

HEATON-WITH-OXCLIFFE PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the Parish Council Meeting on Thursday 28th September 2023 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

2483. To receive apologies
2484. To consider & approve Minutes of the Meeting held on Thursday 13th July 2023
2485. To receive Declarations of Interest
2486. 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
2487. To consider the list of planning applications set out below

Application No:	Description
23/00643/FUL	Erection of a single storey rear extension. 7 Trent Close, Morecambe, LA3 3SR. *
23/0677/ADV	Amended Advertisement application for the display of one internally illuminated totem sign, two internally illuminated directional signs, four internally illuminated wall mounted signs and vinyl window manifestation. Starbucks, Asda, Ovangle Road, Morecambe, LA15RJ. *
23/00829/FUL	Erection of a single storey rear extension, construction of a front porch and conversion of a garage to a games room/store. 1 Roeburn Drive, Morecambe, LA3 3RY. *
23/00980/FUL	Erection of a boundary wall to the side. 2 Winster Walk, Lancaster, Lancashire, LA1 5TF. *
23/00919/FUL	Part retrospective application for a change of use of vacant land to extend an existing caravan site. Including provision of access, hardstanding, car park, gates and fencing, siting of mobile home and re-siting of utility block. Land off Green Lane, Heaton with Oxcliffe.*

2488. To consider an update on planning authority decisions on previously considered applications reference Planning Applications Comments and Decisions July/August/September 2023

HEATON-WITH-OXCLIFFE PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

2489. To authorise payment of the following accounts:

Payment Description	Amount
John Fairclough - Lengthsman duties July 2023 *	£156.00
John Fairclough - Lengthsman duties August 2023	£266.80
Adrian Osmotherley - Parish Clerk Fees and Expenses July 2023 *	£576.67
Adrian Osmotherley - Parish Clerk Fees and Expenses August 2023	£576.67
Grosvenor Park School - Meeting Room Hire July 2023 *	£50.00
Lancaster City Council - Supply and Install 2no Litter Bins *	£1,067.86
Lancaster City Council - Surfacing to Portland Drive Play Area 20% Parish Council Contribution *	£1,587.99
Bowker IT Ltd - Set up and Configure Website Hosting *	£344.39
Bowker IT Ltd - Microsoft 365 IT Support	£43.20
Bowker IT Ltd - Website Exchange Online (Plan 1) Annual Fee 15.06.2023 to 14.07.2023.	£43.20
Toye & Kenning Co - 4no Name Badges for the HWO Chair Insignia*	£282.72
Zen Website Hosting - July and August 2023 (Paid Via DD) *	£15.58
Zen Website Hosting - September 2023 (Paid Via DD)*	£7.79

2490. To consider the date and time of the next meeting

Parish Clerk

106 Broadway

Morecambe, LA45XZ

Tel: 07916029265 Email: clerk@heatonwithoxcliffepc.org.uk

25th September 2023

PARISH OF HEATON-WITH-OXCLIFFE

Minutes of the Meeting of the Parish Council held at the Grosvenor Park School on Thursday 28th September 2023 at 7:00 pm.

Present:

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

In Attendance:

Adrian Osmotherley - Parish Clerk
The Chair welcomed all attendees to the meeting.

2483 Apologies: There were no apologies. All Councillors were in attendance.

2484 Minutes: It was **RESOLVED** that the minutes of the meeting held on Thursday 13th July 2023 be approved.

2485 Declarations of interest: There were no declarations of interest.

2486 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**

A meeting was held at the Portland Drive play area with Lancaster City Council representatives to agree the Parish Council proposals to fund a secure perimeter fence to the play area. Following the meeting a quotation for the costs has been received from Lancaster City Council for the proposed perimeter fencing to the play area. Councillor Wright advised that he had started the application for funds which could be used to provide a perimeter fence around the Portland Drive play area.

A request has been sent to Lancaster City Council to facilitate a meeting at the Grosvenor Park lake area. Reports have been received from Residents regarding the high trees that need to be pruned/trimmed that are adjacent to properties that face the lake area.

The VAT recovery application for the period 2022 to 2023 had been carried out. A refund of £117.78 has been received from HMRC.

Following a report from a Resident regarding the Grosvenor Park play area a missing swing seat has been replaced and a hole in the rubber matting area under the swings has been repaired. The repairs were carried out by Lancaster City Council (LCC) on behalf of the Parish Council (PC.) The Parish Clerk advised Councillors that currently the maintenance and repair of the Grosvenor Park play area is the responsibility of the PC. A request has been made by the PC for LCC to adopt the play area and as such take responsibility for future maintenance and repairs. There may be a cost implication for the PC to enable this arrangement.

All Parish Council (PC) Website hosting and the PC email account were now under the management of Bowker IT. Bowker IT were also providing IT support as and when required by the PC.

An application for the 2023 to 2024 Lancashire County Council (LCC) Public Right of Way (PRoW) and biodiversity grant had been made in July 2023. A total of £800.00 had now been received to fund maintenance to the PRoWs and for biodiversity projects in the Parish. Records of the costs incurred by the Parish Council in maintaining the PRoW for the period 2022 to 2023 had been collated and passed to LCC in respect of the £800.00 grant received last year.

A Parish Council meeting date change for December 2023 was requested to facilitate the Parish Clerk holidays. The new meeting date requested was the 21.12.2023. A discussion was held by Councillors, and it was agreed the date change was acceptable.

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

Councillor Wright advised that he had started the grant application to the Heysham South Wind Farm Community Fund to pay for the proposed perimeter fencing to the Portland Drive play area. A quote for the works has now been provided by Lancaster City Council.

Councillor Wright advised that following the Parish Council reports of littering around the Green Lane area a significant clean up of the area and emptying of privately owned bins, that were full and overflowing, had taken place.

Councillor Wright advised that he had received a report from a Resident regarding a tree that was overgrown and covering a streetlight. He had tried to contact Lancaster City Council but attempts to arrange for pruning to the tree had failed. A discussion was held by Councillors, and it was agreed that the next course of action was to report the issue using the Lancashire County Council (LCC) **Love Clean Streets** App. This is the reporting system that is provided by LCC to enable highway related defects to be reported.

Councillor Wright also commented that he had received a report from a Resident regarding grassed areas adjacent to the highway not being cut as frequently as usual. This was causing the grass to be long and look untidy. The Parish Clerk advised that this relaxation of grass and verge cutting was a result of the Grasslands Management Strategy that had been adopted by Lancashire County Council a few years ago. The strategy allowed for some areas of verge and grassland to be left uncut and grow. This in turn encouraged wildlife and insect growth to flourish in these areas. The maintenance of verges and grassland where extended growth may affect the sight lines for highway users would still be cut to prevent reduced visibility for motorists and pedestrians.

Councillor Kelly commented that the Parish Council (PC) were still two Councillors short. The PC did not have a Councillor for the Winster Park or Rural Ward. Councillor Kelly suggested that contact be made with a Resident who regularly contacted the PC to report issues within the Parish to see if they wished to join the PC. The Parish Clerk said he would do this as well as place an advertisement for a Parish Councillor in the three PC notice boards as well as on the PC website.

Councillor Melling advised that he was in discussion with Lancaster City Council regarding the planting of an Oak tree in the area of land adjacent to Ovangle Road and Northgate. He had requested a meeting with the Lancashire County Council Ecologist in order to gain permission to plant the Oak tree.

Councillor Melling advised that illegal and inconsiderate parking was still an issue in the Grosvenor Park Estate especially along Roeburn Drive. Contact with the local PCSO had been made and patrols by the Lancaster City Council parking enforcement team were going to be arranged in the near future.

Councillor Simmons advised that the Grosvenor Park school had now purchased bug hotels, bird houses and feeding tables, nesting boxes and seed in support of the biodiversity initiative funded by Lancashire County Council. Costs for the above will be paid for using the 2022 to 2023 biodiversity grant. The Parish Clerk advised that once he received invoices for the above, he would arrange payment to the school.

2487 Planning applications and statutory consultations:

Application No	Description
23/00643/FUL	Erection of a single storey rear extension. 7 Trent Close, Morecambe, LA3 3SR.*
23/00677/ADV	Amended advertisement application for the display of one internally illuminated totem sign, two internally illuminated directional signs, four internally illuminated wall mounted signs and vinyl window manifestation. Starbucks, Asda, Ovangle Road, Morecambe, LA15RJ.*
23/00829/FUL	Erection of a single storey rear extension, construction of a front porch and conversion of a garage to a games room/store. 1 Roeburn Drive, Morecambe, LA3 3RY.*
23/00980/FUL	Erection of a boundary wall to the side. 2 Winster Walk, Lancaster, Lancashire, LA1 5TF.*
23/00919/FUL	Part retrospective application for a change of use of vacant land to extend an existing caravan site. Including provision of access, hardstanding, car park, gates and fencing, siting of mobile home and re-siting of utility block. Land off Green Lane, Heaton with Oxcliffe.*

The Parish Clerk advised that five new planning applications had been received during the period. All the applications had been sent to Councillors for their comment ahead of the meeting. Applications **23/00643/FUL** and **23/00677/ADV** were majority supported. The Parish Council were neutral with regards to applications **23/00829/FUL**, **23/00980/FUL** and **23/00919/FUL**. The Parish Clerk advised that he had updated the Lancaster City Council Planning Applications and Decisions web portal with the Parish Council decisions.

2488 Planning application decisions:

Councillors reviewed the Planning Application Comments and Decisions for August/September 2023 which had been updated and sent to Councillors for their information in advance of the meeting. The Parish Clerk advised that since the last meeting Application 23/00677/ADV had been permitted on the 04.08.2023. Application 22/01317/FUL was also permitted on the 19.09.2023. There were no other changes.

2489 Accounts for payment:

John Fairclough - Lengthsman duties July 2023*	£156.00
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A Osmotherley - Parish Clerk fees & expenses July 2023*	£576.67
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Toye & Kenning Co - 4no Name Badges for the HWO Chair Insignia*	£282.72
Zen Website Hosting - September 2023 (Paid Via DD)*	£7.79
Zen Website Hosting - July and August 2023*	£15.58

The Parish Clerk advised that Councillors had received invoice details for all the above payments in advance of the meeting. The Invoices identified with an asterisk had been paid in August 2023 following email approval from Councillors as there was no Parish Council meeting held in August. This was to enable continuation of the monthly reconciliation of accounts. A discussion was held by Councillors. It was **RESOLVED** that payment for all the other invoices would be made.

2490 Date & time of next meeting:

The next meeting of the Parish Council will be held on **Thursday 19th October 2023 at 7:00pm.**

Signed:

Clerk

Signed:

Chair

Heaton with Oxcliffe Parish Council Correspondence - July/August/September 2023



Date	Sender	Topic
12.06.2023	Parish Clerk	73918 Cycle Track Defect - Halton
12.06.2023	Neighbourhood Alert	Inconsiderate parking
12.06.2023	Banks Fund Manager	HEYSHAM SOUTH FUNDING PANEL MEETING - PAPERS
12.06.2023	Parish Clerk	Parish Council Meeting 15.06.2023 Agenda/Summons and Supporting Information
13.06.2023	Lancaster City Council	Portland Drive Play Area - Refurbishment Update
14.06.2023	Lancashire Police - PCSO	Grosvenor Park Play Area - Dogs Running Freely
14.06.2023	Lancaster City Council	Grosvenor Park Play Area - Dogs Running Freely
14.06.2023	Parish Online	Parish Online Newsletter #40
14.06.2023	Lancaster City Council	23/00677/ADV Starbucks Asda Ovangle Road - Planning Application for Councillor Comment
14.06.2023	Banks Fund Manager	Heysham South Wind Farm Community Fund - Funding Opportunity
15.06.2023	Parish Clerk	23/00677/ADV Starbucks Asda Ovangle Road - Planning Application Councillor Comments
15.06.2023	Lancashire Police - PCSO	Grosvenor Park Play Area - Dogs Running Freely - Update
15.06.2023	Parish Clerk	Parish Council Meeting 15.06.2023 Agenda/Summons and Supporting Information - Update missing information
15.06.2023	Lancashire County Council	Transforming Lancaster Travel Update
15.06.2023	Lancashire County Council	Bus Service Changes for July 2023
15.06.2023	Parish Clerk	[Tech Hub (North West) Ltd.] Pending request: Heaton with Oxcliffe PC and Nether Kellet PC - IT and Website Migration to Bowker IT Management

Heaton with Oxcliffe Parish Council Correspondence - July/August/September 2023



Date	Sender	Topic
09.07.2023	Parish Clerk	Parish Council Meeting 13.07.2023 Agenda/Summons and Supporting Information
13.07.2023	Lancaster City Council	23/00643/FUL - 7 Trent Close - Planning Application for Councillor Comment.
14.07.2023	Lancaster City Council	23/00643/FUL - 7 Trent Close - Summary of Councillor Comment.
14.07.2023	Lancashire County Council	Treescapes
14.07.2023	Parish Clerk	PC Meeting Date Change - September 2023
14.07.2023	Lancaster City Council	Planning consultation 23/00749/FUL - Land North of Bay Gateway, Heaton With Oxcliffe - Summary of Councillor Comment
14.07.2023	Lancaster City Council	Litter bins
14.07.2023	Lancaster City Council	23/00677/ADV Starbucks Asda Ovangle Road Amended - Planning Application for Councillor Comment
23.07.2023	The Parish and Town Council	July (Summer) 2023 Parish and Town Councils' Newsletter
23.07.2023	Parish clerk	Parish Council Meeting Held 13.07.2023 - Minutes
23.07.2023	Lancaster City Council	Local Plan, Planning Policy And Consultations - Latest News July 2023
24.07.2023	Lancaster City Council	23/00829/FUL-1 Roeburn Drive - Planning Application for Councillor Comment
25.07.2023	Parish Clerk	Sustainable Settlement Review - Reminder
26.07.2023	Lancaster City Council	23/00677/ADV Starbucks Asda Ovangle Road Amended - Summary of Councillor Comment
27.07.2023	Lancaster City Council	23/00829/FUL-1 Roeburn Drive - Summary of Councillor Comment
27.07.2023	Lancaster City Council	E-newsletter

Heaton with Oxcliffe Parish Council Correspondence - July/August/September 2023



Date	Sender	Topic
31.07.2023	Parish Clerk	July Invoice Payments - Authorisation Request
01.08.2023	Parish Clerk	HWO Chair Insignia of Office Name Bars - Confirmation of Names
02.08.2023	Parish Clerk	Names Bars for Heaton with Oxcliffe Parish Council - Price Agreement
04.08.2023	Lancashire County Council	local delivery /bio scheme 2023-24
04.08.2023	Lancashire County Council	Lancashire Trading Standards - Consumer Alerts August 2023
07.08.2023	Parish clerk	PRoW Maintenance - Summary of works carried out
08.08.2023	Neighbourhood Alert	The August edition of OUR NEWS
08.08.2023	Lancashire County Council	Bus fare offers
08.08.2023	Parish Online	Parish Online Newsletter 42
15.08.2023	Lancashire County Council	Bus Service Changes for September 2023
17.08.2023	Parish clerk	Sustainable Settlement Review – Submission of Councillor review
23.08.2023	Lancashire County Council	Public consultation of the Flood Investigation and Ordinary Watercourse Regulation Documents
24.08.2023	Lancaster City Council	23/00980/FUL-2 Winster Walk - Planning Application for Councillor Comment
27.08.2023	Lancaster City Council	Our Local Area Energy Plan (LAEP) will identify the most cost-effective pathway for our district to reach net zero
27.08.2023	Lancaster City Council	23/00980/FUL-2 Winster Walk - Summary of Councillor Comment
30.08.2023	Parish Clerk	Parish Clerk Holidays
11.09.2023	Parish Online	Parish Online Newsletter #43
11.09.2023	Parish and Town Council	Parish and Town Council Conference Saturday 4 November 2023

Heaton with Oxcliffe Parish Council Correspondence - July/August/September 2023



Date	Sender	Topic
11.09.2023	In The Know About Lancashire	The September edition of OUR NEWS
11.09.2023	Lancashire County Council	Lancashire Trading Standards - Consumer Alerts September 2023
11.09.2023	Parish and Town Council	Lancashire Parish and Town Council Conference Saturday 4 November
11.09.2023	Lancaster City Council - Community Connectors	Local Area Energy Plan Workshop Thursday 14th September 6pm
12.09.2023	Parish Clerk	Playground query (Grosvenor Park)
15.09.2023	Lancaster City Council – Public Realm	Parks and Open Spaces Newsletter September 2023
15.09.2023	Parish Clerk	Adoption of Grosvenor Park Play Area
15.09.2023	Parish Clerk	Portland Drive Play Area
19.09.2023	Parish Clerk	Grosvenor Park Pond Area Trees
19.09.2023	Parish Clerk	Playground Query
22.09.2023	Lancashire County Council	October's Bus Service Changes
22.09.2023	Parish Clerk	Parish Council Meeting - Draft Agenda for Comment
25.09.2023	Lancaster City Council	23/00919/FUL Land off Green Lane - Planning Application for Councillor Comment
25.09.2023	Lancaster City Council	Grosvenor Park Play Area Repairs - Update
25.09.2023	County Councillor Phillippa Williamson	ASLEF Industrial Action - September/October 2023

Planning Application Comments & Decisions

August/September 2023



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
22/01317/FUL: Erection of 100MW energy storage facility including 50 energy storage battery units within containers. Ancillary development including substation, transformers, transformer compound, underground cabling, inverters, switchgear, control/switch room, office/site store building, hardstanding, erection of 3m high security fencing, access gates, seven 3m CCTV masts and associated balancing pond, access track, parking and the change of use of existing farmhouse and farm building to ancillary office. Hillside Farm, Lancaster Road, Morecambe, LA3 3ET.	Not Supported	Application Permitted (19.09.2023)
22/00462/FUL: Erection of four new buildings accommodating 31 employment units, erection of new car showroom, car wash and valeting buildings with construction of new roads, parking, boundary enclosures, landscaping, and associated infrastructure. Mellishaw North Development Site, Mellishaw Lane, Heaton with Oxcliffe.	Support In Principle	Awaiting Approval
23/00381/RCN: Erection of one single storey building comprising of seven lettable bedrooms for holiday use with associated parking and new stone wall entrance. Golden Ball, Lancaster Road, Heaton with Oxcliffe, LA33ER.	Support In Principle	Awaiting Approval
23/00553/FUL: Erection of three two storey dwellings. Land at the Rear of 105 White Lund Road, Morecambe, LA3 3DX.	Support In Principle	Awaiting Approval
23/00677/ADV: Advertisement application for the display of one internally illuminated totem sign, two internally illuminated directional signs, four internally illuminated wall mounted signs and vinyl window manifestation. Starbucks, Asda, Ovangle Road, Morecambe, LA15RJ.	Neutral	Application Permitted (04.08.2023)
23/00749/FUL: Installation and operation of an Energy Storage System including energy storage units, substation, site access, cable connection, landscaping and ancillary infrastructure. Land North Of, Bay Gateway, Heaton With Oxcliffe, Lancashire.	Support In Principle	Awaiting Approval