

MINUTES OF ELSWICK PARISH COUNCIL MEETING: 29th SEPTEMBER 2016

Elswick Village Hall, Elswick (7.45pm)

PRESENT: Cllr Molloy (Acting Chair), Cllr Rowe, Cllr Dean, Cllr Hudson, Cllr Francis

IN ATTENDANCE: Jane Lingsings (Clerk). 8 members of the public attended.

Ref	No.	Item
<p>Public Time The following queries were raised:</p> <p>Under the Code of Transparency legislation, all items of expenditure are published on the Parish Council website, which gave rise to the question of how the Parish Council considers quotes to ensure good value for money.</p> <p>At the extra ordinary meeting 8th September 2016, it was agreed that Cllr Read would commence the process of applying for potential funding for further sports provision on the MUGA. An update on this application was requested.</p>		
149/16	1.	<p>Apologies for Absence In the absence of the Chair and Vice Chair, it was resolved that Cllr Molloy would act as Chairman for the meeting.</p> <p>Apologies accepted from Cllrs Hayhurst and Read</p>
150/16	2.	<p>Declaration of Interests Cllr Rowe declared a non-pecuniary interest in agenda items 6.</p>
151/16	3.	<p>Minutes of the Previous Meeting The minutes of the previous extra ordinary meetings (8th and 19th September 2016) were deferred for ratification. The clerk had been unable to attend these meetings is awaiting the notes from the meetings.</p>
152/16	4.	<p>Action Tracker (for information only) The action tracker was reviewed and updated.</p>
153/16	5.	<p>Police The Police report for July 2016 was received and noted.</p>
154/16	6.	<p>Planning and Licensing The Parish Council considered the following planning applications:</p> <ul style="list-style-type: none"> • 16/0645: Land north of Beech Road, Elswick Erection of 50 dwellings to be accessed from Beech Road with associated landscaping, parking, pumping station and electricity substation following demolition of existing agricultural building. <p>It was resolved that the Parish Council would submit comments on this application requesting this application be refused.</p> <ul style="list-style-type: none"> • 16/0693: Higher House, Lodge Lane, Elswick Certificate of lawfulness for proposed development for replacement buildings <p>The Parish Council had no comment on this application.</p> <p>The planning tracker was noted.</p>
155/16	7.	<p>Leisure and Amenities</p> <ul style="list-style-type: none"> • MUGA sports provision: The AFC sports provision has now ceased under the grant funding arrangement. The clerk will contact Cllr Read for an update on the current application. • Football Pitch: It was resolved that the goal area will be levelled up, and the nets will be taken down and stored.

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156/16	8.	<p>Open Spaces</p> <p>Wildlife Flower Meadow/Orchard: No update</p> <p>Britain in Bloom: No update</p> <p>Overgrown Trees between Cedar Close and the Ship Inn: following a concern raised by a local resident, it was resolved that Cllrs Molloy and Rowe will undertake a site visit before any further action can be agreed.</p>																																																							
157/16	9.	<p>Amenity Cleansing</p> <ul style="list-style-type: none"> Grit Bins: it was resolved that the clerk will contact the appropriate authority to ensure these are replenished for the winter period. 																																																							
158/16	10.	<p>County & Borough Council</p> <p>The following items were noted:</p> <ul style="list-style-type: none"> Fylde Local Plan 2032 and Preliminary Draft Charging Schedule (previously circulated) Parliamentary Boundary Review 2018 (previously circulated) <p>The Parish Council had received an invitation from Highways England requesting nominations for the A585 Community Reference Group. It was resolved that Cllr Hayhurst's name would be put forward for this group.</p>																																																							
159/16	11.	<p>Finance</p> <p>It was resolved to approve the monthly bank reconciliation for August/September 2016</p> <p>The clerk presented the cumulative budget report for September 2016 and noted the overspends as per July minutes (Ref 125/16), plus additional overspends in the following areas:</p> <p>MUGA: -2,313.66 (mainly due to replacement lights) Audit: -245.13 (mainly due to charges from external auditor)</p> <p>The Clerk advised the Parish Councillors that taking into account salaries and contract payments to year end, a figure of £6,000 should be transferred from the reserve account to the current account and that careful consideration would be essential for further unbudgeted spend during this financial year.</p> <p>It was resolved to approve the cumulative budget report for September 2016, and to transfer £6,000 from the reserve account to the current account.</p> <p>It was resolved to authorise payments for September 2016:</p> <table border="1" data-bbox="320 1467 1401 1883"> <thead> <tr> <th>Date</th> <th>Purpose</th> <th>Net</th> <th>Recoverable VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>29.9.16</td> <td>September salaries/PAYE</td> <td>731.42</td> <td>-</td> <td>731.42</td> </tr> <tr> <td>29.9.16</td> <td>Grass Cutting Area 1</td> <td>275.00</td> <td>-</td> <td>275.00</td> </tr> <tr> <td>29.9.16</td> <td>Grass cutting Area 2</td> <td>131.25</td> <td>-</td> <td>131.25</td> </tr> <tr> <td>29.9.16</td> <td>Clerk expenses August and September</td> <td>81.63</td> <td>6.67</td> <td>88.30</td> </tr> <tr> <td>29.9.16</td> <td>MUGA sports sessions</td> <td>700.00</td> <td>-</td> <td>700.00</td> </tr> <tr> <td>29.9.16</td> <td>North West in Bloom Award Ceremony</td> <td>432.00</td> <td>-</td> <td>432.00</td> </tr> <tr> <td>29.9.16</td> <td>Training Best Kept Village</td> <td>136.50</td> <td>-</td> <td>136.50</td> </tr> <tr> <td>29.9.16</td> <td>External Audit Fee</td> <td>300.00</td> <td>60.00</td> <td>360.00</td> </tr> <tr> <td>29.9.16</td> <td>Amenity Cleansing Cover Jan/Feb 2016</td> <td>205.20</td> <td>-</td> <td>205.20</td> </tr> <tr> <td>30.9.16</td> <td>Bowling Green Maintenance</td> <td>266.70</td> <td>-</td> <td>266.70</td> </tr> </tbody> </table> <p>Income Received: Precept: £14029.00 Amenity Cleansing Grant: £2718.00 Bus Shelter Grant: £140.00 LCC Grass Cutting: £853.00 MUGA Rental: £89.00</p>	Date	Purpose	Net	Recoverable VAT	Gross	29.9.16	September salaries/PAYE	731.42	-	731.42	29.9.16	Grass Cutting Area 1	275.00	-	275.00	29.9.16	Grass cutting Area 2	131.25	-	131.25	29.9.16	Clerk expenses August and September	81.63	6.67	88.30	29.9.16	MUGA sports sessions	700.00	-	700.00	29.9.16	North West in Bloom Award Ceremony	432.00	-	432.00	29.9.16	Training Best Kept Village	136.50	-	136.50	29.9.16	External Audit Fee	300.00	60.00	360.00	29.9.16	Amenity Cleansing Cover Jan/Feb 2016	205.20	-	205.20	30.9.16	Bowling Green Maintenance	266.70	-	266.70
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		<p>HMRC Bank Mandate: The Clerk expressed concern that following the resolution made at the June meeting to renew the bank mandate, this has not been completed, and requested that this be actioned by the Councillors as a matter of urgency.</p> <p>Santander Account: Following the resolution made at the June meeting that the mandate be updated, the Clerk expressed concern that this has not been completed. The clerk is therefore still unable to access any details regarding this account.</p> <p>HSBC Internet Banking: It was resolved that the Parish Council account be signed up to access account information online. All transactions are to be set to zero to enable the clerk to view statements only.</p>
160/16	12.	<p>External Audit The Annual Return and External Auditor Certificate for the year ending March 2016 were received. It was resolved to approve and accept this report and certificate noting there were no matters which had come to the attention of the auditors. The notice of conclusion of the audit was displayed on the Parish Council notice boards before the 30th September 2016.</p>
161/16	13.	<p>CCTV Upgrade The Parish Councillors discussed the CCTV Policy, Subject Access Request Responsibilities and the recent investigation from the Information Commissioners Office, and agreed that more time would be required to consider this information further. Following discussion under Finance and further unbudgeted spend in this financial year, it was resolved to defer the item of upgrading the CCTV system until January 2017.</p>
162/16	14.	<p>Data Protection</p> <ul style="list-style-type: none"> • Draft Data Protection Policy: It was resolved to approve and adopt this policy which had been circulated. • Information Commissioners Office Workshop: At the Open Forum session of a recent SLCC meeting, a training need was identified on Data Protection and the Freedom of Information Act. An all-day training course has therefore been arranged with the Information Commissioner's Office and is due to be held on the 20th October 2016. It was resolved that the clerk attend this workshop in addition to the 6 hours per week Parish Clerk duties.
163/16	15.	<p>Contracts Due to Expire The Clerk advised that the following contracts were due to expire in March 2017 and required a review of the service specification prior to obtaining estimates (as per financial regulations):</p> <ul style="list-style-type: none"> • Bowling Green Contract • Grass Cutting Contract Area 2 Larbreck Avenue and Football Pitch <p>It was resolved that the clerk will review both contract service specifications with any recommendations/amendments being brought back to the next meeting for approval.</p>
164/16	16.	<p>Saswick House Farm Shop and Tea Rooms Signage Lancashire County Council had received a request for 2 signs to direct motorists towards Saswick House Farm Shop and Tea Rooms and were seeking the views of the Parish Council. The Parish Councillors discussed and considered the signage and proposed locations and it was resolved that the Parish Council object to this proposal as the signs added no benefit to the village and are intended to aid traffic management, which could lead to a proliferation of signs for restaurants, public houses etc. in detriment of the local area. The clerk will inform Lancashire County Council.</p>
165/16	17.	<p>Correspondence The following items of correspondence previously distributed by the clerk were noted:</p> <ul style="list-style-type: none"> • FBC: Agenda for Development Management Committee 27.7.16 • FBC: District Parish Liaison Meeting - 19 October 2016 • FBC: Agenda - Development Management Committee 7th September 2016 • FBC: Neighbourhood Area Plan Approval Elswick Notification • FBC District Parish Liaison Meeting - 19th October 2016 • LCC: Trading Standards - Consumer Alert - August 2016 • LCC: Severe weather update bulletin - Summer 2016

		<ul style="list-style-type: none"> • LCC Trading Standards - Early Warning - September 2016 • LCC: Parish Champion Newsletter • LCC: Bus Services Changes Leaflet September and October 2016 • LCC: Severe Weather Bulletin Summer 2016 • LCC: County Council Elections 2017 - Information Evenings for Prospective Candidates • LCC: LCC Update on Where LCC Delivers its Services • Highways England: A585 Windy Harbour to Skipool Road Improvement Scheme Consultation • LALC: September Newsletter • Fields in Trust: Olympic and Commonwealth Legacy • Fields in Trust Newsletter • Fields in Trust: Future of Parks and Playing Fields • BT Notice of Payphone removal consultation • Highways England: Invitation: A585 Community Reference Group
166/16	18.	<p>Items for the Next Agenda (for information only)</p> <p>Fylde Borough Council Election Cost Dispute Overgrown Trees between Cedar Close and the Ship Inn Bowling Green & Grass Cutting Contract Area 1 Pension Regulator Duties Update</p>
167/16	19.	<p>Date of Next Meeting</p> <p>27th October 2016</p>

Meeting closed: 9.25pm

Chairman Date