

**ELSWICK PARISH COUNCIL**  
**Minutes of the Annual Parish Council meeting held on**  
**Thursday 21<sup>st</sup> May 2015 - in Elswick Village Hall – 8.30pm**

**PRESENT:** Cllrs Molloy, Hayhurst (Chairman), Emmington, Hudson, Rowe and Haresceugh, 4 residents and the Clerk K Coleman.

**1. 15/001 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

**It was resolved - Chair: Cllr Hayhurst and Vice-Chair: Cllr Emmington. Acceptance of Office forms were completed for the Clerk's retention.**

**2. 15/002 APOLOGIES FOR ABSENCE: Cllr Dean.**

**3. 15/003 ACCEPTANCE OF OFFICE FORMS AND INTEREST FORMS:** acceptance of office were signed by all Cllrs who were present and interest forms were received from Cllrs Hudson, Rowe, Molloy, Harsceugh. Cllr Emmington asked for the form to be emailed to him again. Cllr Dean had completed acceptance of office and interest forms before the meeting.

**4. 15/004 DECLARATIONS OF INTEREST: Nil**

**5. 15/005 MINUTES:** Minutes of the Parish Council Meeting (30.04.15) were read, approved and signed as a correct record.

**6. 15/006 MATTERS ARISING**

- i) Ploughs – the Clerk was asked to chase John Rowe for further information.
- ii) Plan of Orchard – the Clerk was asked to contact Steve Edwards from LCC for an electronic copy of the plan so that sponsored trees could be identified.
- iii) Pension Scheme – the Clerk confirmed that a letter had now been received from the Pensions Regulator confirming the staging date for the scheme as 1 November 2016.
- iv) Dog Exercise Area – The Clerk reported that she had been contacted by the Parish Champion regarding the recent grant application for funding towards the dog exercise area. The Parish Champion was not able to contribute the full amount that had been requested, but would be prepared to contribute a smaller amount £200-£300. She also mentioned a scheme she had recently funded which was addressing the issues of dog fouling by holding information sessions. The Clerk was asked to contact the Parish Champion and proceed with the lower contribution. Cllrs Hudson and Emmington volunteered to meet with some of the residents that had attended the Annual Parish Meeting to express their concerns about the dog exercise area.
- v) Open Day – Cllr Hayhurst reported that the recent Open Day had been very successful with new cycling, walking groups being formed and people volunteering to help with various tasks/groups in the village. Cllr Hayhurst advised that a broken stile had been identified and asked the Clerk to report to Lancashire County Council (stile on a public footpath between Bonds Lane and White Crosses).

**7. 15/007 POLICE** – 1 crime had been reported in the area – theft of motor vehicle, Blackpool Old Road. Cllr Hayhurst reported that a meeting with other parishes concerning the changes in the police structure had been requested.

**8. 15/008 PLANNING**

**A. Items for Discussion - Nil**

**B. Items for Information**

i) Baxter Homes Development, High Street, Elswick – the Clerk informed members that she had been in contact with Andrew Stell (The Development Manager at Fylde Borough) and he had advised that a new application was submitted over the weekend and that details would be sent out to the Parish Council and the neighbours for consultation.

**9. 15/009 LEISURE AND AMENITIES**

i) MUGA

a. Moss on Surface – the Clerk reported that Fylde Borough had been contacted again for a further update.

b. Tennis – the tennis nets will now be erected by Cllr Hayhurst and Mark Reed.

c. Mare's Tail – it was proposed that the Clerk contact the lengthsman to arrange spraying.

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

- ii) Sport England Funding – Cllr Hayhurst reported that the funders were asking to see any alternative quotes that had been received, but these were no longer available. Cllr Emmington volunteered to talk to one of the contractors that had originally quoted to see if a copy could be generated.
- iii) AFC – a programme breakdown for the funding application had been received from AFC and circulated to members before the meeting. It was proposed that the breakdown be approved and that if successful AFC be permitted to utilise the MUGA/field free of charge for the planned sessions.

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

**10. 15/010 OPEN SPACES**

- i) Wildlife Meadow/Orchard – Cllr Hayhurst reported that the annual seeds had now been ordered and the remainder would be ordered in Autumn. The sides and end of the orchard had now been ploughed ready for the seed to be scattered. It was also reported that at the Open Day several people had volunteered to assist with any maintenance of the orchard and meadow.
- ii) Britain in Bloom – Cllr Hayhurst and Andrew Atkinson were planning to order the plants for the carpet bedding and a letter had been received confirming that judging would be taking place on 23<sup>rd</sup> July.
- iii) LCC Grass Cutting Contract – it was proposed that the Chairman and Vice Chairman be given delegated authority to arrange a cut of the verges when needed.

**It was resolved to approve the proposal.**

**11. 15/011 OTHER**

- i) Clerk Vacancy – it was reported that the Chairman and Clerk had met with an applicant who they considered to be suitable for the vacancy. Members expressed a wish to meet with the candidate so it was proposed that the meeting be arranged for Wednesday 27<sup>th</sup> May at 8pm in the Pavilion.

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

- ii) Training for Councillors – it was suggested that a folder of relevant documents/information be compiled for the training and the Clerk was asked to prepare a list of items to be included in conjunction with the Chairman. It was proposed that the training be held after the meeting re the Clerk Vacancy on Wednesday 27<sup>th</sup> May in the Pavilion. Cllr Haresceugh was asked to assist with the printing.

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

- iii) Councillor Responsibilities – it had been suggested that Councillors assume responsibilities for specific Council functions and it was proposed that this be deferred until after the training.

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

- iv) Neighbourhood Plan – Cllr Hayhurst explained the significance of the plan and proposed that a Fylde Borough representative be asked to attend the next meeting to inform the Council about the process/requirements of a neighbourhood plan.

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

**12. 15/012 BOROUGH/COUNTY COUNCILLOR REPORT – Nil to report.**

**13. 15/013 FINANCE**

**i) EXPENDITURE**

DATE	TO / FROM	DESCRIPTION	CHQ NUMBER	NET PAYMENTS	VAT PAID	TOTAL PAYMENTS	BUDGET HEADING	SUB HEADING
30/04/2015	A Cummings	Bowling Green Contract - April	SO	£266.70	£0.00	£266.70	Bowling Green	
20/05/2015	B Armstrong	Mowing area 3	200495	£131.25		£131.25	Football & Larbreck	
21/05/2015	A W Atkinson	Salary - May	200490	£444.57		£444.57	Amenity Cleansing	Salary
21/05/2015	K Coleman	Salary - May	200491	£147.70	£0.00	£147.70	General Admin	Clerk's Salary
21/05/2015	A W Atkinson	Mowing area 1	200492	£250.00		£250.00	Grass Cutting	Area 1
21/05/2015	Revenue and Customs	PAYE May K Coleman	200493	£37.00		£37.00	General Admin	Clerk's Salary
21/05/2015	K Coleman	Expenses	200494	£30.20	£1.97	£32.17	General Admin	Expenses
				<b>£1,307.42</b>	<b>£1.97</b>	<b>£1309.39</b>		

## INCOME

07/05/2015	LCC	LCC Lengthsman Grant	£200.00	£200.00	LCC	Lengthsman Scheme
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**It was resolved that the above accounts be paid and income (where applicable) paid in to bank. Payments were checked and signed by the Chairman/Councillors.**

ii) **15/014 Internal Audit** – the Chairman checked the pay slips and checked money had been paid into bank by signing of bank statements.

iii) **15/015 Reserves Policy** – the current policy had been circulated prior to the meeting and it was proposed that the policy be amended to include a clause regarding the money that needs to be allocated to the MUGA sinking fund and the level of earmarked reserves against this fund.

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

**14. 15/16 CORRESPONDENCE** – not already dealt with elsewhere on the agenda

i) Election Expenses Return – 4 completed forms were returned for the Clerk to send to FBC.

ii) Parish Liaison – meeting to be held on 3<sup>rd</sup> June at 6.30pm at Town Hall, Lytham St Annes

**It was resolved to note the date.**

iii) Civic Sunday Kirkham – 14<sup>th</sup> June

**It was resolved to note the information.**

iv) Larbreck Park - an email had been received from a resident expressing concerns about children existing the park and asking for a barrier to be erected. It was proposed that the Clerk respond advising that additional hedging is being planted.

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

**15. 15/17 COUNCIL DIARY**

i) 2015 Diary

The diary was checked for outstanding actions and signed by the Chairman.

ii) Meeting Schedule

**It was resolved to approve the circulated list.**

iii) Review of Appointments to Outside Bodies

Elswick and District VH Committee – Cllr Haresceugh with Cllr Hudson deputising

Great Eccleston Village Centre Management Committee – not required

Pact Meetings Representative – not required

Community Liaison Group – Cllr Rowe

**It was resolved to approve the above and the Clerk asked to write to Sam Schofield regarding the CLG representative.**

**DATE, TIME AND VENUE OF NEXT MEETING – THURSDAY 25<sup>th</sup> JUNE 2015  
ORDINARY PARISH COUNCIL MEETING  
7.45PM – AT THE PAVILION**

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