

ELSWICK PARISH COUNCIL

Minutes of the Ordinary Meeting held on

Tuesday 4th May 2010 in Elswick and District Village Hall commencing at 7.45 pm

PRESENT: Cllrs Rowe (Chair), Hayhurst, James, Emmington, (both until 8.50pm) Molloy and Chedd.
In attendance K Coleman (Clerk).

1. APOLOGIES FOR ABSENCE – Cllr R Taylor

2. DECLARATION OF INTEREST – Cllrs Chedd and James – under item 7ii – VH/Cyclists

3. MINUTES – **09/186** Minutes of the Parish Council Meeting (25.03.10) were read, approved and signed as a correct record.

4. MATTERS ARISING

09/187 Great Eccleston Show – the Historical Society had confirmed they would not be able to attend the show and that most of their historical documents are now filed electronically.

It was resolved to contact the Society again re available documents for a display and to confirm that the PC would prepare the display.

09/188 Fylde Borough Council Recycling – A reply had been received from FBC re the card/paper collections.

It was resolved to write again to FBC to make sure that adequate supervision will be used to ensure that papers/cardboard are cleared after routine collections.

5. PLANNING

(a) **09/189** – Update on Applications

10/0123 – Elswick Riding Centre, Bonds Lane, Elswick – Cert of Lawfulness for Existing Use for siting of mobile home. The Chairman read the response sent to FBC and informed the meeting that no further progress had been made with the application by FBC. The Chairman to pursue response and look for possible archive plans.

6. HIGHWAYS

09/190 Bonds Lane – it was reported that a member of the public had raised an issue with the closure/blocking of a public footpath and had raised the question whether the change of access to a property on Bonds Lane needed planning permission.

It was resolved to register a complaint with County Council re the closure of the public footpath and that the Parish Council write to FBC re the change of access.

Other – the condition of roads/road markings was raised and it was agreed that LCC had started to repair. It was agreed that no further action was necessary.

7. LEISURE AND AMENITIES

09/191 Playground Annual Maintenance Costs (FBC) – Cllr Hayhurst confirmed that FBC were due to write to the Parish Council about the situation with the Larbreck Ave play area. A compromise had been agreed - the PC to cut the grass and FBC to maintain the equipment and if equipment needs replacing then the PC and FBC would discuss. The Parish Council were also waiting for a breakdown of the Borough Council's costs to maintain the two park areas along with a VAT invoice.

It was resolved that the Clerk chase Mark Wilde.

09/192 (i) Village Hall/Cyclists – The Chairman read two letters that had been received from local residents concerning use of the Village Hall when hired by cycling clubs. It was also reported that the Police were trying to arrange a meeting with organisers of the races to resolve ongoing issues.

It was resolved to contact the organisers of the races to arrange a meeting.

(ii) Playground – it had been raised that part of the playground surface had subsided and it was proposed that the Clerk contact Wicksteed to arrange initial inspection.

It was resolved to progress as above.

09/193 Youth Club MUGA Hire – The Youth Club had confirmed that there had been five sessions when the MUGA had not been fit for use because of the weather conditions and were asking that the Parish Council waive charges for these sessions.

It was resolved to waive the charges, but to remind the Youth Club that as much notice as possible is needed if the MUGA facilities are not going to be used.

09/194 Summer Bedding Contract – it was proposed that the contract be awarded to the same contractor as last year as costs remained the same.

It was resolved to proceed with the same contractor.

8. FINANCE

09/195 - Expenditure to be resolved

DATE	TO WHOM PAID	DETAILS OF PAYMENT	BUDGET HEADING	CHEQ NO.	NET PAYMENTS	VAT	TOTAL PAYMENTS
30/03/10	G Hall	Mowing (March)	Bowling Green	SO	£275.00		£275.00
14/04/10	British Gas	Electricity Charge	Utilities	DD	£77.69	£3.88	£81.57
04/05/10	A Atkinson	Salary - April	Amenity Cleansing/Salary	100299	£288.00		£288.00
04/05/10	K Coleman	Salary - April	General Admin/Salary	100300	£129.60		£129.60
04/05/10	A Atkinson	Payment for Weed Killer	Amenity Cleansing	100301	£42.00		£42.00
04/05/10	G Thornley	Grass Cutting Leys Close	Area 2	100302	£47.92		£47.92
04/05/10	G Thornley	Grass Cutting Larbreck Ave, Football Pitch	Area 3	100302	£116.66		£116.66
04/05/10	Andrew Atkinson	Grass Cutting Village Hall, Roseacre	Area 1	100303	£250.00		£250.00
04/05/10	G Thornley	1% back pay (2009/2010)	Amenity Cleansing/Salary	100304	£15.24		£15.24
04/05/10	Revenue and Customs	PAYE April		100305	£104.40		£104.40
	FBC	Playground Mtce			£585.00		£585.00
04/05/10	P Hayhurst	Photocopies re SHLAA	General Admin	100306	£76.60	£13.40	£90.00
04/05/10	Best Kept Village Comp	Entry Fee		100307	£15.00		£15.00
					£2,023.11	£17.28	£2,040.39

It was resolved that all the above accounts are to be paid and that the payments (a) Mr G Thornley 1% back pay for 2009/2010 and (b) payment to Cllr P Hayhurst for photocopies for the SHLAA document be approved.

09/196 - Income to be acknowledged

DATE	PAYMENT FROM	DETAILS OF PAYMENT	METHOD	NET PAYMENTS	VAT	TOTAL PAYMENTS
31/03/10	DVLA	Refund of Tax for Sweeper	Cheque	£55.00		£55.00
31/03/10	Elswick Youth Club	Rental of MUGA	Cheque	£163.20		£163.20
23/04/10	FBC	Precept	Transfer	£9,250.00		£9,250.00
		Amenity Cleansing		£2,452.00		£2,452.00
		Bus Shelters		£140.00		£140.00
04/05/10	MUGA Rentals	Cash £90 Cheque £60		150.00		150.00
				£12,210.20	£0.00	£12,210.20

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

09/197 Internal Audit – the Chairman checked and signed the pay slips and bank statements.

09/198 Financial Statement for end of year 2009/2010 – the statement was received and confirmed and it was noted that the financial account balances had again risen.

It was resolved that action be taken to replace the MUGA fencing and to invite FBC to quote for the work.

09/199 External Audit – the receipt of the papers was confirmed and it was proposed that the Clerk prepared relevant papers for the internal auditor including the governance guidelines.

It was resolved to proceed as above.

09/200 Parish Remuneration Panel – Members were asked to consider if a response would be given to the communication received from FBC. It was proposed that the Clerk respond to say that Elswick Parish Councillors are not paid expenses and believe that anyone paid expenses was standing for public office for the wrong reasons.

It was resolved to respond as proposed.

09/201 Parish and Sweeper Insurance

It was resolved that an informal meeting be held to check the Council's insurance requirements and proposals be made to the next meeting of the Parish Council

9. 09/202 SHLAA – The Chairman thanked Cllr Hayhurst for producing the document that was distributed to residents and asked that thanks be recorded for all those that had responded. It was discussed that people should be kept informed at every stage and that if necessary a public meeting be held. Members were then asked to adopt the response to FBC that had been prepared by Cllr Hayhurst on behalf of the Council.

It was resolved to accept the response to FBC.

10. MAINTENANCE

09/203 LCC grass verge maintenance – a proposal from LCC had been received and members were asked to discuss and confirm the areas to be maintained and the costs. It was also proposed that at the next informal meeting, members prepare a tender document for the additional areas of grass to be maintained.

It was resolved to accept the proposal from LCC and to prepare tender documents.

09/204 Lengthsman - It was also proposed that as a result of extra income for the Parish Council, the lengthsman be paid for 1 extra hour to litter pick around the village – 9 hours/week for 26 weeks (summer months).

It was resolved to offer the lengthsman the extra hour of work.

11. POLICE

A report had been provided by PCSO Begg which was read to the meeting.

12. BOROUGH COUNCILLOR'S REPORT – Nil to report

13. 09/205 - CORRESPONDENCE not already dealt with elsewhere on the agenda

i) PDQ Garden Services – information about grass cutting/maintenance had been received from this company.

It was resolved to keep on file and consider for future tenders.

ii) District Parish Liaison – members were informed about free conference/workshops.

It was resolved that no further action was necessary.

iii) The Michael Grant Workshop – information had been received about the design and manufacture of Notice Boards.

It was resolved that no further action was necessary.

14 09/206 COUNCIL DIARY - The diary was checked and signed where applicable.

i) Risk Assessment – It was proposed that the diary be reviewed with a view to the Risk Assessment only being required on an annual basis. Clerk and Cllr Hayhurst to review.

ii) Annual Village Inspection

It was resolved that the inspection be discussed at the next informal meeting.

iii) VAT return – the Clerk was asked to submit a VAT return as soon as possible for the year ending March 2010.

DATE, TIME AND VENUE OF NEXT MEETING - Thursday 27th May 2010 – Annual Parish Assembly at 7.45pm followed by the Annual Parish Council meeting.

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