To consider and agree the Precept application for 2021:

The Parish Clerk had forwarded to Councillors a draft expenditure forecast for the period 01.04.2021 to 31.03.2022. Comments relating to the draft expenditure and to the precept to be requested had been made by the Chair and Councillor Percy and forwarded to the Parish Clerk and members of Council. These comments had been noted and the draft expenditure forecast had been updated and passed to Councillors ahead of the meeting. Councillors debated the revised expenditure forecast and agreed changes. A discussion was also held about the contingency funds that the Parish Council should hold for the forthcoming year. It was agreed that this figure should be no more than 30% of the forecasted Parish Council expenditure. It was agreed that following the meeting the Parish Clerk would update the expenditure forecast in line with the with the agreed changes. The Precept would then be re calculated and distributed to Councillors for their agreement.

2231 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 18th February 2020 at 7:00pm.**
The meeting closed at 9.10pm.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – December/January 2021



| Date | Sender | Topic | Distribution |
|-------------|--|---|-----------------|
| 11.012.2020 | National Association of Local Councils (NALC) | Chief executive's bulletin | All Councillors |
| 11.12.2020 | Parish Clerk | Meeting 17.12.2020 Agenda Summons and Supporting Information | |
| 15.12.2020 | Lancaster City Council – Regeneration Support | Home Strategy Consultation | |
| 16.12.2020 | Parish Clerk – Bob Bailey | Social media and Parish Council | |
| 16.12.2020 | Lancaster City Council - Community Connectors Team | Covid winter grant scheme - Lancashire County Council | |
| 16.12.2020 | Parish Online | Parish Online Newsletter - Christmas Edition | |
| 17.12.2020 | Lancashire County Council | Bus Services over Christmas & January's Bus Service Changes leaflet | |
| 17.12.2020 | Lancaster City Council - Community Connectors Team | Lancaster City Council E-Newsletter - HUB | |
| 17.12.2020 | Parish Clerk | Housing Development Access/Egress Via Oxcliffe Road | |
| 18.12.2020 | Lancaster City Council - Community Connectors Team | Bay ICC newsletter - December. | |
| 18.12.2020 | Lancashire County Council | Winter Stakeholder Bulletin 18th December 2020 | |
| 18.12.2020 | UHMB Hospitals | A special festive message | |

Heaton with Oxcliffe Parish Council Correspondence – December/January 2021



| Date | Sender | Topic | Distribution |
|------------|---|---|--------------|
| 18.12.2020 | Lancaster City Council - Community Connectors Team | Community Briefing - Friday 18th December 2020 | |
| 19.12.2020 | Parish Clerk | Parish Plan 2021 to 2024 Development | |
| 20.12.2020 | Parish Clerk | Parish Plan 2021 to 2024 Development - Meeting Invitation | |
| 22.12.2020 | Parish Clerk | Draft Meeting Minutes for Comment | |
| 22.12.2020 | UHMB Hospitals | BHCP Coronavirus Update Issue 19 | |
| 22.12.2020 | UHMB Hospitals | Press release - looking after your health over Christmas | |
| 23.12.2020 | Lancaster City Council - Community Connectors Team | Lancashire Resilience Form: Attending wedding and funeral services under Tier 3 restrictions | |
| 24.12.2020 | Lancaster City Council - Community Connectors Team | Thank you for attending COVID19 Online Briefing Updated Christmas arrangements: Wednesday 23 December 2020 | |
| 24.12.2020 | Lancaster City Council - Community Connectors Team | Lancaster City Council E-Newsletter - HUB | |
| 03.01.2021 | Parish Clerk | Meeting Held 17.12.2020 Minutes | |
| 05.01.2021 | Lancashire County Council - Trading Standards | Lancashire Trading Standards - Consumer Alerts - January 2021 | |
| 05.01.2021 | Lancashire County Council | Winter Stakeholder Bulletin 18th - 31st Dec 2020 | |
| 05.01.2021 | Parish Clerk | Precept Application 2021 | |

Heaton with Oxcliffe Parish Council Correspondence – December/January 2021



| Date | Sender | Topic | Distribution |
|------------|---|---|--------------|
| 05.01.2021 | Lancaster City Council - Community Connectors Team | COVID19 Online Briefing- National Lockdown:Stay at Home | |
| 05.01.2021 | Parish Clerk | Possible new Councillors – John Simmons personal Information | |
| 07.01.2021 | Lancashire County Council | Lancashire County Council - Budget Consultation | |
| 07.01.2021 | Lancaster City Council - Community Connectors Team | COVID19 Online Briefing Session – National Lockdown: Stay at Home on 6/1/21 | |
| 07.01.2021 | Lancaster City Council - Community Connectors Team | Lancaster City Council E-Newsletter -HUB | |
| 07.01.2021 | Parish Clerk | Parish Plan Review Meeting | |
| 07.01.2021 | Parish Clerk | Parish Plan Meeting 07.01.2021 - resend | |
| 08.01.2021 | Parish Clerk | Precept Application 2021 – Expenditure Forecast - draft | |
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Planning Application Comments & Decisions

December/January 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 |
| 20/00966/FUL: Erection of a storage building. J Kelly Laminates (Morecambe) Ltd, White Lund Trading Estate, LA33PA. | Neutral | Application withdrawn (14.12.2020) |
| Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme | Councillor Comments Passed to Design Team | Await Formal Approval of the Scheme |