

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 March 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

2246. To receive apologies
2247. To consider & approve Minutes of the Meeting held on Thursday 18th February 2021
2248. To receive Declarations of Interest
2249. 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
2250. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
2251. To consider the list of planning applications set out below

Application No:	Description
20/01409/FUL	Erection of a single storey extension and siting of 1 caravan. 83 White Lund Road, Morecambe, LA3 3DX.
21/00273/AD	Agricultural determination for the creation of two areas of hard standing. Downlands Farm, Moss Road, Heaton with Oxcliffe, Morecambe, LA3 3ES.
21/00272/AD	Agricultural determination for the creation of two access tracks. Downlands Farm, Moss Road, Heaton with Oxcliffe, Morecambe, LA3 3ES.

2252. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions February/March 2021
2253. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough - Lengthsman duties February 2021	£100.00
Adrian Osmotherley - Parish Clerk Fees and Expenses February 2021	£391.92
Lancashire Association of Local Councils Annual Subscription	£412.23
Tech-Hub - ICT Support to set up Gmail account for Chair@ including configure email inbox settings and account and update the Parish computer preferences.	£63.00
Tech-Hub - Website hosting and domain name renewal	£196.50

2254. To consider the funding and provision of litter bins within the Parish
2255. To consider the draft Parish Council Plan 2021 to 2024
2256. To consider the date and time of next meeting
2257. To consider the Parish Council Annual Meeting 2021
2258. To consider comments and questions from new Councillors

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

11th March 2021

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

The Chair welcomed all attendees to the meeting. The Chair formally introduced the two new Councillors to their first Parish Council Meeting. Councillor David Wright (Westgate Ward) and Councillor John Simmons (Winster Park Ward).

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.

2246 Apologies: Apologies were received from Councillor Mrs M Baxter.

2247 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 18th February 2021 be approved.

2248 Declarations of interest: There were no declarations of interest.

2249 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:

Updates on actions placed on the Parish Clerk at the last meeting as follows.

The Parish Plan 2021 to 2024 had been updated and passed to Councillors for their comment. All relevant forms and relating to the co-opting of David Wright and John Simmons to the Parish Council have been completed and forwarded to Lancaster City Council. Acceptance of Office forms have been signed and the new Councillor Induction Pack has been compiled and issued.

The additional (asset) items list has been updated and passed to Zurich Insurance to enable the insurance premium for the period 01.04.2021 to 31.03.2022 to be recalculated.

Census information has been placed in all three Parish notice boards.

Additional information requests relating to the NALC/LALC Invoice have been requested and responses have been passed to Councillors.

Current Bank balance as of 18.02.2021 was £9,214.00.

The Precept application for the sum of £10,583.00 has been submitted and the Parish Council are awaiting confirmation of the payment being authorised by Lancaster City Council.

The Lengthsman has carried out a further check to the three PRow in the Parish to remove any minor overgrowth. During the visit it was noted and reported to Lancaster City Council that there was an illegal discharge of foul waste onto the Mellishaw Lane PRow from a nearby portable septic tank.

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 completed and returned, on behalf of the Parish Council, comments on the Aldcliffe with Stodday Parish Council draft Neighbourhood Development Plan as requested. He said that he had included a comment on the desirability of a future conversation between the two Councils on shared issues regarding the flora and fauna of the

marshlands that face each other across the River Lune.

Councillor Percy reported that, during high winds a few weeks before, the public way behind Grosvenor Park School had been partially blocked by a fallen tree, causing a hazard to cyclists and pedestrians. He reported the incident to Lancaster City Council (LCC) and the tree was cleared the following day. He had also suggested to the Council a visual inspection of trees in the surrounding area.

The Chair advised that he had spoken to Will Griffiths and Stefanie Grey from LCC regarding the trees in this area and he would try and arrange to meet with Will to discuss a number of trees in this general area that needed assessing regarding felling/pruning.

Councillor Percy reported that, during a very cold spell, he and his wife had discovered a distressed heron near the pathway beside the culvert in Grosvenor Park. After a telephone call, an employee of Wild Wood Wildlife and Dog Rescue, Lancaster came to assist. A quick assessment suggested that the heron was young and affected by cold and starvation. It was captured and taken to the Centre where it was nurtured and fed and released after six days. Councillor Percy wanted to commend the Centre (tel.07931220094) for its efficiency and for keeping them informed of the bird's recovery.

Councillor Percy commented that he had not yet made progress on reviving the Parish Council Facebook page.

The Chair advised that seed for the seed bombs have now purchased and delivered. The Chair had gained permission from the SUEZ Landfill site for the seed bombs to be spread and co-operation from the Grosvenor Park School Head Teacher who said the School would be happy to involve all the children in the initiative.

The Chair suggested that 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.

Councillors were asked by the Chair to provide details of emails they no longer wished to receive to him via email. This would then hopefully avoid duplication and reduce the level of correspondence received from the Parish Clerk. Some examples were NALC and LALC, Lancaster City Council The Hub, UHMB NHS, Parish Online and Neighbourhood Alerts.

2250 To Consider the current restrictions, implications, and possible actions by the Parish Council due to the COVID-19 pandemic:

It was agreed that the Parish Council monthly meetings facilitated by Zoom would be continuing for the foreseeable future. Guidance from LALC is for remote meetings to continue until at least September 2021.

2251 Planning applications and statutory consultations:

Application No	Description
20/01409/FUL	Erection of a single storey extension and siting of 1 caravan. 83 White Lund Road, Morecambe, LA3 3DX.
21/00273/AD	Agricultural determination for the creation of two areas of hard standing. Downlands Farm, Moss Road, Heaton with Oxcliffe, Morecambe, LA3 3ES.
21/00272/AD	Agricultural determination for the creation of two access tracks. Downlands Farm, Moss Road, Heaton with Oxcliffe, Morecambe, LA3 3ES.

A discussion was held about the three new Planning Applications/Statutory Consultations that had been received for the period. Application **20/01409/FUL** consultation period had now expired so no comment could now be made. Applications **21/00272/AD** and **21/00273/AD** were not formal planning applications and consideration could only be made by Councillors as to whether the details submitted were appropriate. It was agreed that the proposals were considered to be appropriate.

2252 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for February/March. The Parish Clerk advised that there had been no updates received to any existing applications/consultations during the period.

2253 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough - Lengthsman duties February 2021	£100.00
A Osmotherley - Parish Clerk Fees & Expenses February 2021	£391.92
Lancashire Association of Local Councils (LALC) Annual Subscription	£412.23
Tech-Hub - ICT Support to set up Gmail account for Chair@ including configure email inbox settings and account and update the Parish computer preferences.	£63.00
Tech-Hub - Website hosting and domain name renewal	£196.50

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 LALC annual subscription. It was agreed that the annual subscription for the LALC subsidy, Contribution to Area Secretary and Local Council Review would not be renewed. The Parish Clerk will now request the re issue of the annual subscription invoice to reflect these changes. The Parish Clerk had identified some discrepancies in the schedule of additional items for insurance. These discrepancies had now been amended and there would be no change to the annual premium.

The clerk provided an explanation regarding the Tech-Hub invoices and what the charges related to. It was **RESOLVED** that payment for the Lengthsman duties, Parish Clerk fees and expenses, Tech-Hub and Zurich Insurance (presented in February 2021 meeting) would be made.

2254 To consider the funding and provision of litter bins within the Parish:

Councillor Kelly advised that she was still waiting for confirmation of a date when Lancaster City Council would install the proposed three new litter bins.

2255 To consider the draft Parish Council Plan 2021 to 2024:

Following an initial meeting of Councillors in February 2021 where Councillors discussed the first draft of the new Parish Plan 2021 to 2024 the Parish Clerk had passed a second draft version of the Parish Plan to Councillors for their comment. Councillor Percy has since provided an updated version of the second draft of the Parish Plan for comment by Councillors. After a lengthy discussion it was agreed that all suggestions made by Councillor Percy would be updated into the draft Plan. The Parish Clerk will now update the second draft Parish Plan and provide a third draft Parish Plan to Councillors for final comment ahead of the next Parish Council Meeting in April.

2256 To Consider the Parish Council Annual Meeting:

A discussion was held as to when the Annual Meeting would be held. It was agreed that the Annual Meeting would be held on the 17.06 2021. A decision as to the date for the June monthly Parish Council meeting will be considered at the next meeting.

2257 To consider comments and questions from new Councillors:

Councillors Wright and Simmons both said they were looking forward to the challenges of being a Parish Councillor and were eager to provide support and their life experience to the Parish Council. Both commented that there was a lot of information and guidance that they will need to read in order for them to begin to understand their role and responsibilities as a Parish Councillor.

2258 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 15th April 2021 at 7:00pm**. The meeting closed at 9.00pm.

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – February/March 2021



Date	Sender	Topic	Distribution
14.02.2021	Parish Clerk	Meeting 18.02.2021 Agenda Summons and Supporting Information	All Councillors
14.02.2021	Parish Clerk	Parish Council Meeting 18.02.2021 Zoom Invitation	All Councillors
18.02.2021	National Association of Local Councils (NALC)	Lancaster City Council E-Newsletter	All Councillors
18.02.2021	Parish Clerk	Zurich Insurance Policy Renewal	All Councillors
19.02.2021	Parish Clerk	Meeting 18.02.2021 Updated Agenda Summons	All Councillors
19.02.2021	Lancaster City Council - Regeneration Support Team	Planning Policy Latest News - February 2021	All Councillors
19.02.2021	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
19.02.2021	Lancashire County Council	Winter Bulletin 19 February 2021	All Councillors
19.02.2021	Lancaster City Council - Community Connectors Team	Request for your participation in a short survey: University of Cumbria pilot research project on Transformative Partnerships for the Sustainable Development Goals	All Councillors
20.02.2021	Parish Clerk	Meeting 18.02.2021 Draft for Comment	All Councillors
24.02.2021	National Association of Local Councils (NALC)	Coronavirus updates	All Councillors
26.02.2021	Neighbourhood Alert	Youths Covid and Criminal Damage 25/02/2021	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – February/March 2021



Date	Sender	Topic	Distribution
26.02.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
26.02.2021	National Association of Local Councils (NALC)	NALC launches Star Council Awards 2021	All Councillors
28.02.2021	Lancaster City Council - Community Connectors Team	Guidance on Census Field Operation	All Councillors
01.03.2021	Neighbourhood Alert	Dog Thefts 01/03/2021	All Councillors
01.03.2021	Parish Clerk	Updated Draft Parish Plan 2021 to 2024	All Councillors
01.03.2021	Parish Clerk	Meeting Minutes 18.02.2021	All Councillors
01.03.2021	Parish Clerk	Zurich Insurance renewal - Additional Items	All Councillors
02.03.2021	Neighbourhood Alert	New Rural Task Force Teams Launched In Lancashire 02/03/2021	All Councillors
03.03.2021	Lancashire County Council Trading Standards	Consumer Alerts - March 2021	All Councillors
04.03.2021	Parish Councils @Lancashire.gov.uk	Trading Standards and Safeguarding updates	All Councillors
04.03.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
06.03.2021	Lancaster City Council - Community Connectors Team	Local Government Reorganisation	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – February/March 2021



Date	Sender	Topic	Distribution
06.03.2021	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
08.03.2021	UHMB Hospitals	BHCP Coronavirus Update Issue 24	All Councillors
08.03.2021	Parish Clerk	Zurich Insurance renewal - Additional Items	All Councillors
08.03.2021	Neighbourhood Alert	Phone Scam	All Councillors
08.03.2021	National Association of Local Councils (NALC)	LALC Invoice Template 2021-22	All Councillors
09.03.2021	Lancaster City Council - Community Connectors Team	Community Conversation: Fair Work and Wellbeing	All Councillors
09.03.2021	Parish Clerk	New Parish Councillor Induction Information	All Councillors
09.03.2021	Parish Clerk	Draft Agenda/Summons For Comment	All Councillors
10.03.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
11.03.2021	David Morgan - Lancaster Vision	Munitions Explosion White Lund 1917	All Councillors

Planning Application Comments & Decisions

February/March 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