

HEATON-WITH-OXCLIFFE PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend the Parish Council Meeting on Thursday 17th June 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

2284. To receive apologies
2285. To consider & approve Minutes of the Meeting held on Thursday 20th May 2021
2286. To receive Declarations of Interest
2287. 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
2288. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
2289. To consider the list of planning applications set out below

| Application No: | Description |
|------------------------|--|
| 21/00682/AD | Agricultural determination for the replacement of a concrete yard. Oxcliffe Hill Farm, Lancaster Road, Heaton with Oxcliffe, Lancaster, LA3 3ER. |

2290. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions May/June 2021
2291. To authorise payment of the following accounts:

| Payment Description | Amount |
|--|---------------|
| John Fairclough - Lengthsman duties May 2021 | £114.00 |
| Adrian Osmotherley - Parish Clerk Fees and Expenses May 2021 | £657.87 |
| Grosvenor Park School - Meeting room hire May 2021 | £50.00 |

2292. To consider the Parish Council Plan 2021 to 2024
2293. To consider the request from the Parish Clerk for additional allocation of hours
2294. To consider the continuing reports of unsociable behaviours of young adults in and around the Grosvenor Park play area
2295. To consider the date and time of next meeting

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

13th June 2021

PARISH OF HEATON-WITH-OXCLIFFE

**Minutes of the Meeting of the Parish Council held at the Grosvenor Park School on Thursday
17th June 2021 at 7:00 pm.**

Present:

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

In Attendance:

Adrian Osmotherley - Parish Clerk
David Morgan - Member of the General Public

2284 Apologies: Apologies were received from Councillors Mrs M Baxter and Mr K Percy (due to Ill Health)

2285 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 20th May 2021 be approved.

2286 Declarations of interest: There were no declarations of interest.

2287 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.

The Parish Clerk advised that David Morgan had requested to attend the meeting in advance. David introduced himself as the Treasurer and Membership Secretary for the Lancaster Civic Society and Lancaster Vision. David provided Councillors with some background regarding his role for Lancaster Civic Society and Lancaster Vision. David asked Councillors if the Heaton with Oxcliffe Parish Council would be interested in assisting and working with him to explore the roles of two women who were involved in the White Lund munitions explosion in 1918. The ultimate aim would be to provide Green Plaques in memory of these two women. A discussion was held by Councillors. Councillor Percy, who was not present at the meeting had expressed a wish to assist David. Councillor Percy had previously organised the Memorial Plaque and Ceremony in memory of the White Lund munitions explosion. It was agreed by all Councillors present that the Parish Clerk would forward Councillor Percy's details to David so a meeting could be arranged for further discussion to take place.

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 PRoW had now been removed.

The Parish Council had now received 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 invoice would be presented at the next meeting for Councillors to authorise.

Grosvenor Park School Hall was not available for the Parish Council meetings in the event that additional attendees needed to be accommodated. This was due to other activities already booked and the timing requirements for the room to be cleaned/sanitised following use.

The Parish Clerk advised that he was still waiting for feedback from all Councillors regarding the level of correspondence that they are currently receiving from the Parish Clerk. A discussion was held by Councillors, and it was agreed that Councillors would sign up individually to receive correspondence directly from the following sources - In the Know, LALC/NALC, LCC Winter Bulletins, UHMB Hospitals and Neighbourhood Alerts.

The additional cleaning and maintenance work to the stocks area block paving would be starting soon.

A complaint had been sent to the Lancaster and Morecambe College relating to the reports of unsociable behaviours by young adults in and around the Grosvenor Park Play area. The Local

PCSO had also been informed. Further discussion would be held in Item 2294.

The Notice of Public Rights and Publication of Annual Governance and Accountability Return has been placed on all three Parish Council notice boards.

The website had now been updated with the two new councillor details. In addition to this all the annual accounts and financial reports had been uploaded. The Parish Clerk advised that there needed to be some maintenance work carried out to repair some links and to update the structure of the site. A request was made by the Parish Clerk for the IT consultant to carry out this essential work. It was agreed by Councillors that this work would be carried out.

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

Councillor Melling raised the recent article in the Guardian 10th June edition which discussed the possibility of an additional bridge being built over the River Lune which, depending on the preferred location of the bridge, may be within the Parish boundary. A discussion was held by Councillors. The article had been written by David Morgan who was present at the meeting. The Chair asked David to provide some background to the article. A discussion was held by Councillors following David's update. It was agreed that further discussion would be held once provisional plans for the bridge location had been agreed.

Councillor Melling advised that he thought some of the trees in the area of land around the Grosvenor Park estate pond were becoming overgrown. The Parish Clerk asked if there were any details relating to this area of land and who had ownership. A discussion was held by Councillors. It was agreed that the Parish Clerk would try and establish ownership of this area of land. Councillor Melling also requested the Lengthsman cut back the bushes/vegetation around the pond area. It was agreed by Councillors that this work would be carried out by the Lengthsman.

Councillor Kelly advised that there were still issues of scooters and horses using the cycle/foot way that runs through the Parish. A discussion was held by Councillors, and it was agreed that antisocial behaviours would continue to be reported to the police either using 101 or via the website anti-social behaviour reporting facility.

Councillor Simmons advised that he had recently walked the Mellishaw Lane PRoW and had encountered a lot of overgrown bushes and nettles. It was agreed that the Lengthsman would carry out maintenance work to this PRoW.

2288 To consider the current restrictions, implications, and possible actions by the Parish Council due to the COVID-19 pandemic:

Once again, the Parish Council meeting was held face-to-face. Parish Council meetings would continue to be held face-to-face for the immediate future.

2289 Planning applications and statutory consultations:

| Application No | Description |
|--------------------|---|
| 21/00682/AD | Agricultural determination for the replacement of concrete yard. Oxcliffe Hill Farm, Lancaster Road, Heaton with Oxcliffe, LA3 3ER. |

The Parish Clerk had forwarded the above application to Councillors for their comment in advance of the meeting due to the period of reply to deadline date. There were no concerns raised by Councillors in advance of the deadline date of 16.06.2021.

2290 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for May/June which had been sent to Councillors in advance of the meeting. The Parish Clerk advised that Application **21/00010/REFLDC** had been declined by Lancaster City Council since the last meeting. Application **20/01409/FUL** had been permitted on the 18.05.2021. There were no updates to any of the other pending applications.

2291 Accounts for payment:

| Payee and Payment Description | Amount |
|---|---------|
| John Fairclough - Lengthsman duties May 2021 | £114.00 |
| A Osmotherley - Parish Clerk Fees & Expenses April 2021 | £657.87 |
| Grosvenor Park School - Meeting Room Hire | £50.00 |

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. The Parish Clerk advised that the increase in his Clerks fees was due to additional hours claimed for Scribe Accounting training carried out in April and May 2021. It was **RESOLVED** that payment for all the above invoices would be made.

2292 To consider the draft Parish Council Plan 2021 to 2024:

At the last meeting, the Chair had asked that Councillors consider who would take the lead role for specific Key Goals. A discussion was held by Councillors. As all Councillors were not present at the meeting it was agreed that the Chair would email all Councillors to request that they propose which specific Key Goals they would like to be involved with.

2293 To consider the request from the Parish Clerk for additional allocation of hours:

The Parish Clerk advised that he had forwarded a request via email to Councillors on the 02.06.2021. The request was made for additional hours for the preparation of the annual accounts and facilitating the annual internal and external audit requirements. The Parish Clerk had also requested an additional 2 hours per week to cover the ongoing time commitment for the monthly reconciliation of accounts and for future annual accounts and auditing requirements. A discussion was held by Councillors, and it was agreed by all Councillors present that the request would be granted with immediate effect.

2294 To consider the continuing reports of unsociable behaviours of young adults in and around the Grosvenor Park play area:

The Parish Clerk advised that he has contacted the Local PCSO to inform her of incidents witnessed by Councillors and reports from the general public. A response had been received last week to advise that the local PCSOs would be keeping an eye on the play area during their day shifts. In addition to this the Parish Clerk had reported the issue to the Lancaster and Morecambe College via their online complaint's portal. A response had been received advising that the College would be instigating an investigation. A discussion was held by Councillors, and it was agreed that the situation would be monitored over the next few months.

2295 Date & time of next meeting:

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

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – May/June 2021



| Date | Sender | Topic | Distribution |
|------------|--|---|-----------------|
| 14.05.2021 | Parish Clerk | Meeting 20.05.2021 Agenda Summons and Supporting Information | All Councillors |
| 20.05.2021 | National Association of Local Councils (NALC) | NALC ONLINE EVENTS | All Councillors |
| 20.05.2021 | Lancaster City Council - Community Connectors Team | Lancaster City Council E-Newsletter | All Councillors |
| 20.05.2021 | Parish Clerk | Remote access to Parish Council Meeting | All Councillors |
| 21.05.2021 | Parish Clerk | Annual Meeting Minutes draft for consideration | All Councillors |
| 22.05.2021 | National Association of Local Councils (NALC) | CHIEF EXECUTIVE'S BULLETIN | All Councillors |
| 23.05.2021 | Parish Clerk | Parish Council Meeting Minutes 20.05.2021 Draft | All Councillors |
| 26.05.2021 | Parish Clerk | Annual Meeting Draft Minutes - reminder | All Councillors |
| 27.05.2021 | Lancaster City Council - Community Connectors Team | Lancaster City Council E-Newsletter | All Councillors |
| 27.05.2021 | Parish Clerk | Annual Meeting Minutes 20.05.2021 and Supporting Information | All Councillors |
| 27.05.2021 | Parish Clerk | Parish Council Meeting Minutes 20.05.2021 | All Councillors |
| 27.05.2021 | Parish Online | Parish Online Newsletter - May Edition | All Councillors |
| 28.05.2021 | Parish Clerk | Annual Meeting Minutes 20.05.2021 and Supporting Information (amended version update) | All Councillors |

Heaton with Oxcliffe Parish Council Correspondence – May/June 2021



| Date | Sender | Topic | Distribution |
|------------|---|--|-----------------|
| 02.06.2021 | In the Know | June Our News - Neighbourhood Watch National Newsletter is Here 01/06/2021 | All Councillors |
| 02.06.2021 | Parish Online | Parish Online Newsletter - May Edition | All Councillors |
| 02.06.2021 | Parish Clerk | Request for training payment and additional hours | All Councillors |
| 02.06.2021 | Parish Clerk | Proposed Amendments to Annual Meeting Minutes | All Councillors |
| 04.06.2021 | Lancaster City Council - Community Connectors Team | Lancaster City Council E-Newsletter | All Councillors |
| 04.06.2021 | Neighbourhood Alert | Anti-Social Behaviour - Torrisholme and Bare 03/06/2021 | All Councillors |
| 04.06.2021 | National Association of Local Councils (NALC) | NALC NEWSLETTER | All Councillors |
| 04.06.2021 | Lancaster City Council – Planning Team | PARISH COUNCIL PRIOR NOTIFICATION OF AGRICULTURAL DEVELOPMENT | All Councillors |
| 07.06.2021 | National Association of Local Councils (NALC) | CHIEF EXECUTIVE'S BULLETIN | All Councillors |
| 07.06.2021 | Lancaster City Council Regeneration Support | Lancaster High Street Heritage Action Zone - Online Consultation & Workshop Tuesday 15 June at 5.30pm | All Councillors |
| 09.06.2021 | Parish Clerk | Draft Agenda/Summons for consideration | All Councillors |
| 09.06.2021 | National Association of Local Councils (NALC) | NALC NEWSLETTER | All Councillors |

Heaton with Oxcliffe Parish Council Correspondence – May/June 2021



| Date | Sender | Topic | Distribution |
|-------------|--|---|---------------------|
| 09.06.2021 | Boundary Commission | Time running out to have your say on ward boundaries for Lancaster City Council | All Councillors |
| 10.06.2021 | Lancaster City Council - Community Connectors Team | Lancaster City Council E-Newsletter | All Councillors |
| 10.06.2021 | Parish Clerk | Police - Report an Incident Anti-Social Behaviours | All Councillors |

Planning Application Comments & Decisions

May/June 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 Application Permitted 18.05.2021 |
| 21/00010/REFLDC/20/00439/ELDC: Existing lawful development certificate for the continued use of land for the siting of caravans. Mel Barn, Mellishaw Lane, LA3 3EN. | Not Supported | Awaiting Decision Application Denied |
| 21/00373/FUL: Change of use of Industrial unit (B20) to cars showroom. Unit 1, Fellgate, LA3 3PE. | Support in Principle | Awaiting Decision |
| 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. | Support in Principle | Awaiting Decision |
| 21/00388/FUL: Roof lift to existing industrial buildings. Trixtan Contract Services, Woodgate, LA3 3PS. | Support in Principle | Awaiting Decision |