

# **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> April 2022 at Grosvenor Park School  
Commencing at 7:00pm.**

**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**

2374. To receive apologies
2375. To consider & approve Minutes of the Meeting held on Thursday 17<sup>th</sup> March 2022
2376. To receive Declarations of Interest
2377. 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) Parish Council (Councillors) updates and information only reports
2378. To consider the current restrictions and implications and possible actions by the Parish Council due to the COVID19 Pandemic
2379. To consider the list of planning applications set out below

<b>Application No:</b>	<b>Description</b>
<b>22/00385/ADV</b>	Advertisement Application for the display of three internally illuminated folded fascia signs. Lancaster Honda, Northgate, LA3 3PA.
<b>22/00452/AD</b>	Prior Notification of Agricultural Development for the resurfacing of an area of farm track. Heaton Hall Farm, Heaton Bottom Road, LA3 3EU.

2380. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions March/April 2022
2381. To authorise payment of the following accounts:

<b>Payment Description</b>	<b>Amount</b>
John Fairclough - Lengthsman duties March 2022	£114.00
Adrian Osmotherley - Parish Clerk Fees and Expenses March 2022	£518.80
LALC and NALC - Annual Membership 01.04.2022 to 31.03.2023	£370.29
Zurich Insurance - Annual Renewal Premium 01.04.2022 to 31.03.2023	£301.18
Scribe Accounts - Annual Subscription 01.06.2022 to 31.05.2023	£172.80
Grosvenor Park School - Meeting Room Hire March 2022	£50.00
Promotional Gods - Supply of 2 Yellow high Visibility Vests	£32.16

2382. 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)**

**14<sup>th</sup> April 2022**

**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> April 2022 at 7:00 pm.**

**Present:**

Councillor Mr W Jackson (Chair)  
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

**2374 Apologies:** Apologies were received from Councillor Mr K Percy due to ill health.

**2375 Minutes:** It was **RESOLVED** that the minutes of the meeting held on Thursday 17<sup>th</sup> March 2022 be approved.

**2376 Declarations of interest:** There were no declarations of interest.

**2377 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.

2. **Parish Clerk report and correspondence**

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

A formal application for funds to refurbish the Portland Drive play area has been completed and submitted to the Lancashire Environmental Fund (LEF) for their consideration.

The request for the two additional litter bins, to be funded by the Parish Council and sent to Lancaster City Council for their action has been chased up again.

The Parish Council Insurance was renewed on the 01.04.2022 with Zurich Insurance. Details of additional items owned by the Parish Council (three litter bins and two Tommies) have been added to the Additional Items list for inclusion within the insurance policy schedule.

Detail of estate roads where the Parish Lengthsman will carry out weed killer treatment is still required. Councillors were asked to provide a list of prioritised estate roads in their Ward, which were within the Parish, where weed growth on the footway was an issue.

The precept from Lancaster City Council has been received. The total value (£11,112.00) applied for was received.

The Zoom subscription has now been cancelled. The subscription can be restarted if required.

The two high visibility (yellow) vests have been received and passed to the Lengthsman for his use. A spare vest is available for use by any Councillor assisting the Lengthsman.

The replacement Cherry tree at the stocks has been discussed with Lancaster City Council (LCC). LCC have agreed to plant the tree if the Parish Council purchase a tree that meets their specification with regards type and age.

The Parish Clerk advised that he is resigning from his post. He advised Councillors that he would extend his period of notice to try and ensure that a new Parish Clerk was recruited, and a handover of responsibilities was carried out. The Parish Clerk advised Councillors that the Parish Council would need to purchase a computer, printer, anti-virus, and Microsoft software in advance of a new Parish Clerk being appointed. It was agreed by all Councillors present that the Parish Clerk could facilitate the new equipment and software in conjunction with Tech-Hub Ltd.

3. **Parish Council (Councillors) updates and information only reports:**

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

Councillor Melling advised that debris from in and around the Grosvenor Park estate lagoon area had not all been removed. The Parish Clerk advised that he had sent an email from Lancaster City Council (LCC) to all Councillors in March advising that LCC had cleared the debris. The Parish Clerk asked Councillor Melling to respond to this email and provide some pictures so these could be passed to Lancaster City Council for their information and action.

Councillor Wright raised the issue of the access point onto Oxcliffe Road from the housing development adjacent to St Johns Terrace. Councillors were of the view that the original planning application identified that the housing development would have an access/egress onto St John Terrace rather than directly onto Oxcliffe Road. The Parish Clerk advised that he would ask Lancaster City Council Planning Department to clarify what has been agreed.

Councillor Baxter commented on the length of time it has taken for the two new litter bins, funded by the Parish Council, to be erected. The Parish Clerk advised that he had again chased up the Parish Council request to supply and fit the two new litter bins with Lancaster City Council.

**2378 To consider the current restrictions, implications, and possible actions by the Parish Council due to the COVID-19 pandemic:**

No comment was made. The item will now be removed from future Agenda.

**2379 Planning applications and statutory consultations:**

Application No	Description
<b>22/00385/ADV</b>	Advertisement Application for the display of three internally illuminated folded fascia signs. Lancaster Honda, Northgate, LA3 3PA.
<b>22/00452/AD</b>	Prior Notification of Agricultural Development for the resurfacing of an area of farm track. Heaton Hall Farm, Heaton Bottom Road, LA3 3EU.

Councillors had received information prior to the meeting relating to the above new planning application and notification. Councillors had been asked to make comment on the application and notification in advance of the meeting due to the deadline for comment being prior to the date of the meeting.

Application **21/00385/ADV** was majority supported in principle by the Parish Council.

Notification **22/00452/AD** was majority supported in principle by the Parish Council.

**2380 Planning application decisions:**

Councillors reviewed the Planning Application Comments and Decisions for March/April which had been updated and sent to Councillors in advance of the meeting. The Parish Clerk advised that since the last meeting application **21/01401/ADV** had been permitted on the 30.03.2022.

**2381 Accounts for payment:**

John Fairclough - Lengthsman duties March 2022	£114.00
A Osmotherley - Parish Clerk fees & expenses March 2022	£518.80
LALC and NALC - Annual Membership 01.04.2022 to 31.03.2023	£370.29
Scribe Accounts - Annual Subscription 01.06.2022 to 31.05.2023	£172.80
Grosvenor Park School - Meeting Room Hire March 2022	£50.00
Zurich Insurance 01.04.2022 to 31.03.2023 - Annual Renewal Premium	£301.18
Promotional Gods - Supply of 2 Yellow high Visibility Vests	£32.16

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.

**2382 Date & time of next meeting:**

The next meeting of the Parish Council will be held on **Thursday 19<sup>th</sup> May 2022 at 7:30pm.**  
The Annual Meeting of the Parish Council will also be held on the above date. The Annual Meeting will start at 7:00pm followed by the monthly meeting.

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

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

## Heaton with Oxcliffe Parish Council Correspondence – March/April 2022



Date	Sender	Topic
11.03.2022	Lancaster City Council	Water Course - Grosvenor Park Lagoon Area
13.03.2022	Parish Clerk	Meeting 17.03.2022 Agenda/Summons and Supporting Information
13.03.2022	Lancashire Police and Crime Commissioner	News Round-up - Lancashire Police and Crime Commissioner - Friday 11th March
17.03.2022	Parish Clerk	Hi-Viz Jacket Quotation
19.03.2022	Parish Clerk	Hi-Viz Jacket Lettering
21.03.2022	Parish Clerk	Draft Meeting Minutes for Comment/Approval
23.03.2022	Parish Clerk	LEF Application For Portland Drive Play Area Refurbishment
27.03.2022	Parish Clerk	Parish Council Meeting Minutes 17.03.2022
31.03.2022	Parish Clerk	Cycle and pedestrians path
01.04.2022	Parish Online	Parish Online Newsletter - March Edition
01.04.2022	Parish Clerk	Heaton With Oxcliffe Parish Council Application For Funding - Portland Drive Play Area
01.04.2022	Parish Clerk	PC Annual Meeting
04.04.2022	Parish Clerk	Possible funding source
06.04.2022	Lancaster City Council Planning and Place	22/00452/AD Heaton Hall Farm
06.04.2022	Lancashire County Council	65803: Road Closure Information

## Heaton with Oxcliffe Parish Council Correspondence – March/April 2022



<b>Date</b>	<b>Sender</b>	<b>Topic</b>
06.04.2022	Lancashire County Council	Lancashire Trading Standards - Consumer Alerts April 2022
07.04.2022	Lancaster City Council	Lancaster City Council BACS Payment
11.04.2022	Lancaster City Council Planning and Place	Consultation Letter - Lancaster Honda - 22/00385/ADV
14.04.2022	Parish Clerk	Draft Agenda/Summons for Comment/Approval

# Planning Application Comments & Decisions

## March/April 2022



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>21/01401/ADV:</b> Advertisement Application for the display of one non-illuminated fascia sign and one window vinyl. Asda, Ovangle Road, Morecambe, LA15JR.	Support in Principle	Application Permitted 30.03.2022