

ELSWICK PARISH COUNCIL

Minutes of the Annual Meeting of Elswick Parish Council held on
Thursday 1 May 2008 in Elswick and District Village Hall commencing at 7.45pm

PRESENT: Cllrs Rowe (Chair), Chedd, Emmington, Hayhurst, Molloy, James and Taylor.
In attendance Mrs Elvy (Clerk) and members of the public.

1. ELECTION OF CHAIRMAN AND VICE CHAIR

08/01 **Resolved: Chair: Cllr Rowe and Vice-Chair: Cllr Chedd. Acceptance of Office forms completed for the Clerk's retention.**

2. DECLARATION OF INTEREST

Nil.

3. **MINUTES** – Of the meeting held on 27 March 2008 were read and approved as a correct record with the addition of "for the current year" handwritten in resolution 07/188.

3. MATTERS ARISING

Nil.

4. PLANNING

i) FBC Decisions:

- a) 08/0059 Willow Bank High Street Elswick – Single storey front extension – REFUSED
- b) 08/0140 1 Ronwood Close Elswick – Retrospective permission for boundary fence – REFUSED
- c) 08/0165 Sunny Cottage High Street Elswick – Resubmission of 07/1165 - REFUSED

ii) Items for Consideration:

- a) 08/0117 Brenmar Lodge Lane Elswick – 2 storey side extension and 1 storey rear extension – revised plans.

08/02 **Resolved: Whilst this extension is now subordinate with reduced windows the Council OBJECTED to the proposal on the basis of its asymmetry.**

- b) 08/0300 Land at Osbourne House High Street Elswick – Erection of 2 storey detached dwelling.

08/03 **Resolved: The Council OBJECTED to this proposal. The Chairman will reply citing all the reasons.**

- c) 08/0275 1 South View, High Street Elswick – Demolition and rebuild of rear extension.

08/04 **Resolved: FBC will be informed that the Council have NO SPECIFIC OBSERVATIONS to make upon the proposal.**

- d) 08/0330 South View 1 Grange Road Elswick – Erection of conservatory to side.

08/05 **Resolved: The Council OBJECTED to this proposal and the Chairman will reply citing all the reasons.**

- e) 08/0402 Gorst Farm Lodge Lane Elswick – Change of dwelling to office and erection of new dwelling.

08/06 **Resolved: This item was adjourned to allow further investigation of the proposal.**

- f) 07/1018 1 The Meadows Elswick – Appeal: 2 storey side extension.

08/07 **Resolved: The Council did not wish to comment further on this item as a No Specific Observation reply had been forwarded at the original consultation.**

iii) Development Control/Planning Policy Training

08/08 **Resolved: The Clerk to inform FBC that three Councillors would be interested in attending an evening session regarding domestic extensions.**

iv) Survey from Planning Portal

08/09 **Resolved: That the Chairman would complete this survey on behalf of the Council.**

5. LEISURE AND AMENITIES

i) Playground Refurbishment – Ongoing. Nil to report.

ii) Larbreck Avenue Playground – Ongoing. Awaiting response from FBC.

iii) Sports Facility Bookings and Revision of Fees

08/10 **Resolved: The fees were increased following discussion and will be published locally.**

6. FINANCE

i) Expenditure

Date	To Whom	Reason for Payment	Chq No	Nett	VAT	Total
31.3.08	G Hall	Bowling Green Contract	S Order	275.00	0.00	275.00
12.4.08	Powergen	Electricity Monthly payment	D Debit	132.77	23.23	156.00
30.4.08	G Hall	Bowling Green Contract	S Order	275.00	0.00	275.00
1.5.08	V Elvy	Wages	100072	115.35	0.00	115.35
1.5.08	HMRC	Income Tax/NI contributions	100073	28.80	0.00	28.80

1.5.08	G Thornley	Wages	100074	224.00	0.00	224.00
1.5.08	V Elvy	Reimbursement/expenses	100075	41.94	0.25	42.19
1.5.08	G Thornley	Reimbursement/expenses	100076	71.35	7.45	78.80
1.5.08	A Atkinson	Mowing and maintenance ;	100077	300.00	0.00	300.00
1.5.08	G Thornley	Mowing	100078	197.50	0.00	197.50
1.5.08	Northern Municipal	Road sweeper brushes	100079	85.53	14.95	100.48
1.5.08	HS Dransfield	Skip Inv EPC 48	100080	80.00	14.00	94.00
1.5.08	R Taylor	Reimbursement of building	100081	114.66	20.07	134.73

08/11 Resolved: that these accounts are to be paid.

ii) LAPTC annual subscription

Due to time constraints this item would be discussed at the Adjourned Item Meeting on 12.5.08

iii) Income

Date	Received from	Reason for Payment	Payment Type	Amount (£)
1.5.08	FBC	Precept	BACS	16,000.00
		Amenity Cleansing		2452.00
		Bus Shelters		140.00
		Less Playground Maintenance		-447.00
		TOTAL		18,145.00

08/12 Resolved: Income acknowledged. The Council were asked to note that despite being given the amended bank account details the payment was presented to RBS rather than HSBC. FBC has now rectified the mistake.

iii) End of Year Financial Report 2007/2008

Due to time constraints this item would be discussed at the Adjourned Item Meeting on 12.5.08

iv) External Audit

Due to time constraints this item would be discussed at the Adjourned Item Meeting on 12.5.08

v) Parish Insurance 2008/2009

Two quotations were given to Cllr Hayhurst for his inspection. This item will be placed on the next Ordinary meeting agenda.

vi) Annual Wage Review

Due to time constraints this item would be discussed at the Adjourned Item Meeting on 12.5.08 in committee because of its confidential nature.

vii) PAYE Return 2007/2008

The Clerk confirmed that this paperwork had been submitted to HMRC electronically.

viii) Playground Appeal

It was noted that Cllr James passed two sealed donation envelopes to Cllr Chedd for the Playground Appeal. Cllr Chedd reported that a donation of £250 had been received from the Duchy of Lancaster.

08/13 Resolved: Due to time constraints the remaining agenda items (with the exception of 13, 16 and 17) were deferred and an Adjourned Item Meeting scheduled for 12.5.08 at 7.45pm in the Council Offices.

7. BOROUGH COUNCILLOR'S REPORT

8. PARISH PLAN

i) New Website

9. OPEN SPACES

i) Football Pitch

ii) LCC Rights of Way Improvement Plan: Funding Opportunities

10. YOUTH NUISANCE

i) Antisocial Behaviour

ii) Vandalism Damage

iii) Reclamation of costs due to Vandalism

11. PARISH COUNCIL BYLAWS REVIEW

12. AMENITY CLEANSING

i) Road Sweeper – Insurance and Maintenance

13. MAINTENANCE WORK

Cllr Emmington will contact Salthouses regarding clearing the dyke.

08/14 Resolved: to request a price for tree pruning from Mr Thornley.

14. HIGHWAYS

i) High Street Car Park

15. CORRESPONDENCE - NOT ALREADY DEALT WITH ELSEWHERE ON THE AGENDA

i) FBC District Parish Liaison Meeting – Revised schedule and Parish Charter

16. COUNCIL DIARY

Noted.

17. DATE, TIME AND VENUE OF NEXT MEETING

Adjourned Item Meeting – Monday 12 May 2008 at 7.45 pm in the Council Offices

Ordinary Parish Meeting - Thursday 22 May 2008 at 7.45 pm in Elswick and District Village Hall

Signed: Chairman Date

Signed: Clerk Date

ELSWICK PARISH COUNCIL

Minutes of the Adjourned Item Meeting held on
Monday 12 May 2008 in the Parish Council Offices commencing at 7.45pm

PRESENT: Cllrs Rowe (Chair), Chedd, Emmington, Hayhurst, Molloy, James and Taylor.
In attendance Mrs Elvy (Clerk) and member of the public.

1. DECLARATION OF INTEREST

Nil.

2. FINANCE

iii) Expenditure

Nil.

iv) LAPTC annual subscription

Correspondence has been received explaining that the Council may not withdraw membership as notice should have been received prior to September and this is stated in the constitution.

08/15 Resolved: The Clerk to contact LALC (previously the LAPTC) to request a copy of the signed constitution and explain, once again, that we are unable to pay following the implementation of Differential Taxation.

iii) Income

Date	Payment From	Reason for Payment	Amount
12.5.08	Steve Cooper, Roseacre Dr	MUGA Hire	£16.00 (cash)

08/16 Resolved: Income acknowledged and will be paid into the bank account.

iv) End of Year Financial Report 2007/2008

This will be presented at the next meeting.

v) External Audit

This will be placed on the next agenda.

vi) Annual Wage Review/Staffing

This item was discussed in Committee because of its confidential nature.

3. PLANNING

i) Items for Consideration

a) 08/0402 Gorst Farm, Lodge Lane, Elswick – Change of dwelling to office and erection of new dwelling.
Following lengthy discussion it was:

08/17 Resolved: to OBJECT to the proposal. The Chairman will reply citing all the reasons.

4. BOROUGH COUNCILLOR'S REPORT

Cllr Hayhurst gave a brief report.

5. PARISH PLAN

iii) New Website

Fred Moor had emailed a number of questions/queries.

08/18 Resolved: The email address should be clerk@elswickparishcouncil.gov.uk, Cllr Taylor will forward a photograph of Cllr Emmington and the MUGA application form in the Elswickian was approved for use.

6. OPEN SPACES

i) Football Pitch

The Winter League Football Team was represented. Following lengthy discussion it was:

08/19 Resolved: that the Team liaise with Mr Thornley with regard to ascertaining a cost to maintain the pitch. A copy of the Recommendations from the STRI Feasibility report will be provided to Mr Thornley and Mr Joynes.

It was acknowledged that the Summer League Team will be given a similar opportunity to discuss issues. Cllr Hayhurst reported that Michael Jack, MP was looking at Football Foundation money as possible assistance to the Parish Council. It was agreed to consider applying for a grant from this source and this will be placed on the next agenda for further discussion.

08/20 Resolved: Mr Thornley is to provide a price for clearing the rubbish, cutting the trees and erecting a fence at the bottom end of the pitch. This item will be placed on the next agenda.

iv) LCC Rights of Way Improvement Plan: Funding Opportunities – noted.

7. YOUTH NUISANCE

iv) Antisocial Behaviour

v) Vandalism Damage

vi) Reclamation of costs due to Vandalism

These three items were discussed as one. Cllr James reported a number of incidents including climbing into the locked MUGA, throwing stones at cars in the car park, two fires and a parties with alcohol.

8. PARISH COUNCIL BYLAWS REVIEW
08/21 **Resolved: Dog fouling and the age limit on the new playground will be placed on the next agenda.**

9. AMENITY CLEANSING

i) Road Sweeper – Insurance and Maintenance
A quotation equal to Allianz has been submitted by Came and Company. Parish Insurance and road sweeper insurance will be placed on the next agenda.

10. HIGHWAYS

i) High Street Car Park
This item should have read “parking”. Issues regarding this were raised at the Annual Assembly and will be actioned.

11. CORRESPONDENCE - NOT ALREADY DEALT WITH ELSEWHERE ON THE AGENDA

ii) FBC District Parish Liaison Meeting – Revised schedule and Parish Charter.
08/22 **Resolved: The Clerk will inform FBC that the Parish Charter will not be adopted.**

12. COUNCIL DIARY

Noted.

13. Date, Time and Venue of Next Meeting

Ordinary Parish Meeting - Thursday 22 May 2008 at 7.45 pm in Elswick and District Village Hall

During the meeting (as Minuted above) the Council went into Committee to consider items of a confidential nature. These are Minuted below.

-----IN COMMITTEE -----

2.

vi) Annual Wage Review/Staffing
08/23 **Resolved: Mr Thornley’s wages would be increased by 3% wef 1.4.08.**
Mrs Elvy has tendered her resignation due to family commitments. She needs to leave as soon as possible.

08/24 **Resolved: To consider a Job Description for the Clerk’s position at the next meeting.**

Signed: Chairman Date

Signed: Clerk Date