

HEATON-WITH-OXCLIFFE PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend the Parish Council Meeting on Thursday 20th May 2021 at Grosvenor Park School
Commencing at 7:00pm.**

Due to the COVID-19 Restriction's members of the public wishing to attend the meeting may do so by contacting the Parish Clerk up to 24 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

2272. To receive apologies
2273. To consider & approve Minutes of the Meeting held on Thursday 15th April 2021
2274. To receive Declarations of Interest
2275. 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
2276. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
2277. To consider the list of planning applications set out below

Application No:	Description
21/00010/REFLDC	Existing lawful development certificate for the continued use of land for the siting of caravans. Mel Barn, Mellishaw Lane, LA3 3EN.
21/00373/FUL	Change of use of Industrial unit (B20) to cars showroom. Unit 1, Fellgate, LA3 3PE.
21/00372/FUL	Reconfiguration of site layout and change of use of land including the removal of two cabin buildings, relocation of one and siting of two replacement cabins. ENWL Depot, White Lund Industrial Est, LA3 3PB.
21/00388/FUL	Roof lift to existing industrial buildings. Trixtan Contract Services, Woodgate, LA3 3PS.

2278. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions March/April 2021
2279. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough - Lengthsman duties April 2021	£100.00
Adrian Osmotherley - Parish Clerk Fees and Expenses April 2021	£399.20
Bob Bailey - Internal Audit Fees	£75.00
Tech Hub - Annual fee for provision of Google workspace (Chair and Clerk email accounts)	£110.30

2280. To consider the Parish Council Plan 2021 to 2024
2281. To consider the revised Lancaster District Flooding Plan
2282. To consider the request from the Parish Clerk for a Spinal Column Point (SCP) Increase
2283. To consider the date and time of next meeting

Parish Clerk

106 Broadway

Morecambe, LA45XZ

Tel: 07916029265 Email: clerk@heatonwithoxcliffepc.org.uk

13th May 2021

PARISH OF HEATON-WITH-OXCLIFFE

**Minutes of the Meeting of the Parish Council held at the Grosvenor Park School on Thursday
20th May 2021 at 7:00 pm.**

Present:

Councillor Mr W Jackson (Chair)
Councillor Mrs G Kelly (Deputy Chair)
Councillor Mr P Melling
Councillor Mr D Wright

In Attendance:

Adrian Osmotherley - Parish Clerk

The newly elected Chair welcomed all attendees to the meeting. He advised that this was the first face-to-face meeting of the Parish Council in over 12 months due to the COVID-19 restrictions. All Councillors agreed that it was refreshing to be able to hold meetings once again in person face-to-face.

2272 Apologies: Apologies were received from Councillors Mrs M Baxter, Mr K Percy, Mr D Simmons, County Councillor Mr C Edwards, and Judith Shaw. Unfortunately, attendance via Zoom could not be facilitated due to IT security implications within the school and as such Councillor Percy was unable to attend or contribute to the face-to-face meeting.

2273 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 15th April 2021 be approved.

2274 Declarations of interest: There were no declarations of interest.

2275 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.

2. **Clerks report & correspondence:**

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

There had been no updates from the Public Right of Way (PRoW) Team regarding the foul discharge from a nearby static caravan onto the Mellishaw Lane PRoW. The PRoW Team had escalated the issue to Lancaster City Council Environmental Health who were addressing the issue.

The Parish Council were still waiting for an invoice from Lancaster City Council for the supply and installation of the three new litter bins that had recently been provided in the Parish.

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

The Parish Clerk advised that he had escalated the ongoing issues with members of the general public using the cycle/pedestrian way inappropriately causing a hazard to other users to County Councillor Edwards. It had been hoped that County Councillor Edwards would be attending the meeting to provide some feedback to the concerns raised by Councillors over the past six months. A discussion was held by Councillors and it was agreed that any instances of inappropriate behaviours and actions, such as speeding scooters and horses using the cycle/pedestrian way, should be reported to the Police using the 101-contact number.

The Parish Council accounts for the period 01.04.2020 to 31.03.2021 had now been audited by the internal auditor and the Annual Governance and Accountability Return 2020/21 Part 2 completed and signed off by all relevant parties. The Parish Clerk would now return the Certificate of Exemption AGAR 2020/21 Part 2 to the appointed external auditor PFK Littlejohn LLP Ltd.

Arrangements to use the Grosvenor Park School for this meeting and future face-to-face meetings had been made. A discussion was held about the facilities and size of the room provided. It was agreed that the room was suitable for future Parish Council meetings where all Councillors were attending but should there be a need for additional attendees, such as members of the public, the Grosvenor Park School Hall may be a better option for the meeting

location. The Parish Clerk agreed to look into this option with the School Bursa.
The Parish Clerk advised that he was still waiting for feedback from Councillors regarding the level of correspondence that they are currently receiving from the Parish Clerk. A discussion was held by Councillors and Councillor Melling agreed to chase this up with Councillors via email following the meeting and provide an update at the next meeting.

The review of the Parish Council Risk Assessment and Asset Register had been carried out by the Parish Clerk and discussed and agreed in the earlier Parish Council Annual Meeting.

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

Councillor Melling advised that he is still waiting for feedback from the Grosvenor Park School with regards to the spreading of the seed bombs.

Concerns raised by Councillor Kelly regarding the ongoing issues with inappropriate behaviours on the cycle/pedestrian way had been discussed during Item 2275 2. Clerk's report and correspondence.

2276 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 NALC/LALC advice regarding Parish Council meetings being held face-to-face to Councillors in advance 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 and agreed that future face-to-face meetings would be held at the Grosvenor Park School. All attendees wore face masks and followed social distancing guidelines for the duration of the meeting.

2277 Planning applications and statutory consultations:

Application No	Description
21/00010/REFLDC	Existing lawful development certificate for the continued use of land for the siting of caravans. Mel Barn, Mellishaw Lane, LA3 3EN.
21/00373/FUL	Change of use of Industrial unit (B20) to cars showroom. Unit 1, Fellgate, LA3 3PE.
21/00372/FUL	Reconfiguration of site layout and change of use of land including the removal of two cabin buildings, relocation of one and siting of two replacement cabins. ENWL Depot, White Lund Industrial Est, LA3 3PB.
21/00388/FUL	Roof lift to existing industrial buildings. Trixtan Contract Services, Woodgate, LA3 3PS.

A discussion was held about the new planning applications/statutory consultation that had been received for the period. Application **21/00010/REFLDC** was not supported as Councillors had concerns relating to access/egress and foul waste disposal from the site. Applications **21/00373/FUL, 21/00372/FUL, 21/00388/FUL** were all supported in principle.

2278 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for April/May which had been sent to Councillors ahead of the meeting. The Parish Clerk advised that Application 21/00233FUL had been permitted. There had been no changes to the other applications.

2279 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough - Lengthsman duties April 2021	£100.00
A Osmotherley - Parish Clerk Fees & Expenses April 2021	£399.20
Bob Bailey - Internal Audit of 2020/21 Accounts Fees	£75.00
Tech Hub - Annual fee for provision of Google workspace (Chair and Clerk email accounts)	£110.30

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.

2280 To consider the draft Parish Council Plan 2021 to 2024:

The fourth 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 the Parish Plan 2021 to 2024 would now be adopted by the Parish Council. It was also agreed that an agenda item would be included in future meetings to finalise the details of which Councillors would take the Lead for specific Key Goals. The Chair asked Councillors to consider this ahead of the next meeting.

2281 To consider the revised Lancaster District Flooding Plan:

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. It was agreed by Councillors that flooding to these areas were caused by localised drainage issues such as blocked gullies and silted up drainage systems. It was agreed that no further comments/suggestions would be made to the revised Lancaster District Flooding Plan.

2282 To consider the request from the Parish Clerk for a spinal column point (SCP) increase:

A discussion was held by Councillors and it was agreed by all Councillors present that the Parish Clerk spinal column increase to spinal point 10 would be made. The increase would take effect from 01.05.2021.

2283 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 17th June 2021 at 7:00pm.**

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – April/May 2021



Date	Sender	Topic	Distribution
12.04.2021	Parish Clerk	Meeting 15.04.2021 Agenda Summons and Supporting Information	All Councillors
12.04.2021	Parish Clerk	Parish Council Meeting 15.04.2021 Zoom Invitation	All Councillors
12.04.2021	National Association of Local Councils (NALC)	Remote Meetings Evidence	All Councillors
12.04.2021	National Association of Local Councils (NALC)	NALC ONLINE EVENTS	All Councillors
12.04.2021	Parish Clerk	Review of Parish Council Risk Assessment	All Councillors
12.04.2021	National Association of Local Councils (NALC)	Short notice meeting for local councillors this Friday	All Councillors
14.04.2021	Lancaster City Council – Planning Team	0/01233/FUL - 296 Oxcliffe Road	All Councillors
14.04.2021	National Association of Local Councils (NALC)	Short notice meeting for local councillors this Friday	All Councillors
14.04.2021	Lancaster City Council - Community Connectors Team	Census Support Centres	All Councillors
14.04.2021	Lancaster City Council - Community Connectors Team	Guidance for the safe use of multi-purpose community facilities	All Councillors
14.04.2021	Lancaster City Council - Community Connectors Team	Parish and Rural Support Network Meeting: Tuesday 13th April 2021	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – April/May 2021



Date	Sender	Topic	Distribution
15.04.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
15.04.2021	National Association of Local Councils (NALC)	NALC ONLINE EVENTS	All Councillors
15.04.2021	Parish Clerk	Review of Parish Council Risk Assessment	All Councillors
15.04.2021	Parish Clerk	Possible Corrupt Pdf – Resend of Agenda/Summons Supporting Information	All Councillors
20.04.2021	Parish Clerk	Parish Council Meetings	All Councillors
20.04.2021	National Association of Local Councils (NALC)	NALC ONLINE EVENTS	All Councillors
21.04.2021	National Association of Local Councils (NALC)	How to get young people involved in local councils	All Councillors
21.04.2021	In the Know	Please Help Us To Improve The System 20/04/2021	All Councillors
21.04.2021	In the Know	Drink Driver Oxcliffe Road 20/04/2021	All Councillors
21.04.2021	National Association of Local Councils (NALC)	Reopening and reimagining your community buildings	All Councillors
21.04.2021	Parish Clerk	Draft Parish Plan 2021 to 2024	All Councillors
21.04.2021	Parish Clerk	Meeting Minutes 15.04.2021 - Draft for Consideration and Comment	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – April/May 2021



Date	Sender	Topic	Distribution
21.04.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
26.04.2021	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
26.04.2021	National Association of Local Councils (NALC)	Have you considered community businesses	All Councillors
26.04.2021	Parish Clerk	Meeting Minutes 15.04.2021 - Draft for Consideration and Comment	All Councillors
27.04.2021	Parish Online	Parish Online Newsletter - April Edition	All Councillors
27.04.2021	The Local Government Boundary Commission for England	Consultation closing soon! Have your say on new ward boundaries for Lancaster	All Councillors
29.04.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
29.04.2021	National Association of Local Councils (NALC)	The Open Spaces Society's Grant a Green campaign	All Councillors
29.04.2021	National Association of Local Councils (NALC)	LGA High Court judgement, Somerset council staff climate training, Public sector IT leaders' resources	All Councillors
29.04.2021	Lancaster City Council - Community Connectors Team	Lancashire Volunteer Partnership: looking for volunteer marshals	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – April/May 2021



Date	Sender	Topic	Distribution
04.05.2021	The Local Government Boundary Commission for England	Lancaster electoral review - consultation extended	All Councillors
04.05.2021	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
04.05.2021	In the Know	Please Complete The "Lancashiretalking" Survey	All Councillors
04.05.2021	Parish Clerk	Meeting Minutes 15.04.2021	All Councillors
06.05.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
06.05.2021	National Association of Local Councils (NALC)	Coronavirus updates	All Councillors
07.05.2021	Lancashire County Council – Trading Standards	Trading Standards - Consumer Alerts May 2021	All Councillors
07.05.2021	Lancaster City Council - Community Connectors Team	Lancaster District CVS - Could you be the next Chair of Trustees for Lancaster and District CVS?	All Councillors
11.05.2021	In the Know	Neighbourhood Watch May Our News Newsletter is Here 11/05/2021	All Councillors
11.05.2021	National Association of Local Councils (NALC)	Chief executive's bulletin	All Councillors
11.05.2021	Parish Clerk	Draft Meeting Agenda/Summons 20.05.2021 for Comment	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – April/May 2021



Date	Sender	Topic	Distribution
12.05.2021	Parish Clerk	Annual Parish Council Meeting Agenda 20.05.2021 and Supporting Information	All Councillors
13.05.2021	National Association of Local Councils (NALC)	Coronavirus updates	All Councillors
13.05.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors

Planning Application Comments & Decisions

April/May 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
20/01233/FUL: Construction of a raised roof to create second floor accommodation. 296 Oxcliffe Road, Heaton with Oxcliffe, LA3 3EJ	Support in Principle	Application Permitted (20.04.2021)