

HEATON-WITH-OXCLIFFE PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend the Parish Council Meeting on Thursday 15th July 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

2296. To receive apologies
2297. To consider & approve Minutes of the Meeting held on Thursday 17th June 2021
2298. To receive Declarations of Interest
2299. 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
2300. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
2301. To consider the list of planning applications set out below

Application No:	Description
21/00838/PAM	Prior approval for the installation of a 20m monopole and associated equipment cabinets, public footway off Ovangle Road, Morecambe.
21/00100/AD	Erection of a two-storey rear extension and construction of a front porch, 1 Roeburn Drive, Morecambe, LA3 3RY.
21/00837/FUL	Demolition of an existing conservatory and replacement with a two storey rear extension, 34 Cathedral Drive, HWO, LA3 3RE.

2302. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions June/July 2021
2303. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough - Lengthsman duties May 2021	£156.00
Adrian Osmotherley - Parish Clerk Fees and Expenses June 2021	£953.33
Grosvenor Park School - Meeting room hire June 2021	£50.00
Lancaster City Council - Supply and Installation of 3 Litter Bins	£1,220.00

2304. To consider the Parish Council Plan 2021 to 2024
2305. To consider the date and time of next meeting

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

10th July 2021

PARISH OF HEATON-WITH-OXCLIFFE

Minutes of the Meeting of the Parish Council held at the Grosvenor Park School on Thursday 15th July 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

2296 Apologies: Apologies were received from Councillors Mrs M Baxter and Mr K Percy (due to ill health).

2297 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 17th June 2021 be approved.

2298 Declarations of interest: There were no declarations of interest.

2299 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 presented his report setting out updates on previous actions, activities, resolutions, and correspondence received as follows;

Maintenance work to the Mellishaw Lane Public Right of Way (PRoW) has now been carried out by the Parish Council Lengthsman following reports from Councillor Simmons that the PRoW was becoming overgrown.

Maintenance work and updating of content to the Parish Council website has now been carried out with only minor document changes and updating outstanding.

A request had been received from a third party to place a link to a Wikileaks job site on the Parish Council website. It was agreed by all Councillors present that this was not appropriate.

The Parish Clerk had recently carried out a review of the Standing Orders and Financial Regulations documents and passed to Councillors for their comment. It was agreed by all Councillors present that the proposed changes would be adopted by the Parish Council.

The Parish Clerk advised that Lancashire County Council Public Rights of Way (PRoW) Local Delivery Scheme is continuing this year. Funding of up to £500.00 is potentially available for the Parish Council to help maintain PRoW in the Parish. It was agreed by all Councillors present that the Parish Clerk would apply for the funding 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 Melling raised the recent correspondence regarding plans for the forthcoming Queens Platinum Jubilee celebrations. A discussion was held by Councillors, and it was agreed that further discussion would be held at the September Parish Council meeting. This would give time to consider how the Parish Council could contribute to these forthcoming celebrations.

Councillor Wright advised that he had received a report from a resident about rat infestation in and around the Cathedral Drive housing estate. The pond area on this estate had become overgrown and was the likely cause of the increase in rats in the

area. Residents had contacted Lancaster City Council (LCC) to request them to cut back the overgrown vegetation in and around the pond area. LCC had allegedly advised that this area was not their responsibility and had advised the resident that they could cut down the overgrown vegetation in this area themselves. As a result, residents had cut down trees and vegetation, some of which had then been thrown into the pond area. LCC did however collect and shred the remaining tree cuttings shortly after. A discussion was held by Councillors, and it was agreed that the Parish Clerk would contact LCC for their view on the responsibility for the maintenance of the pond area as well as the area of land on the Grosvenor Park housing estate where overgrown trees were also causing concern to residents.

2300 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. A discussion was held by Councillors regarding the recent sporting events where large numbers of supporters and fans had been gathering and whether there may be a spike in the numbers of positive COVID-19 cases in the near future.

2301 Planning applications and statutory consultations:

Application No	Description
21/00838/PAM	Prior approval for the installation of a 20m monopole and associated equipment cabinets, public footway off Ovangle Road, Morecambe.
21/00100/FUL	Erection of a two-storey rear extension and construction of a front porch, 1 Roeburn Drive, Morecambe, LA3 3RY.
21/00837/FUL	Demolition of existing conservatory and replacement with a single storey rear extension, 34 Cathedral Drive, LA3 3RE.

Councillors had received information prior to the meeting relating to the above new planning applications/statutory consultations received during the period for their consideration. A discussion was held by Councillors.

Application **21/00838/PAM** was not supported by the Parish Council due to the location being adjacent to a footway and close proximity to trees.

Application **21/00100/FUL** was also not supported by the Parish Council due to the size of the extension causing privacy issues as well as the design not being in keeping with the general look of the estate.

Application **21/00837/FUL** was supported by the Parish Council.

2302 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for June/July which had been sent to Councillors in advance of the meeting. The Parish Clerk provided a brief summary of the updated to planning applications as follows.

Application **19/00507/VCN** had been approved on the 02.07.2021.

Application **21/00682/AD** had been approved on the 17.06.2021.

2303 Accounts for payment:

Payee and Payment Description	Amount
John Fairclough - Lengthsman duties June 2021	£156.00
A Osmotherley - Parish Clerk Fees & Expenses June 2021	£953.00
Grosvenor Park School - Meeting Room Hire May 2021	£50.00
Lancaster City Council - Supply and installation of 3 litter bins	£1,220.09

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 the preparation and completion of the annual accounts and facilitating the internal and external audit. It was **RESOLVED** that payment for all the above invoices would be made.

2304 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. The Chair had also emailed Councillors asking for them to identify their preferred Key Goal(s). The Parish Clerk had updated the Parish Plan with these requests. A draft updated version of the Parish Plan based on Councillors preferred options was discussed. As not all Councillors were present at the meeting the Parish Clerk agreed that he would forward an updated version of the Parish Plan identifying Councillor Lead preferences for each Key Goal for their agreement.

2305 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 16th September 2021 at 7:00pm.**

Signed: _____ Clerk

Signed: _____ Chair

Heaton with Oxcliffe Parish Council Correspondence – June/July 2021



Date	Sender	Topic	Distribution
13.06.2021	National Association of Local Councils (NALC)	CHIEF EXECUTIVE'S BULLETIN	All Councillors
14.06.2021	Parish Clerk	Meeting 17.06.2021 Agenda Summons and Supporting Information	All Councillors
14.06.2021	Parish Clerk	Response to complaint (ref: Lancaster & Morecambe College)	All Councillors
15.06.2021	In The Know	Has The Pandemic Made Us More Or Less Aware of Online Risks	All Councillors
15.06.2021	County Councillor Phillippa Williamson	Parish/Town Council Update - June 2021	All Councillors
15.06.2021	Parish Clerk	Meeting 17.06.2021- General Public Attendance Request	All Councillors
16.06.2021	Parish Clerk	Meeting 17.06.2021- General Public Attendance Request - Response to request for further information	All Councillors
17.06.2021	Lancaster City Council - Community Connectors Team	Lancaster City Council E-Newsletter	All Councillors
17.06.2021	Parish Clerk	Review of Standing Orders and Financial Regulations	All Councillors
02.07.2021	Parish Online	Parish Online Newsletter - June Edition	All Councillors
02.07.2021	My Society	A new Freedom of Information tool	All Councillors
02.07.2021	Lancashire County Council Trading Standards	Trading Standards Service - Consumer Alerts July 2021	All Councillors

Heaton with Oxcliffe Parish Council Correspondence – June/July 2021



Date	Sender	Topic	Distribution
02.07.2021	Parish Councils	Summer 2021 Parish and Town Council Newsletter	All Councillors
02.07.2021	Parish Clerk	Parish Owned Land	All Councillors
02.07.2021	Lancaster City Council - Community Connectors Team	Have your say: How safe do you feel on the cycle path which runs between Lancaster and Morecambe	All Councillors
04.07.2021	Parish Clerk	PRoWs – Update on works carried out	All Councillors
05.07.2021	Parish Clerk	Parish Council Meeting 17.06.2021 - draft minutes for comment	All Councillors
06.07.2021	Parish Clerk	Parish Council Document review	All Councillors
06.07.2021	Lancashire County Council	THE QUEEN'S PLATINUM JUBILEE BEACONS	All Councillors
06.07.2021	Parish Clerk	Monthly Website Hits/Visits Information	All Councillors
06.07.2021	Parish Clerk	Parish Council Meeting Minutes 17.06.2021	All Councillors
08.07.2021	Lancaster City Council Regeneration Support	Parish Council Guide to Rural Affordable Housing	All Councillors
08.07.2021	Lancaster City Council - Community Connectors Team	Parish and Rural Support Network	All Councillors
09.07.2021	Parish Clerk	Draft Agenda/Summons for Consideration	All Councillors
09.07.2021	Parish Clerk	Universal Credit Information For Your Community	All Councillors

Planning Application Comments & Decisions

June/July 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 Application Permitted 02.07.2021
Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme.	Councillor Comments Passed to Design Team	Await Formal Approval of the Scheme
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
21/00682/AD: Agricultural determination for the replacement of concrete yard. Oxcliffe Hill Farm, Lancaster Road, Heaton with Oxcliffe, LA3 3ER.	Neutral with No Comment	Prior Approval Not Required Decided 17.06.2021