

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 April 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

2259. To receive apologies
2260. To consider & approve Minutes of the Meeting held on Thursday 18th March 2021
2261. To receive Declarations of Interest
2262. 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
2263. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
2264. To consider the list of planning applications set out below

Application No:	Description
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2265. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions March/April 2021
2266. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough - Lengthsman duties March 2021	£128.00
Adrian Osmotherley - Parish Clerk Fees and Expenses March 2021	£391.92
Lancashire Association of Local Councils Annual Subscription (amended)	£348.23
Scribe Starboard Systems Financial Accounting 01.06.2021 to 31.05.2021	£172.80
MAS Seeds Ltd - Seeds for use in seed bombs	£70.00

2267. To consider the funding and provision of litter bins within the Parish
2268. To consider the draft Parish Council Plan 2021 to 2024
2269. To consider the revised Lancaster District Flooding Plan
2270. To consider the request from the Parish Clerk for a Spinal Column Point (SCP) Increase
2271. To consider the date and time of next meeting

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

12th April 2021

PARISH OF HEATON-WITH-OXCLIFFE

Minutes of the Meeting of the Parish Council held remotely using Zoom Cloud Application on Thursday 15th April 2021 at 7:00 pm.

Present:

Councillor Mr P Melling (Chair)
Councillor Mr W Jackson (Deputy Chair)
Councillor Mrs G Kelly
Councillor Mr K Percy
Councillor Mr J Simmons
Councillor Mr D Wright

In Attendance:

Adrian Osmotherley - Parish Clerk
Judith Shaw - Member of the General Public

The Deputy Chair welcomed all attendees to the meeting. He advised Councillors that the Chair had been delayed and would be attending the meeting shortly. 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.

2259 Apologies: Apologies were received from Councillor Mrs M Baxter.

2260 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 18th March 2021 be approved.

2261 Declarations of interest: There were no declarations of interest.

2262 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 informed Councillors that highway maintenance works had started on Heaton Bottom Lane. Carriageway repairs and improvements to the drainage system and gully grates had begun. Judith also commented that she had read in the local newspaper that Lancashire County Council had also allocated funding for the carriageway to be resurfaced in the near future. Judith commented that she thought the repairs and improvements to the drainage were being carried out in advance of the carriageway resurfacing works planned for later in the year.

Judith Shaw also advised Councillors that volunteers groups had been carrying out litter picking to a number of roads and verges in the area. The areas included Overton through to Lancaster Road, Heaton Bottom Road, the bypass around Asda and the waste recycling centre and the roundabout at the end of Lancaster Road near to Pye Motors. Substantial amounts of litter had been collected into bin bags and Judith commented that she thought the volunteer groups had carried out some excellent work.

2. **Clerks report & correspondence:**

The Parish Clerk presented his report setting out updates on previous actions, activities, resolutions and correspondence received as follows;

The foul discharge from a nearby static caravan onto the Mellishaw Lane Public Right of Way (PRoW) had been reported to the PRoW Team. The PRoW Team had now escalated the issue to the Lancaster City Council Environmental Health who were addressing the issue.

The Parish Plan 2021 to 2024 had been updated following discussion and amendments at the last meeting and passed to Councillors for their comment.

LALC and NALC login and password details had been passed to Councillors for their information.

The Parish Clerk has started his Scribe financial accounting training and had attended three Zoom facilitated training courses earlier in the week. Cost centres and cost codes have now been developed, as well as transaction details for the financial period entered into Scribe. Further training to enable the Clerk to produce monthly and annual reconciliation and VAT

reports will be carried out in the near future.

The first meeting with the internal auditor had also taken place on the 15.04.2021. The internal auditor would be reviewing and checking the Parish Council financial accounts for the period 01.04.2020 to 31.03.2021. This review is being carried out in advance of the submission of the Annual Governance and Accountability Return 2020/21 Part 2 to PKF Littlejohn LLP Ltd who are the appointed external auditor.

The revised NALC/LALC Invoice has been received and would be discussed in Item 2266.

The annual Precept of £10,583.00 had been received. The full allocation, which the Parish Council had applied for in February 2021, had been received.

Current Bank balance as of 14.04.2021 was £18,661.55.

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

Councillor Percy advised that the Grosvenor Park play area was extremely busy recently. Due to the numbers of children and adults in and around the play area social distancing was not being adhered to. He also advised that the COVID-19 signage had been removed.

Councillor Simmons raised the issue regarding the theoretical Parish boundary running through the actual play area and whether this could be moved to run around the play area. A discussion was held by Councillors who commented that the theoretical Parish boundary also ran through the centre of property gardens. Attempts in the past had been made to change the boundary but this had not been possible.

The Chair joined the meeting at this point and thanked the deputy Chair for chairing the meeting in his absence and took over the role.

The Chair also informed Councillors that someone had recently covered some of the Grosvenor Park play area swing seats and other apparatus with ketchup sauce. No one had been caught carrying this out.

The Chair had suggested at the last meeting in order to reduce the high level of correspondence received from the Parish Clerk, if Councillors wished to keep receiving regular emails, they should subscribe individually to receive these emails. A discussion was held by Councillors who were asked by the Chair to provide details of emails they no longer wished to receive to him via email as soon as possible. This would then hopefully avoid duplication and reduce the level of correspondence received from the Parish Clerk. Some examples provided by the Chair were NALC/LALC, Lancaster City Council The Hub, UHMB NHS, Parish Online and Neighbourhood Alerts.

Councillor Kelly commented that she had again witnessed pony and traps using the cycle/pedestrian way which runs through the Parish. A discussion was held by Councillors. A growing number of electric scooters are also using the cycle/pedestrian way. Many of these are travelling at speed and are a hazard to other users. The Parish Clerk suggested that Councillors should report these dangerous occurrences to the Police on 101. He also said he would write to County Councillor Charlie Edwards to see if he could assist with the Parish Council concerns. Councillor Wright advised that a heron, possibly the one rescued recently, had been seen around garden ponds in the Parish. A discussion was held by Councillors and the Chair advised that there have recently been sightings of otters in the area. Residents in the area should look at take precautions to protect fish within their garden ponds.

The Chair advised Councillors that the seed for the seed bombs and soil had been passed to the Grosvenor Park School for the children to spread. Unfortunately, the school has advised that it would not be possible for Councillors to be present, nor could pictures be taken when the seed bombs are spread.

Councillor Wright raised some concerns about the issue of litter and fly tipping as well as fires being started in the Green Lane area of the Parish. A discussion was held by councillors and it was agreed that Councillors should report future instances of litter/fly tipping to Lancaster City Council using the 'report it' facility on their website.

2263 To Consider the current restrictions, implications, and possible actions by the Parish Council due to the COVID-19 pandemic:

The Parish Clerk had passed recent updated Government advice regarding Parish Council meetings being held remotely to Councillors ahead of the meeting. From the 07.05.2021 Government has advised that Parish Council meetings must be held in person. A discussion was held by Councillors. It was agreed that the Parish Council monthly meetings facilitated by Zoom would be continuing for the foreseeable future. Councillors agreed that they would await further information from Government and LALC as a legal challenge to the Government advice had been made. The Parish Clerk would also look into the possibility of the Parish Council using the meeting room at the Grosvenor Park School for future meetings.

2264 Planning applications and statutory consultations:

The Parish Clerk advised that he had received late correspondence from the Lancaster City Council Planning department regarding a planning consultation. Details had been passed to Councillors the day before the meeting and it was agreed that the application would be discussed at the meeting. The original documentation had been passed to Morecambe Town Council in error resulting in the delay in the information being passed to the Heaton with Oxcliffe Parish Council.

Application No	Description
20/01233/FUL	Construction of a raised roof to create second floor accommodation. 296 Oxcliffe Road, Heaton with Oxcliffe, LA33EJ.

A discussion was held about new planning applications/statutory consultation that had been received for the period. Application **20/01233/FUL** was supported in principle.

2265 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for March/April which has been sent to Councillors ahead of the meeting. The Parish Clerk advised that Applications 21/00273/AD and 21/00272/AD had been decided. There had been no changes to the other applications.

2266 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough - Lengthsman duties March 2021	£128.00
A Osmotherley - Parish Clerk Fees & Expenses March 2021	£391.92
Lancashire Association of Local Councils (LALC) Annual Subscription (amended)	£348.23
Scribe Starboard Systems Ltd Financial Accounting 01.06.2021 to 30.05.2022	£172.80

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.

It was **RESOLVED** that payment for all the above invoices would be made.

2267 To consider the funding and provision of litter bins within the Parish:

Councillor Kelly advised that she has spoken to Lancaster City Council and was advised that Lancaster City Council would install the proposed three new litter bins hopefully before the end of April 2021.

2268 To consider the draft Parish Council Plan 2021 to 2024:

The third draft of the Parish Plan had been sent to Councillors following the suggested changes made at the last meeting. A discussion was held by Councillors and it was agreed that further changes to the Plan would be made. The Parish Clerk will amend the Plan in line with these changes and forward to Councillors ahead of the next meeting.

2269 To Consider the revised Lancaster District Flooding Plan:

The Parish Clerk had passed details of the revised Flooding Plan for the area to Councillors ahead of the meeting for their information. A discussion was held by Councillors regarding a number of areas within the Parish that regularly flooded or were susceptible to flooding that were not identified on the Plan. The Chair asked for these details to be documented and sent to him so he could collate the information to enable the Parish Clerk to submit the details for adding to the revised Flooding Plan.

2270 To consider the request from the Parish Clerk for a spinal column point (SCP) increase:

The date and time of the next meeting was confirmed. Parish Clerk and Judith Shaw left the meeting to enable Councillors to hold a discussion using the Zoom facility which was not deemed part of the Parish Council Meeting. An update regarding item 2270 will be provided at the next meeting.

2271 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 20th May 2021 at 7:00pm**. The Annual Parish Council meeting will also be held on the 20th May 2020 at 7.00pm. The meeting closed at 9.00pm.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – March/April 2021



Date	Sender	Topic	Distribution
12.03.2021	Parish Clerk	Meeting 18.03.2021 Agenda Summons and Supporting Information	All Councillors
12.03.2021	Parish Clerk	Zoom Meeting Invitations	All Councillors
12.03.2021	Parish Clerk	Parish Council Meeting 18.03.2021 Zoom Invitation	All Councillors
12.03.2021	Neighbourhood Alert	Electric Scooters	All Councillors
13.03.2021	County Councillor Phillippa Williamson	Parish Update - March 2021	All Councillors
13.03.2021	Parish Clerk	LALC Invoice Template 2021-22	All Councillors
16.03.2021	Parish Clerk	Additional Invoice for Authorisation	All Councillors
16.03.2021	Parish Clerk	Review of Parish Council Risk Assessment	All Councillors
16.03.2021	Lancaster City Council - Community Connectors Team	Don't forget to register for this Thursday's Community Conversation: Fair Work and Wellbeing	All Councillors
18.03.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
18.03.2021	Parish Clerk	Additional Invoice for Authorisation	All Councillors
19.03.2021	Neighbourhood Alert	Hollie Guard App	All Councillors
19.03.2021	National Association of Local Councils (NALC)	NALC ONLINE EVENTS	All Councillors
19.03.2021	Parish Clerk	NALC Log In Details	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – March/April 2021



Date	Sender	Topic	Distribution
19.03.2021	Lancashire County Council	Winter Bulletin March 19th 2021	All Councillors
19.03.2021	Parish Clerk	Parish Plan Draft for Consideration	All Councillors
19.03.2021	UHMB Hospitals	BHCP Coronavirus Update Issue 25	All Councillors
20.03.2021	National Association of Local Councils (NALC)	CHIEF EXECUTIVE'S BULLETIN	All Councillors
20.03.2021	Lancashire County Council	Lancashire County Council - Transforming Lancaster Travel Newsletter	All Councillors
20.03.2021	Parish Clerk	Meeting Minutes 18.03.2021 - Draft for Consideration and Comment	All Councillors
23.03.2021	Neighbourhood Alert	A Weekend of Anti Social Behaviour Again 21/03/2021	All Councillors
24.03.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
26.03.2021	Parish Online	Parish Online Newsletter - March Edition	All Councillors
26.03.2021	National Association of Local Councils (NALC)	CHIEF EXECUTIVE'S BULLETIN	All Councillors
29.03.2021	Neighbourhood Alert	Mobile Bus 29/03/2021	All Councillors
31.03.2021	National Association of Local Councils (NALC)	NALC ONLINE EVENTS	All Councillors
31.03.2021	Parish Clerk	Meeting Minutes 18.03.2021	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – March/April 2021



Date	Sender	Topic	Distribution
31.03.2021	National Association of Local Councils (NALC)	Invoice Template 2021-22 - LALC Response	All Councillors
01.04.2021	Neighbourhood Alert	Neighbourhood Watch Launches Protect Your Car Campaign	All Councillors
01.04.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
05.04.2021	Lancashire County Council Trading Standards	Lancashire Trading Standards - Consumer Alerts for April 2021	All Councillors
07.04.2021	National Association of Local Councils (NALC)	NALC ONLINE EVENTS	All Councillors
07.04.2021	National Association of Local Councils (NALC)	How to get young people involved in local councils	All Councillors
07.04.2021	Lancaster City Council - Community Connectors Team	Lancashire and South Cumbria Integrated Care System - Insight into Vaccine Attitudes	All Councillors
07.04.2021	Neighbourhood Alert	Royal Mail Scam 07/04/2021	All Councillors
08.04.2021	Parish Clerk	Draft Agenda/Summons for Comment	All Councillors
08.04.2021	Neighbourhood Alert	Our News Newsletter - April Edition 07/04/2021	All Councillors
08.04.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – March/April 2021



Date	Sender	Topic	Distribution
08.04.2021	National Association of Local Councils (NALC)	NALC ONLINE EVENTS	All Councillors
09.04.2021	Lancaster City Council – Mark Bartlett	Revised Lancaster District flooding plan	All Councillors
10.04.2021	National Association of Local Councils (NALC)	CHIEF EXECUTIVE'S BULLETIN	All Councillors
10.04.2021	National Association of Local Councils (NALC)	Queen's Award for Voluntary Service	All Councillors

Planning Application Comments & Decisions

March/April 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
20/01409/FUL: Erection of a single storey extension and siting of 1 caravan. 83 White Lund Road, Morecambe, LA3 3DX.	No Comment Made Due to Timescales	Awaiting Decision
21/00273/AD: Agricultural determination for the creation of two areas of hard standing. Downlands Farm, Moss Road, Heaton with Oxcliffe, Morecambe, LA3 3ES.	Details Submitted Appropriate	Decided 31.03.2021
21/00272/AD Agricultural determination for the creation of two access tracks. Downlands Farm, Moss Road, Heaton with Oxcliffe, Morecambe, LA3 3ES.	Details Submitted Appropriate	Decided 25.03.2021