

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

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

**Summons to attend the Parish Council Meeting on Thursday 16<sup>th</sup> June 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**

2391. To receive apologies
2392. To consider & approve Minutes of the Meeting held on Thursday 19<sup>th</sup> May 2022
2393. To receive Declarations of Interest
2394. 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
2395. To consider the list of planning applications set out below

<b>Application No:</b>	<b>Description</b>
<b>22/00519/FUL</b>	Demolition of existing buildings, reconfiguration of existing 19 pitch traveller site to continue to provide 19 traveller pitches, erection of 9 amenity buildings associated infrastructure works and flood ramp at the site entrance and boundary fence. Mellishaw Lane, Heaton With Oxcliffe, LA33FB.

2396. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions May/June 2022
2397. To authorise payment of the following accounts:

<b>Payment Description</b>	<b>Amount</b>
John Fairclough - Lengthsman duties May 2022	£100.00
Adrian Osmotherley - Parish Clerk Fees and Expenses May 2022	£528.33
Mr R Bailey - Internal Audit Fees for Financial Year Ending 31.03.2022	£85.00
Grosvenor Park School - Meeting Room Hire May 2022	£50.00

2398. 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)**

**10<sup>th</sup> June 2022**

**PARISH OF HEATON-WITH-OXCLIFFE**

**Minutes of the Meeting of the Parish Council held at the Grosvenor Park School on Thursday 16<sup>th</sup> June 2022 at 7:00 pm.**

**Present:**

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

**In Attendance:**

Adrian Osmotherley - Parish Clerk

**2391 Apologies:** Apologies were received from Councillor Mr J Simmons and Councillor Mr K Percy due to ill health.

**2392 Minutes:** It was **RESOLVED** that the minutes of the meeting held on Thursday 19<sup>th</sup> May 2022 be approved.

**2393 Declarations of interest:** There were no declarations of interest.

**2394 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;

There had been no update received relating to the formal application for funds to refurbish the Portland Drive play area following submission to the Lancashire Environmental Fund (LEF).

There had been no update relating to the installation of the two additional litter bins funded by the Parish Council. Lancaster City Council had agreed to install the two new litter bins at the locations suggested by the Parish Council.

The Parish Clerk advised Councillors that the current IT support contactor would be changed to a new provider. The handover of information and licences was being discussed with the new provider Bowker IT.

There had been no update received from Lancaster City Council (LCC) relating to establishing the ownership of the Grosvenor Park estate Lagoon area Duck House. The Duck House is in need of repair, but ownership needs to be established before any maintenance work could be considered. Debris from in and around the Grosvenor Park estate Lagoon area had not all been removed from an earlier report to LCC. Further pictures provided by Councillor Melling had been passed to LCC for their attention. The request for the railings to be painted around the Lagoon and Duck House on the Grosvenor Park Estate had also been sent to LCC for their consideration.

Following the internal audit of the Parish Council accounts the Annual Governance and Accountability Return (AGAR) had been completed and the Certificate of Exemption - AGAR 2021/22 Form 2 had been returned to the external auditor. All other AGAR documentation had been posted on the Parish Council notice boards and website along with the Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority) for the year ending 31.03.2022.

The highway issues reported by Councillor Simmons relating to the overgrown vegetation blocking a section of footway on the White Lund Trading Estate had been reported to Lancashire County Council. In addition to this there were also a number of

carriageway defects and junction white lining issues also reported at Howdens and Arnold Clarke on Northgate.

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

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

The Chair advised that the Parish Council were still waiting for an update from Lancaster City Council (LCC) regarding the location of the wildflower planting on the Portland estate and in the grassed area adjacent to Green Lane. The Parish Clerk advised he would chase this up with LCC.

Councillor Melling advised that vegetation was still being thrown over the perimeter railings into the Grosvenor Park Lagoon area. The Parish Clerk requested some further pictures to enable him to report the issue again to Lancaster City Council. Councillor Melling also advised that he had received a report from a resident that a short section of footway on the Grosvenor Park estate had been blocked by a homeowner using a short section of concrete fence posts and wooden fence panels. The Parish Clerk asked for some photos of the fence to enable him to report the issue to Lancaster City Council for their consideration.

**2395 Planning applications and statutory consultations:**

Application No	Description
<b>22/00519/FUL</b>	Demolition of existing buildings, reconfiguration of existing 19 pitch traveller site to continue to provide 19 traveller pitches, erection of 9 amenity buildings associated infrastructure works and flood ramp at the site entrance and boundary fence. Mellishaw Lane, Heaton With Oxcliffe, LA33FB.

Councillors had received information prior to the meeting relating to the above new planning application and notification. Following a discussion, it was agreed by all Councillors present to Support in Principle the above application.

**2396 Planning application decisions:**

Councillors reviewed the Planning Application Comments and Decisions for May/June which had been updated and sent to Councillors in advance of the meeting. The Parish Clerk advised that there had been no updates since the last meeting.

**2397 Accounts for payment:**

John Fairclough - Lengthsman duties May 2022	£100.00
A Osmotherley - Parish Clerk fees & expenses May 2022	£528.33
Grosvenor Park School - Meeting Room Hire May 2022	£50.00
Mr R Bailey - Internal Audit Fees for Financial Year Ending 31.03.2022	£85.00

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.

**2398 Date & time of next meeting:**

The next meeting of the Parish Council will be held on **Thursday 14<sup>th</sup> July 2022 at 7:00pm.**

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

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

## Heaton with Oxcliffe Parish Council Correspondence – May/June 2022



Date	Sender	Topic
13.05.2022	Parish Clerk	Parish Council Meeting 19.05.2022 Agenda/Summons and Supporting Information
14.05.2022	Parish Clerk	Parish Council Annual Meeting Draft Agenda for Comment/Agreement
16.05.2022	Galliford Try Ltd	Proposed upgrade of the existing base station site at Hillside Farm, Heaton with Oxcliffe, Morecambe, Lancashire, LA3 3ET
16.05.2022	Parish Clerk	Parish Council Annual Meeting 19.05.2022 Agenda and Supporting Information
17.05.2022	Parish Clerk	Parish Council Annual Meeting 19.05.2022 Agenda and Supporting Information - Further Information – additional information
20.05.2022	Parish Clerk	Updated Agenda - 19.05.2022
21.05.2022	Parish Clerk	Annual Meeting Minutes Draft for Comment/Consideration
21.05.2022	Lancaster City Council	Portland Drive Play Area - Reporting Contact
21.05.2022	Lancaster City Council	Purchase and siting of 2 new litter bins -update
22.05.2022	Parish Clerk	Parish Council Monthly Meeting Draft for Comment/Consideration
27.05.2022	Parish Online	Parish Online Newsletter - May Edition

## Heaton with Oxcliffe Parish Council Correspondence – May/June 2022



<b>Date</b>	<b>Sender</b>	<b>Topic</b>
27.05.2022	Parish Councils	Better Working Between Lancashire County Council and Parish and Town Councils: Parish and Town Council Charter 2022 - 2024
30.05.2022	Parish Clerk	Annual Meeting Minutes 19.05.2022 and Supporting Information
30.05.2022	Parish Clerk	Parish Council Monthly Meeting Held 19.05.2022 - Minutes
01.06.2022	Lancashire County Council	The Queen's award for voluntary service 2022
07.06.2022	County Councillor Phillippa Williamson	June 2022 - Parish Update
09.06.2022	Parish Online	Parish Online Newsletter - June 2022
00.06.2022	Parish Clerk	Draft Agenda for Comment/Consideration

# Planning Application Comments & Decisions

## May/June 2022



<b>Application Number / Description</b>	<b>Parish Council Comment</b>	<b>Planning Authority Decision / Status</b>
Oxcliffe Road & Mellishaw Lane, Morecambe, Local Safety Scheme.	Councillor Comments Passed to Design Team	Await Formal Approval of the Scheme