

## ELSWICK PARISH COUNCIL

Minutes of the Ordinary Meeting held on

Thursday 26 March 2009 in Elswick and District Village Hall commencing at 7.45 pm

**PRESENT:** Cllrs Rowe (Chair), Chedd, Hayhurst, Taylor, Emmington, James and Molloy. In attendance K Coleman (Clerk) and 2 residents.

**1. APOLOGIES FOR ABSENCE** - Nil

**2. DECLARATION OF INTEREST** - Nil

**3. MINUTES** – the minutes of the Ordinary Meeting (23.02.09) were read, approved and signed as a correct record with the amendment to the day the meeting was held – from Thursday to Monday.

**4. MATTERS ARISING** -

i) Maturity of Deposit Bond – still being investigated.

ii) New Garage – High Street – contacted planning at FBC – awaiting response.

**5. PLANNING**

i) Items for consideration

(a) 09/0068 – 4 Bonds Lane, Elswick – Proposed front and rear extension

**08/167 It was resolved that a response was not necessary.**

**6. FINANCE**

i) Expenditure to be resolved

| DATE     | TO WHOM PAID        | DETAILS OF PAYMENT                                | Chq Number   | NET PAYMENTS | VAT    | TOTAL PAYMENTS |
|----------|---------------------|---|--------------|--------------|--------|----------------|
| 13.03.09 | Eon                 | Electricity Supplier                              | Direct Debit | £120.87      | £18.13 | £139.00        |
| 02.03.09 | G Hall              | Mowing of Bowling Green                           | SO           | £275.00      |        | £275.00        |
| 08.03.09 | NW in Bloom         | Entry Fee (not processed)                         | 100190       |              |        |                |
| 28.02.09 | H S Dransfield      | Skip Hire EPC55                                   | 100191       | £90.00       | £13.50 | £103.50        |
| 26.03.09 | G Thornley          | Wages March                                       | 100192       | £253.82      |        | £253.82        |
| 26.03.09 | K Coleman           | Wages March                                       | 100193       | £94.00       |        | £94.00         |
| 26.03.09 | PAYE                | Wages - March                                     | 100194       | £11.00       |        | £11.00         |
| 23.03.09 | Global Gold Network | Hosting of Website - Renewal (balance of invoice) | 100195       | £6.24        | £0.94  | £7.18          |
|          | Void Cheque         | Wrong Amount                                      | 100196       |              |        |                |
| 26.03.09 | K Coleman           | Expenses  | 100197       | £17.70       | £0.15  | £17.85         |
| 26.03.09 | G Thornley          | Expenses  | 100198       | £43.57       | £4.19  | £47.76         |
|          |                     |   |              | £912.20      | £36.91 | £949.11        |

**08/168 It was resolved that all the above accounts are to be paid except for cheque number 100190 as Fylde Borough Council paying entry fees.**

ii) Income to be acknowledged

| DATE     | PAYMENT FROM           | DETAILS OF PAYMENT           | Method   | NET PAYMENTS | VAT   | TOTAL PAYMENTS |
|----------|------------------------|------------------------------|----------|--------------|-------|----------------|
| 23.02.09 | MUGA                   | Cash £100                    | Deposit  | £100.00      |       | £100.00        |
| 23.02.09 | Playground Appeal      | Cheque £3155.11              | Deposit  | £3,155.11    |       | £3,155.11      |
| 26.02.09 | HM Revenue and Customs | VAT refund 01/08/07-31/03/08 | Transfer | £825.87      |       | £825.87        |
|          |                        |                              |          | £4,080.98    | £0.00 | £4,080.98      |

**08/169 It was resolved that the above income be acknowledged and paid into the Bank where applicable.**

iii) Budget Review

After a review of the budget, it was reported that there were no significant variances and that the budget was on target against projections. The Council considered the bank balances and it was noted these were three times the precept amount for 2009/2010.

**08/170 It was resolved to allocate the additional balance as follows – up to £20k for replacement fencing around the all weather pitches and up to £15k for repair/maintenance of the sweeper.**

iv) Asset Register

The revised Asset Register was reviewed and it was further discussed that an additional column be added to detail the basis of the valuations.

**08/171 It was resolved that the revised register be approved and to review the format when next updated.**

v) Risk Assessment

The Risk Assessment register had been updated in accordance with BDO's guidelines.

**08/172 It was resolved that the new Risk Assessment document be adopted subject to a review of the checking methods to be used. It was also resolved that Sam Kernahan be asked to audit the management procedures and provide written confirmation on compliance.**

vi) Internal Audit

Cllr Hayhurst read out the minutes of the Internal Audit Working Party and Members considered all aspects of the Council's current internal audit arrangements particularly in relation to requirements of the Accounts and Audit Regulations 2006. The Council Diary system and Audit Plan were also reviewed and it was noted that all but one of the previous recommendations had now been adopted by the Council and were working satisfactorily. The Council had considered opening a fuel account but this was not feasible. The management checks evidenced in the Council diary were noted and the only issue had been the failure to invoice New Fylde Housing for grass cutting. The Council discussed the setup of a Working Group to undertake the necessary monthly/quarterly checks.

**08/173 It was resolved that the Council adopt the proposals and recommendations contained in the minutes. It was also resolved that New Fylde Housing be invoiced for grass cutting.**

Cllr Rowe expressed the Council's appreciation to Cllr Hayhurst for preparing all the reports and thanked him for his hard work.

## **7. BOROUGH COUNCILLOR'S REPORT**

i) Britain in Bloom – Cllr Hayhurst advised the meeting that the money would be refunded for the unused ticket from last year (£25).

ii) Electric Alliance – Cllr Hayhurst quickly confirmed to the meeting that work had already started in the area on the renewing of cables. This project is due to last 2-3 years.

iii) Fylde Council Rates increases – the Council were informed that a cap had been placed on rates increases and that FBC had exceeded this limit. Neighbouring parishes were encouraging residents to write with objections.

iv) Community Protocol – a document titled 'sharing protocol' had been received from FBC and Cllr Hayhurst reminded the Council that in previous years Parish Councils had been excluded from joining Community partnerships.

v) Recycling – Cllr Hayhurst informed the meeting about recent problems with the recycling service in the area. After every collection plastic bottles are being left on pavements and bins are being abandoned on driveways and footpaths.

**08/174 It was resolved to write to FBC to complain about this service.**

## **8. CLERK'S REPORT – the following outstanding items were raised**

i) Eon - refund of credit – refund repayment to be credited before the new financial year.

ii) Notice Board at Post Office – repairs/maintenance needed

iii) Freedom of Information – final document needed for website. Clerk to email Chairman with specific queries.

## **9. STAFFING**

i) Parish Council Lengthsman – Confirmation needed of hours to be worked and duties to be performed.

**08/175 It was resolved that a Working party be formed to confirm above.**

ii) Contracts of Employment – staff contracts needed.

**08/176 It was resolved that a Working party be formed to draft a contract for the Clerk and copy of Lengthsman's contract to be obtained.**

## 10. OPEN SPACES

i) Wild Flower Meadow – an update on progress was given.

**08/177 It was resolved to seek further advice and information on possible grants for the April meeting.**

## 11. LEISURE AND AMENITIES

i) Youth Club use of MUGA – the Youth Club in Elswick had requested use of the MUGA on Monday evenings 6.30 pm - 8.30 pm. A discussion followed on what the facility could/could not be used for and the current charges. The meeting was also advised that the Youth Club had asked if a shed could be erected on the Village Hall site to store equipment.

**08/178 It was resolved that a letter to the Youth Club be drafted and that Cllr James meet with a representative to discuss. It was also resolved that a key for the MUGA could be given to the Youth Club and that a 20% discount off the normal charges be given for a block booking of 6 months.**

ii) Football Pitch – the weeding of the football pitch was raised.

**08/179 It was resolved that Chairman and Vice Chairman be given authority to organise the weeding of the football pitch up to the value of £750. If the quote exceeds £500, approval of spend to be sought from as many members as possible.**

## 12. MAINTENANCE WORK

i) Open Reach – Cable Damage – a letter had been received from Open Reach about potential damage.

**08/180 It was resolved that further information was needed and that Chairman and Cllr Emmington be given the authority to deal with this.**

ii) Fencing Tender –

**08/181 It was resolved that other schemes be investigated and discussed at the April meeting.**

**13. ANNUAL PARISH ASSEMBLY/PARISH COUNCIL MEETING** – a provisional date of 28<sup>th</sup> May was discussed.

**08/182 It was resolved that the Annual Parish Assembly start at 7.30 pm followed by the Annual Parish Council meeting at 7.45pm.**

## 14. CORRESPONDENCE – not already dealt with elsewhere on the Agenda.

i) North Fylde Community Responder Group/NHS Trust Fund – requests to include articles on the Parish Council website had been received from these two organisations.

**08/183 It was resolved that no further articles from outside organisations be included on the Parish Council website.**

ii) Craven Railway (SELRAP) - No Action needed.

iii) Club Support Officer FBC – an email had been received from FBC asking for information about sporting clubs in the Parish.

**08/184 It was resolved that no further action was needed.**

iv) Flower Festival – Elswick UR Church – Cllr Rowe advised the meeting that an invitation to the Flower Festival had been received and that a request for a contribution towards costs had been mentioned.

**08/185 It was resolved that Cllr Rowe reply to the UR Church.**

**15. DATE, TIME AND VENUE OF NEXT MEETING** - Thursday 30 April 09 at 7.45pm in Elswick & District VH.

**Signed:** ..... **Chairman** ..... **Date**