

# **HEATON-WITH-OXCLIFFE PARISH COUNCIL**

## **MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to attend the Parish Council Meeting on Thursday 21<sup>st</sup> October 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**

2316. To receive apologies
2317. To consider & approve Minutes of the Meeting held on Thursday 16<sup>th</sup> September 2021
2318. To receive Declarations of Interest
2319. 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
2320. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
2321. To consider the list of planning applications set out below

<b>Application No:</b>	<b>Description</b>

2322. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions September/October 2021
2323. To authorise payment of the following accounts:

<b>Payment Description</b>	<b>Amount</b>
John Fairclough - Lengthsman duties September 2021	£100.00
Adrian Osmotherley - Parish Clerk Fees and Expenses September 2021	£510.13
Grosvenor Park School - Meeting room hire September 2021	£50.00

2324. To consider Preparation for Remembrance 2021
2325. To consider the date and time of the next meeting

**Parish Clerk**  
**106 Broadway**  
**Morecambe, LA45XZ**  
**Tel: 07916029265 Email: [clerk@heatonwithoxcliffepc.org.uk](mailto:clerk@heatonwithoxcliffepc.org.uk)**

**18<sup>th</sup> October 2021**

**PARISH OF HEATON-WITH-OXCLIFFE**

**Minutes of the Meeting of the Parish Council held at the Grosvenor Park School on Thursday 21<sup>st</sup> October 2021 at 7:00 pm.**

**Present:**

Councillor Mrs G Kelly (Vice Chair)  
Councillor Mrs M Baxter  
Councillor Mr P Melling  
Councillor Mr J Simmons  
Councillor Mr D Wright

**In Attendance:**

Adrian Osmotherley - Parish Clerk

**2316 Apologies:** Apologies were received from Councillors Mr W Jackson (Chair) due to the sudden illness of his wife and Mr K Percy due to ill health.

**2317 Minutes:** It was **RESOLVED** that the minutes of the meeting held on Thursday 16<sup>th</sup> September 2021 be approved.

**2318 Declarations of interest:** There were no declarations of interest.

**2319 Public discussion and information only updates:**

1. **Public discussion:** There were no members of the general public present at the meeting. 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;

Following a recent complaint from residents living on Dunstop Gardens within the Grosvenor Park estate Lancaster City Council had advised that they would contact the arborist contractor to instruct them to remove the cuttings/waste that had been left in the storm drainage ditch nearby. Councillors agreed to monitor the situation and advise the Parish Clerk once the cuttings/waste had been removed.

The Parish Clerk advised that he had written to a number of City Councillors requesting support and advice regarding a number of concerns Councillors had raised at the September Meeting. A response had been received from one City Councillor. Following this response, the Parish Clerk had provided further details relating to these concerns.

The Parish Clerk advised Councillors that Morecambe Town Council had recently employed two Lengthsman to carry out works within their area. This action had been taken to try and improve the issues with weeds on the footway and cutting back of overgrown bushes and trees. The Parish Clerk advised that he has spoken to the Parish Lengthsman John Fairclough to see if he would be able to commit additional hours to carry out similar works within the Heaton with Oxcliffe Parish. Up to 6 additional hours per month could be possible if Councillors wanted this work carrying out to targeted areas of concern within the Parish. The Parish Clerk asked Councillors to consider this when planning and considering the Precept application for 2022 to 2023.

The Chair had also written to County Councillor Charlie Edwards to try and arrange a face-to-face meeting to discuss a number of issues and concerns discussed by the Parish Council at recent meetings.

Following correspondence, sent to Lancaster City Council highlighting the concerns of the Parish Council, regarding the current and run-down condition of the Portland Drive play area and surrounding grasslands a meeting with Lancaster City representatives is to be arranged in the near future. Councillors Melling, Kelly,

Simmons and Wright agreed that they would attend the meeting to be facilitated by the Parish Clerk. A discussion was held by Councillors about the play area and what could be done to improve the area. The Parish Clerk advised that the Parish Council had allocated £1,000.00 from this year's budget for improvements to the play area. The Parish Clerk agreed he would try and attend the meeting to record any actions agreed at the meeting.

The Parish Clerk has passed to Councillors details of an area of land adjacent to the Cathedral Drive/Chester Close estate that had been suggested by the Grasslands Management Team that may be suitable for plug planting. Councillors were asked to consider this area and other potential areas within the Parish that may be suitable for inclusion in the plug planting initiative and forward details to the Parish Clerk.

The Parish Clerk asked Councillor Melling for an update following his recent meeting with a Lancaster City Council representative at the Grosvenor Park estate. The meeting had been arranged to discuss the recent complaints from residents to Councillor Melling relating to the height and general size of some Leylandii trees. Councillor Melling advised that the concerns had been conveyed to the representative who advised that he would need to discuss these concerns further with his manager.

The records for the works carried out during 2020 to 2021 by the Parish Lengthsman to the Public Rights of Way (PRoW) within the Parish have been forwarded to the Lancashire County Council PRoW Team. A grant for a further £500.00 to help maintain these PRoW during 2021 to 2022 has now been received by the Parish Clerk. Regular walk-through checks and minor pruning and grass cutting works continue to be carried out by the Parish Lengthsman John Fairclough.

The Parish Clerk asked Councillors to consider the Precept application for 2022 to 2023 and potential projects where additional funds could be requested to enable works and/or improvements within the Parish to be carried out. An Item to discuss these potential projects will be added to the November meeting Agenda.

The Parish Clerk raised a recent incident reported to him by Councillor Melling. The incident occurred on a stretch of the cycle path near to Asda. Councillor Melling had witnessed a young adult, who was part of a group of 4 young adults in total, throwing litter away into the adjacent hedge. Councillor Melling spoke to the young adult about his actions and was verbally abused. It was strongly suspected that the group of young adults were studying at the near-by Lancaster and Morecambe College. A discussion was held by Councillors, and it was agreed that the Parish Clerk would make a formal complaint about the incident to the Collage using their online compliments/complaints reporting system. A further discussion was held by Councillors regarding incidents of anti-social behaviours and crime in general within the Parish. Councillor Simmons asked whether it would be possible for a member of the police to attend a future meeting. Following a lengthy debate, it was agreed that over the next few months Councillors would record details of any anti-social behaviours they witness or are reported to them by residents and pass to the Parish Clerk. The Parish Clerk would collate these details and a decision could be made as to whether a request for a member of the local constabulary to attend a future Parish Council meeting would be appropriate.

Councillor Melling had also reported to the Parish Clerk that a member of the general public had been leaving their cycle chained to the fence around the lagoon area on the Grosvenor Park estate. This was occurring daily (Monday to Friday). After a discussion it was noted that the cycle was not causing an obstruction to the footway and the Parish Council would not take any further action.

The Parish Clerk advised Councillors that following a visit by Councillor Melling to the section of blocked footway near to Lune Drive within the Grosvenor Park estate he felt that there was no need to report the issue to Lancaster City Council.

The Parish Clerk asked Councillor Wright for an update regarding the report he made at the last meeting relating the health and safety concerns about a short cut that had been made between Green Lane and the footway on Salisbury Close. Councillor Wright advised he would forward some photographs to the Parish Clerk identifying these concerns in advance of the next meeting.

At the last meeting Councillors agreed to identify areas of concern in relation to the Grasslands Management Strategy and general verge and grass maintenance within the Parish and pass to the Parish Clerk who would in turn relay these concerns to either Lancaster City Council or Lancashire County Council. Only one area of concern had been received since the last meeting. Councillors were reminded of this action and asked to forward details to the Parish Clerk.

At the last meeting Councillor Kelly requested that the Parish Council consider three additional litter bins within The Parish. A discussion was held by Councillors, and it was agreed that suggestions relating to location would be passed to Councillor Kelly who would bring the suggested locations to the next meeting for agreement.

The Parish Clerk asked Councillors if they had decided on their intentions regarding the Queens Platinum Jubilee Beacon for the Parish. A discussion was held by Councillors, and it was agreed that the Parish Council would not be participating in the lighting of a beacon within the Parish as part of the celebration.

2. **Parish Councillors (Councillors) matters & information only updates:**

The Vice Chair asked for Councillors with updates or information to report:

Councillor Melling advised that one of the recent new litter bins provided by the Parish Council had been erected on the wrong side of the cycleway. The litter bin was on the cycle side rather than the pedestrian side. The Parish Clerk said he would advise Lancaster City Council and request that the litter bin is moved to the pedestrian side.

Councillor Melling suggested that trees could be planted within the Parish to celebrate the forthcoming Queens Platinum Jubilee. Councillors agreed that this was a good idea, and they would consider locations, tree types and tree numbers ahead of the next meeting.

Councillor Wright advised that he had received concerns from a resident regarding the dyke around Green Lane. The resident suspected that the dyke outlet may be blocked as recently the dyke has been filling. There had not been any flooding caused from the dyke at this time. Councillor Wright agreed to monitor the situation and forward location details and photographs to the Parish Clerk who could then pass these concerns to Lancaster City Council if the water levels continued to rise.

Councillor Wright advised that he had recently spoken to a resident who was concerned that a section of the dyke near to Green Lane had been filled in by a resident, whose property backed onto the dyke. The section of dyke had been filled with earth along with a section of concrete pipe which was used to allow the water in the open section of dyke to pass through. Councillor Wright was unsure of ownership and/or responsibility. He advised he would provide some further details and photographs to see if any further action needed to be taken by the Parish Council.

**2320 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.

**2321 Planning applications and statutory consultations:**

Application No	Description
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There had been no planning applications or statutory consultations received during the period.

**2322 Planning application decisions:**

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

Application **21/00373/FUL**: had been permitted on the 16.09.2021.

Application **21/00881/FUL**: had been permitted on the 17.09.2021.

**2323 Accounts for payment:**

<b>Payee and Payment Description</b>	<b>Amount</b>
John Fairclough - Lengthsman duties September 2021	£100.00
A Osmotherley - Parish Clerk fees & expenses September 2021	£510.13
Grosvenor Park School - Meeting Room Hire September 2021	£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. It was **RESOLVED** that payment for all the above invoices would be made.

**2324 To consider preparation for Remembrance 2021:**

The Vice Chair asked Councillors to consider whether the Parish Council should purchase a Tommy. The Tommy acts as a poignant thought-provoking symbol that allows communities across the country to collectively honour and remember the fallen during conflict and war. Proceeds from the purchase of Tommie's is used by the Royal British Legion Industries to keep veterans in meaningful work and provide supportive accommodation. A discussion was held by Councillors, and it was agreed that two Tommie's would be purchased, one Unknown Tommy and one Unknown Women in War Statue. It was also agreed that the Unknown Tommy would be erected in the area around the stocks that is maintained by the Parish Council. The Unknown Women in War Statue would be erected near to memorial stone opposite the keys on the entrance to White Lund near ASDA. The Parish Clerk was asked to check whether permission from Lancaster City Council was required as well as facilitate their purchase and erection once delivered.

**2325 Date & time of next meeting:**

The next meeting of the Parish Council will be held on **Thursday 18<sup>th</sup> November 2021 at 7:00pm.**

Signed: \_\_\_\_\_ Clerk

Signed: \_\_\_\_\_ Chair

## Heaton with Oxcliffe Parish Council Correspondence – September/October 2021



Date	Sender	Topic	Distribution
13.09.2021	Parish Clerk	Meeting 16.09.2021 Agenda Summons and Supporting Information	All Councillors
14.09.2021	Parish Clerk	Tree works complaint - Grosvenor Park Estate	All Councillors
16.09.2021	South Lakes Housing Association	Lune Valley Rural Housing Association Annual Tenant Report	All Councillors
16.09.2021	Parish Clerk	Charlie Edwards and City Councillors	All Councillors
16.09.2021	Parish Clerk	Play Area Issues and Concerns - Historical Information	All Councillors
17.09.2021	Parish Clerk	Charlie Edwards and City Councillors - Update	All Councillors
17.09.2021	Parish Clerk	Meeting Action	All Councillors
17.09.2021	Lancashire County Council	Free Community Energy Event - 7th October: 'Now and Next' for decarbonising communities	All Councillors
17.09.2021	Parish Clerk	Preparation for Remembrance 2021 - Reminder	All Councillors
17.09.2021	Lancaster City Council - Regeneration Support	Great Big Green Week - Please spread the word	All Councillors
20.09.2021	Parish Clerk	Meeting Minutes 16.09.2021 Draft for Consideration	All Councillors
22.09.2021	Lancashire Parish Council	Parish and Town Councils Survey 2021 and conference date	All Councillors
22.09.2021	Lancashire County Council	Bus Service Improvement Plan	All Councillors

## Heaton with Oxcliffe Parish Council Correspondence – September/October 2021



Date	Sender	Topic	Distribution
23.09.2021	Lancaster City Council – Community Connectors	Bus Service Improvement Plans 2021 - Understanding your views on the current bus network and highlight your priorities for the future	All Councillors
23.09.2021	Parish Clerk	New City Council website	All Councillors
24.09.2021	Parish Clerk	Parish Council Meeting Minutes 16.09.2021	All Councillors
24.09.2021	Parish Clerk	Monthly Website Hits/Visits Information	All Councillors
28.09.2021	County Councillor Phillippa Williamson	Back Lane - Lancaster City Council Issues	All Councillors
30.09.2021	Parish Clerk	HWO Parish Council Ward Areas	All Councillors
01.10.2021	Parish Online	Parish Online Newsletter - September Edition	All Councillors
04.10.2021	Lancaster City Council - Trading Standards Service	Trading Standards - Consumer Alerts for October 2021	All Councillors
05.10.2021	Parish Resident Complaint	Tree works complaint - Grosvenor Park Estate	All Councillors
11.10.2021	Kate Gilmartin - Community Energy Investment Lead Lancashire County Council	You are invited to the Walk2Cop26 Climate Crisis Conference:	All Councillors
13.10.2021	Parish Clerk	Preparation for Remembrance 2021 - Reminder	All Councillors
15.10.2021	Parish Clerk	Draft Agenda/Summons for Consideration	All Councillors
17.10.2021	Parish Clerk	Heaton with Oxcliffe Parish Council - Assistance and Advice with Issues and Concerns	All Councillors

## Heaton with Oxcliffe Parish Council Correspondence – September/October 2021



<b>Date</b>	<b>Sender</b>	<b>Topic</b>	<b>Distribution</b>
17.10.2021	Parish Clerk	Heaton with Oxcliffe Parish Council - Assistance and Advice with Issues and Concerns - Response to Councillor Jean Parr	All Councillors



# Planning Application Comments & Decisions September/October 2021



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme.	Councillor Comments Passed to Design Team	Await Formal Approval of the Scheme
<b>21/00373/FUL:</b> Change of use of Industrial unit (B20) to cars showroom. Unit 1, Fellgate, LA3 3PE.	Support in Principle	Application Permitted (16.09.2021)
<b>21/00100/FUL:</b> Erection of a two-storey rear extension and construction of a front porch, 1 Roeburn Drive, Morecambe, LA3 3RY.	Not Supported	Awaiting Decision
<b>21/00837/FUL:</b> Demolition of an existing conservatory and replacement with a single storey rear extension, 34 Cathedral Drive, HWO, LA3 3RE.	Support in Principle	Awaiting decision
<b>21/00571/ADV:</b> Advertisement Application for the display of an internally illuminated fascia sign. Unit 4, 1 Southgate, White Lund, LA3 3PB.	Support in Principle	Awaiting Decision
<b>21/00881/FUL:</b> Demolition of existing warehouse and erection of replacement warehouse. The Carpetman, Unit 5A, Southgate, White Lund, LA33PB.	Support in Principle	Application Permitted (17.09.2021)