

## **ELSWICK PARISH COUNCIL**

### **Minutes of the Ordinary Meeting held on**

**Thursday 24<sup>th</sup> June 2010 in Elswick and District Village Hall commencing at 7.45 pm**

**PRESENT:** Cllrs Chedd (Chair), James, Molloy, Hayhurst (until 9.00pm) and Rowe. In attendance K Coleman (Clerk) and 5 residents.

**1. APOLOGIES FOR ABSENCE** – Cllrs Taylor and Emmington.

**2. DECLARATION OF INTEREST** – Cllr Rowe declared an interest in item 10 on the agenda.

**3. 10/28 MINUTES** – Minutes of the Annual Parish Council Meeting (27.05.10) were read, approved and signed as a correct record. The approval of the minutes of the Special Meeting (03.06.10) was deferred to the July meeting.

#### **4. 10/29 MATTERS ARISING**

i) Great Eccleston Show

**It was resolved to hold an informal meeting to decide on attendance and display.**

ii) Hiring of Village Hall for Cycling Events

**It was resolved to hold a separate meeting – Clerk to organise.**

iii) Annual Village Inspection – **report of inspection to be issued to all members.**

iv) Skateboard Park – it was reported that an informal meeting had been held with the skateboard group and that it had been decided that they would formally write to the Parish Council indicating what the group needed from the Council. No correspondence had been received for discussion at the June meeting.

#### **5. 10/30 POLICE**

PC Vicki Doherty was in attendance to report that no crimes had been committed in Elswick during May and that the next PACT meetings would be July 1<sup>st</sup> 7.30 pm (Elswick), August 3<sup>rd</sup> 7.30 pm (Singleton). The August meeting will also be attended by Ch Insp Barrow and a member of FBC in a meet the people session. Cllr Hayhurst asked for 2 incidents to be logged. It had been reported that flowers had been removed from the flower beds on 10<sup>th</sup> and 22<sup>nd</sup> June.

#### **6. PLANNING**

**10/31 It was resolved to adjourn the meeting to allow members of the public to speak on the following item.**

##### **(a) 10/32 Items for Consideration**

10/0382 – Land to rear Osbourne House, High Street, Elswick – Proposed Garage.

It was reported that correspondence on this issue had been received from two interested parties and after a lengthy discussion it was proposed that the Council inform Fylde Borough Council that no specific observations were to be made on this application.

**It was resolved to accept the above proposal.**

**10/33 It was resolved to reconvene the meeting**

##### **(b) 10/34 Items for Information**

The Coppice, Bonds Lane – it was reported that Fylde Borough Council had inspected alterations to the domestic curtilidge and confirmed that they considered the work to be reasonable and that no enforcement action would be taken.

#### **7. HIGHWAYS**

**10/35 Speed Indicator Devices (SPIDs)**

**It was resolved that no further action be taken.**

#### **8. LEISURE AND AMENITIES**

It was reported that Britain in Bloom judging would take place on 19<sup>th</sup> July at 2.20pm.

#### **9. FINANCE**

**09/36 - Expenditure to be resolved and income acknowledged**

DATE	TO / FROM	DESCRIPTION	CHQ NUMBER	NET PAYMENTS	VAT PAID	TOTAL PAYMENTS	BUDGET HEADING
28/05/2010	Broker Network Ltd	Parish Insurance	100321	£1,460.01	£0.00	£1,460.01	General Admin
01/06/2010	HMRC	VAT Refund 01/01/09 - 31/03/10	INCOME	-£1,343.43	£0.00	-£1,343.43	General Admin
01/06/2010	G Hall	Bowling Green Contract - May	SO	£275.00	£0.00	£275.00	Bowling Green
09/06/2010	British Gas	Electricity Supplier	DD	£59.41	£2.97	£62.38	Utilities
14/06/2010	HSBC	Interest Money Manager	Transfer	-£6.62		-£6.62	General Admin
24/06/2010	Lancs County Training	Course for Clerk (Freedom of Info)	100322	£25.00		£25.00	General Admin
24/06/2010	G Thornley	Mowing area 3	100323	£116.66		£116.66	Football & Larbreck
24/06/2010	G Thornley	Mowing area 2	100323	£47.92		£47.92	Grass Cutting
24/06/2010	A W Atkinson	Mowing area 1	100324	£250.00		£250.00	Grass Cutting
24/06/2010	A W Atkinson	Summer bedding work	100325	£2,000.00		£2,000.00	Flowers
24/06/2010	A Atkinson	Growmore (Baguleys)	100326	£75.96	£13.29	£89.25	Flowers
24/06/2010	A Atkinson	Litter Picker/Roundup (Coop's DIY)	100327	£28.50		£28.50	Amenity Cleansing
24/06/2010	Martin Molloy	Hanging Baskets Blundell's Nurseries	100328	£67.87	£11.88	£79.75	Flowers
24/06/2010	Russell Taylor	Plants and Compost (Ashlea Cottage Nurseries)	100329	£111.00		£111.00	Flowers
24/06/2010	K Coleman	Expenses	100330	£25.46	£2.38	£27.84	General Admin
24/06/2010	Elswick Plumbing Servi	Replacing of Pump in Changing Rooms	100331	£90.00		£90.00	MUGA
24/06/2010	A W Atkinson	June Salary	100332	£288.00		£288.00	Amenity Cleansing
24/06/2010	K Coleman	Salary – June	100333	£129.60	£0.00	£129.60	General Admin
24/06/2010	HMRC	Income Tax/NI (june) K Coleman	100334	£32.40	£0.00	£32.40	General Admin
25/06/2010	MUGA Hire	Cash		-£52.00		-£52.00	MUGA
25/06/2010	HMRC	Income Tax/NI June A Atkinson	100334	£72.00		£72.00	Amenity Cleansing
25/06/2010	Fylde BC	Elswick in Bloom Grant		-360.00		-360.00	Flowers

PAYMENTS      £5154.79      £30.52      £5185.31

RECEIPTS      £1762.05      £1762.05

**It was resolved that all the above accounts are to be paid and any income acknowledged and paid into the Bank where applicable. Calculations were checked and signed by the Chairman.**

It was reported that a discussion had taken place with the lengthsman concerning the number of hours being worked v number of hours agreed at the beginning of the season. At the May meeting it had been agreed that the hours would be increased to 9 per week, but the lengthsman was working in excess of 9 and had asked for the hours to be increased to 10/week to cover all duties previously discussed.

**It was resolved that the Council agree to 10 hours/week and the contract of employment be updated.**

**10/37 Internal Audit** – the Chairman checked and signed the pay slips and bank statements.

**10/38 Internal Audit Report** – the accounts had been inspected by the internal auditor and section 4 of the annual audit report had been completed and signed. Cllr Hayhurst read the internal auditor's report to the meeting and raised the following recommendations/comments:-

(1) Asset Register – to include 2 columns to show (a) cost of asset when bought and (b) updated valuation.

**It was resolved to incorporate the above suggestion when the Asset Register was next updated.**

(2) Best Kept Garden Competition – a record of the winners was not found in the minutes to show who had been awarded the vouchers purchased by the Council.

**It was resolved to investigate and report to the July meeting.**

(3) Maintenance, Village Hall – a number of issues had been raised by the Village Hall committee, but no decision on action to be taken could be found in the minutes.

**It had been resolved at the March 2010 meeting (resolution 09/181) that these issues would be inspected as part of the Village inspection and action taken as necessary.**

(4) Sweeper – minutes reported conflicting resolutions on this subject.

(5) Balances – it was suggested that the Council review balances on a monthly basis.

**It was resolved that this would now be actioned as the new budget spreadsheet had been completed.**

(6) Deposit of Money – information on investment options had been provided.

**It was resolved to discuss at the July meeting.**

**10/39 Annual Return 2009/10 figures/governance statement** – An end of year statement had been prepared by the Clerk and reviewed/audited by Cllr Hayhurst and the Internal Auditor. Each point of section 1 (Statement of Accounts) was read out and the relevant figure advised. Each item under Section 2 – Annual governance statement was also read to the meeting and completed.

**It was resolved that section 1 of the annual return be approved as completed and duly signed by the Chairman and the RFO. Each item of Section 2 was completed and approved with Yes for points 1-8 and N/A for point 9 and duly signed by the Chairman and Clerk.**

**10/40 Asset Register**

**It was resolved to review and update at a Special Meeting.**

**10/41 Financial Regulations**

**It was resolved to review and update at a Special Meeting.**

## **10. 10/42 MAINTENANCE**

i) Changing Rooms - a quote for £145 + VAT had been received from Rowe Builders Ltd to repair the broken verges to the south end of the changing rooms. It was proposed that this quote be approved and that a further £100 be approved for a more robust solution. PC Doherty reported that an offer from the youths that had caused the damage had been received and it was proposed that a sum of £40 be contributed. CCTV was raised and it was proposed to discuss at the July meeting.

**It was resolved to progress as above.**

(ii) LCC Verge Maintenance – a tender for the extra work had been received for £190 to include a minimum of five cuts before the end of the year.

**It was resolved to proceed with this tender.**

(iii) MUGA Fencing – it was reported that urgent maintenance was needed and it was proposed that approval for work to be carried out to a value of £200 be approved.

**It was resolved to proceed as above.**

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

i) SHLAA – it was reported that the demands of the SHLAA had been lifted by the new government.

ii) County Council - a notice of motion had been lodged to form a working group to move away from the Cabinet system to a committee system.

## **12. 10/43 CORRESPONDENCE – not already dealt with elsewhere on the agenda**

i) Letter from Mark Menzies MP – invite to meet the Parish Council and discuss key issues.

**It was resolved to accept the invite and invite Mr Menzies to a future Parish Council meeting. Clerk to arrange.**

ii) The Preston Tithebarn Regeneration Project – communication received from Freckleton Parish Council asking for support for this project

**It was resolved that no further action was necessary.**

iii) Give it a go event – 30<sup>th</sup> July 2010 – a request for use of the playing field had been received between the hours of 4pm-8pm for this event.

**It was resolved to give permission to use the field.**

iv) Fylde Local Strategic partnership – Parish Fund – correspondence about a meeting (05.07.10) to give information on the scheme had been received. If no-one was able to attend, the Clerk offered to attend. It was recommended that the Clerk discuss this issue with Cllr Hayhurst as he had already left the meeting.

**It was resolved to progress as suggested.**

v) Fylde Food Co-operative

**It was resolved that no further action was necessary.**

vi) Small Spark Fund/Application Form.

**It was resolved that information be passed to Cllr Hayhurst for review.**

vii) District Parish Liaison Meeting – Elswick Parish Council had offered to host the meeting to be held on 14<sup>th</sup> July 7.15pm/7.30pm.

**13. COUNCIL DIARY** – all points been actioned.

**DATE, TIME AND VENUE OF NEXT MEETING - Thursday 22<sup>nd</sup> July 2010 at 7.45pm – Elswick and District Village Hall**

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