

ELSWICK PARISH COUNCIL

Minutes of the Ordinary Meeting held on

Thursday 25th March 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) and Lynn Butterworth.

1. APOLOGIES FOR ABSENCE – Nil

2. DECLARATION OF INTEREST – Cllrs Chedd and James – under item 11 – VH Maintenance.

3. MINUTES – 09/169 Minutes of the Parish Council Meeting (25.02.10) were read, approved and signed as a correct record.

09/170 The minutes of the internal audit committee meeting (18.03.10) were received and it was resolved to discuss recommendations under item 9(ii).

4. MATTERS ARISING

Sweeping of Village – a sweep had been carried out.

LCC - Cllr Hayhurst reported that LCC had undertaken a full review of the Village and a large area within the 30mph zone had been identified for grass cutting by the Parish Council. LCC will now carry out a review of who owns the land. Cllr Hayhurst added that if all the areas are allocated, the Parish Council may need to review grass cutting contracts.

Streetscene Delegated Services – now being trialled in some areas and a review to determine what Parishes want to undertake will be carried out in the future.

5. GREAT ECCLESTON SHOW

09/171 – the Chairman welcomed Lynn Butterworth to the meeting and the Council confirmed their interest in attending. It was also proposed that Elswick Historic Society be asked to take part in the event. Lynn to update the Council once further information available.

It was resolved that the Clerk contact the Elswick Historic Society.

6. PLANNING

(a) **09/172** - Applications to consider

10/0123 – Elswick Riding Centre, Bonds Lane, Elswick – Cert of Lawfulness for Existing Use for siting of mobile home. The Council had been asked to consider whether information could be provided to FBC re the continuous existence of the siting.

It was resolved that the Chairman be given authority to investigate and write to FBC.

7. HIGHWAYS

Road Signs – it was reported that FBC had confirmed that road signs for Langtree Lane and Meagles Lane could not be replaced until the next financial year.

8. LEISURE AND AMENITIES

09/173 Playground Annual Maintenance Costs (FBC) – The Chairman read correspondence that Cllr Hayhurst had sent to FBC and it was reported that the situation was being chased/checked by FBC. It was proposed that the Council maintain their position that the Larbreck Play Area does not belong to the Parish Council and that Cllr Hayhurst be given authority to pursue with FBC.

It was resolved to proceed as above.

09/174 MUGA Charges – the current rental charges were reviewed and it was proposed that no changes be made.

It was resolved to agree to the above proposal.

9. FINANCE

09/175 - Expenditure to be resolved

	TO WHOM PAID	DETAILS OF PAYMENT	BUDGET HEADING	CHEQ NO.	NET	VAT	TOTAL
01/03/10	G Hall	Mowing (February)	Bowling Green	SO	£275.00		£275.00
09/03/10	British Gas	Electricity Charge	Utilities	DD	£76.47	£3.82	£80.29

25/03/10	A Atkinson	Salary - March	Amenity Cleansing Salary	100292	£288.00		£288.00
25/03/10	K Coleman	Salary - March	General Admin/Salary	100293	£108.00		£108.00
15/03/10	IRevenue	PAYE - March		100294	£99.00		£99.00
25/02/10	G Thornley	Grass Cutting Leys Close	Area 2	100295	£47.92		£47.92
25/02/10	G Thornley	Grass Cutting Larbreck Ave, Football Pitch	Area 3	100295	£116.66		£116.66
25/03/10	Andrew Atkinson	Grass Cutting, VH, Roseacre	Area 1	100296	£250.00		£250.00
25/03/10	K Coleman	Expenses	General Admin/Expenses	100297	£41.04	£1.81	£42.85
25/03/10	Best Kept Village Comp	Entry Fee	Flowers	100298	£10.00		£10.00
					£1,312.09	£5.63	£1,317.72

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

09/176 - Income to be acknowledged

DATE	PAYMENT FROM	DETAILS OF PAYMENT	METHOD	NET	VAT	TOTAL
15.03.10	New Fylde Housing	Grass Cutting Leys Close, Elswick	Cheque	£1,492.35		£1,492.35
14.03.10	HSBC	Interest Money Manager	Transfer	£6.10		£6.10
				£1,498.45	£0.00	£1,498.45

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

09/177 Internal Audit

(a) Asset Register – The Council had reviewed the asset register at the Internal Audit meeting held on 18th March 2010 and recommended to the Council that the register be approved with the changes made at the meeting on 15th December.

It was resolved to approve the updated register.

(b) Council Insurance – The Council undertook a full review of the insurance and noted that the policy provides fidelity insurance cover up to £100k and reviewed the decision to remove the play area from the policy due to the high premium costs and the repair/replacement contract with FBC. It was proposed that the current insurance cover be approved as adequate.

It was resolved to approve the insurance cover.

(c) Risk Assessment – The risk assessment and diary system were reviewed and it was recommended that the Council adopt the risk assessment without amendment and that the diary checks be fully minuted at each meeting.

It was resolved to accept this recommendation.

(d) Internal Audit Review – members had considered all other aspects of the Council's internal audit arrangements and advised that they were satisfied with the effectiveness of the audit controls and no matters of concern had been noted. They provided assurance to the full council on the following:-

- i) current arrangements adequately cover all aspects of the financial controls.
- ii) The current internal auditor is totally independent of the Council and is well qualified to undertake the audit.
- iii) the responsibilities of the members/RFO/Internal Auditor are defined in accordance with the requirements of the regulations
- iv) That all internal audit matters are reported to and approved by the full Council and the internal audit plan addresses all known risks.
- v) All aspects of the internal audit test at Appendix 8 of the Practitioners Guide have been met.

It was resolved to accept the above assurances.

(e) Responsible Financial Officer (RFO) – Members were asked to approve the clerk's continuing appointment as RFO.

It was resolved to approve as above.

09/178 Internal Audit – checking of documentation – It was noted that the Chairman had checked all relevant receipts, bank statements, etc and signed the diary.

09/179 Review and confirmation of payment schedule for grass cutting contractors.

It was resolved that contract sums would be paid as 12 monthly payments by cheque.

10. 09/180 SHLAA – it was proposed that a special meeting be held on 8th April to discuss response to be sent to FBC and that Mark Evans from FBC be invited to attend this meeting. It was also proposed that a leaflet be drafted to give to all residents explaining the implications of SHLAA on the local area.

It was resolved to proceed as above and that Cllr Hayhurst be given authority to draft the leaflet and obtain copies for distribution.

11. 09/181 MAINTENANCE – A letter had been received from the VH committee highlighting various maintenance issues. It was proposed that the Council look at the issues raised alongside their annual inspection of the Village and incorporate in to the maintenance programme where appropriate.

It was resolved to accept the above proposal.

12. 09/182 BOROUGH COUNCILLOR'S REPORT – it was reported that a grey sack for the recycling of cardboard had been distributed to some households in the Parish. It was felt that the sack was inadequate and would add to the current recycling problems of plastic items being left on the roadside after collections. It was proposed that the Council write to FBC commenting on the inadequacy of the receptacle provided and advising that some residents had not received the sack.

It was resolved that the Clerk write to FBC.

13. 09/183 STAFFING - Lengthsman Contract – a contract had been drafted and it was proposed that the Clerk complete with start date etc (01.03.10) and print for signatures.

It was resolved to proceed as above.

14. 09/184 CORRESPONDENCE not already dealt with elsewhere on the agenda

i) LALC Course – Freedom of Information – It was proposed that this may be a useful course for the Clerk to attend at a fee of £25. The Clerk was given authority to find out further details and register if felt applicable.

It was resolved to proceed as above.

15. 09/185 COUNCIL DIARY

The diary was checked and signed where applicable and it was proposed that all monthly items in the diary be put on to the agenda for future meetings.

It was resolved to approve this proposal.

16. DATE, TIME AND VENUE OF NEXT MEETING - Thursday 6th May 2010 at 7.45pm in Elswick & District VH.

It was also confirmed that the Annual Parish Assembly would be held on 27th May at 7.45pm followed by the Annual Parish Council meeting.

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