

ELSWICK PARISH COUNCIL

Minutes of the Ordinary Meeting held on

Thursday 28th January 2010 in Elswick and District Village Hall commencing at 7.45 pm

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

1. APOLOGIES FOR ABSENCE - Nil.

2. DECLARATION OF INTEREST – Nil

3. MINUTES – Minutes of the Parish Council Meeting (15.12.09) were read, approved and signed as a correct record.

4. 09/119 – It was resolved due to confidentiality that the Council go into Committee to discuss the recommendations from the Working Party meeting held on 11.01.10.

09/120 – It was resolved that:

- (a) Sweeping – Pete Marquis be used for sweeping as per the recommendations on the attached. A sweep to be arranged asap.
- (b) Lengthsman – To appoint Andrew Atkinson to commence March 2010. Employment contract to be drafted and hours etc to be adopted as attached.
- (c) Sweeper – to dispose of the sweeper. Options for selling to be pursued.
- (d) Clerk's Salary – to increase to £9/hour from 01/04/2010

5. MATTERS ARISING

6. PLANNING

(a) FBC Decision – 09/0697 – The Coppice, Bonds Lane, Elswick – Erection of Agricultural Building – Refused.

7. OPEN SPACES

09/121 LCC - the proposal to undertake grass verge maintenance had been reviewed and it was proposed that Cllr Hayhurst be given delegated authority to complete the necessary information.

It was resolved to agree to the above proposal.

09/122 Tree Preservations - The Clerk had met with the Tree Officer from FBC and visited the Council parkland behind The Meadows/Ronwood Close. It was advised that TPO's were not necessary in the parkland area, but suggested that the Council regularly review the condition of trees and consider replacement planting. It was proposed that the Clerk write to the resident advising that the Council had no wish to see trees felled and they would supervise any pruning/thinning.

It was resolved to write to resident as suggested above.

09/123 Streetscene delegated services – the information had been reviewed and it was proposed that Cllr Hayhurst be given delegated authority to complete the necessary information.

It was resolved to proceed as above.

8. LEISURE AND AMENITIES

09/124 Football Pitch - a quote for maintenance had been received from Danvic.

It was resolved that Cllr Hayhurst contact Danvic for further information.

09/125 Playground Annual Maintenance Costs (FBC) – It was proposed that Cllr Hayhurst write to FBC to ask why the cost has increased and for a split of the cost between the two Elswick sites.

It was resolved to agree to this proposal.

9. FINANCE

09/126 - Expenditure to be resolved

DATE	TO WHOM PAID	DETAILS OF PAYMENT	CHEQ NO.	NET PAYMENTS	VAT	TOTAL PAYMENTS
30/12/09	G Hall	Mowing (December)	SO	£275.00		£275.00
17/12/09	British Gas	Electricity Charge	DD	£38.85	£1.94	£40.79
14/01/10	British Gas	Electricity Charge	DD	£41.53	£2.08	£43.61
28/01/10	K Coleman	January Salary	100282	£108.00		£108.00
28/01/10	Inland Revenue	PAYE January	100283	£27.00		£27.00

28/01/10	K Coleman	Expenses	100284	£32.30	£1.77	£34.07
28/01/10	S Kernohan	Honarium Internal Auditor	100285	£150.00		£150.00
				£672.68	£5.79	£678.47

It was resolved that all the above accounts are to be paid.

09/127 - Income to be acknowledged

DATE	PAYMENT FROM	DETAILS OF PAYMENT	METHOD	NET PAYMENTS	VAT	TOTAL PAYMENTS
11/12/09	British Gas	Overcharge	Credit Note	£124.39	£18.66	£143.05
				£124.39	£18.66	£143.05

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

09/128 Budget Review

It was resolved that this item be reviewed at a working party meeting to be held on either 18th or 22nd February. (Date to be confirmed).

09/129 Internal Audit

It was resolved that this item be reviewed at a working party meeting to be held on either 18th or 22nd February and Clerk to prepare relevant information.

09/130 Renewal of domain with global gold – renewal notice had been received quoting £7.99 for 2 years - but for .co.uk – it was proposed that this cost be agreed in principle subject to .co.uk being an error. Clerk to investigate.

It was resolved to proceed as above.

09/131 Maturity of High Interest Deposit Bond

It was resolved to reinvest £25,000 plus any accrued interest for 6 months at an interest rate of 0.45%.

10. Freedom of Information

09/132 – it was resolved that the Clerk investigate what FBC charge for supplying information and report to next meeting.

11. STAFFING – covered under item 4 above.

12. BOROUGH COUNCILLOR'S REPORT

09/133 Precept - the Borough Council's budget meeting was now set for 1st March. It was proposed that the Chairman write to FBC advising that they would have the budget proposal from Elswick in time for this meeting.

It was resolved to agree to above.

09/134 Governance Review – it was proposed that a letter be sent out to all residents advising of proposed changes to parish boundaries etc asking for the questionnaire from the Fylde in Focus newspaper to be completed and returned to FBC. Cllrs Chedd and Hayhurst to organise.

It was resolved as above.

09/135 Grit Store – it was proposed that a local store of grit be kept within the Parish for use around the Village.

It was resolved to contact LCC.

09/136 Special Expenses – an update on plans re special expenses was given.

13. HIGHWAYS

09/137 Road Signs

It was resolved to report missing/damaged road signs – Meagles Lane, Langtree Lane.

09/138 Gritting of Roads – routes included can be reviewed on the LCC website.

09/139 Damaged Roads –

It was resolved to update the village inspection report and review at the next meeting.

09/140 Beech Road/Copp Lane - a speed survey had been undertaken and the results were shown to the Council. LCC had recommended that the Council ask the Police to add to their speed enforcement schedule. It was also proposed that a new copy of the Elswickian be compiled and this information be included.

It was resolved to contact the Police and produce an Elswickian.

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

09/141 YMCA – Correspondence had been received from YMCA about funding play/sports sessions in the Parish.

It was resolved to reply to YMCA that the Council would be delighted if these sessions could be provided as Elswick had inadequate bus services to centres of population. The utilisation of the Council facilities could be considered.

09/142 Future of Lancs Locals – the Council had been asked for comments on the possible disestablishment.

It was resolved to respond that Elswick Parish Council believe that the Lancs Locals should be retained because they provide a much needed local link to LCC.

09/143 Consultation on possible Minerals and Waste site allocations

It was resolved that no further action was needed.

09/145 Community Governance Review – the head of Governance at FBC had requested a meeting to allow the Parish Council to give their views on the possible changes to parish boundaries etc.

It was resolved that the Clerk arrange.

09/146 Great Eccleston Show – communication had been received asking if the Parish Council would like to be involved with a stand at the show to promote the work of local Parish Council's.

It was resolved to reply that the Council would be interested.

Items for information only

i) Police – an update on recent crimes was given to the meeting.

ii) Borehole Maintenance Elswick Generating Station Site – work to be carried out on 3rd February.

iii) Update of War Memorials – the Council were informed of the campaign to add names to War memorials.

15. COUNCIL DIARY

It was resolved that this be reviewed at the next working party.

16. DATE, TIME AND VENUE OF NEXT MEETING - Thursday 25th February 2010 at 7.45pm in Elswick & District VH.

Signed: Chairman Date

ELSWICK PARISH COUNCIL

Minutes of Internal Audit Committee meeting held on Monday 22nd Feb 2010
in the Parish Council meeting room commencing at 7.45pm.

ATTENDANCE

Present: Chairman-Coun. J. Rowe.

Councillors Chedd, Molloy, and Hayhurst.

Apologies: Councillors Emmington & Taylor

DECLARATIONS OF INTEREST

None declared.

FINANCIAL REGULATIONS

Members reviewed the Council's financial regulations on a line by line basis.

Resolved : That no further amendments be made at this time.

INTERNAL AUDIT

Members undertook checks on the Council Diary and confirmed that it had been completed on a monthly basis by the chairman and Clerk. Members also undertook the following reconciliations:

1. MUGA tickets with cash receipts.

2. Cash receipts to bank statements.
3. Salaries to Council minutes.
4. PAYE deductions.
5. Selective payments to orders.
6. Bank payments to invoices.
7. That the VAT account is complete and up to date.
8. Members noted that the reserves are considered high in accordance with recommendations but that outstanding work such as the replacement MUGA fencing is still outstanding. Members agreed to bring this to the attention of the Council at the budget meeting.

Members also reviewed the third party liability and fidelity insurance and confirmed that these were adequate for current requirements.

ASSET REGISTER

Members reviewed the Council's asset register and confirmed that no amendments were required.

CONCLUSION

Members found no discrepancies with any of the verifications undertaken. They also noted with satisfaction that neither the Council's internal nor external auditors had found any concerns with the Council's 2008/09 account and that the internal auditor had verbally congratulated the Council on improved budgeting and risk assessment.

Signed.....Chairman.

.....Dated.