Elwick Parish Council Minutes of Meeting held on Monday 30 June 2014 at Elwick School

Present: Clirs. J. Hall. P. Hutchinson (in the Chair), B. Irving, R. Musgrave, H. Thompson and R. Thompson **In Attendance:** Ward Clir. B. Loynes (from 8.10pm), Mrs. West (Parish Clerk), **Also present**: Tom Britcliffe and Jim Ferguson, Hartlepool Planning Officers

The Chairman welcomed Mr. Ferguson and thanked him for his briefing on Planning legislation, held before the start of the formal meeting.

- 1. Apologies for absence: None received
- 2. Public Forum: No members of the public present.
- 3. Declarations of Interest: None.

The Chair proposed that Item 8 be taken at this point as the Planning Officers were present.

8. Local Plan Consultation Document: Welcoming Mr. Britcliffe, he explained that the Parish Council had held a 2.5 hour informal meeting on Thursday 26th to discuss the Local Plan Consultation Document, and this had raised several queries. Mr. Britcliffe then gave an overview of the Consultation and, using a number of explanatory maps, he answered all questions. Messrs Britcliffe and Ferguson were thanked for their input and left the meeting at 8.00 pm. It was **agreed** that the Clerk should collate all the points raised at the two meetings and circulate a draft to Councillors for approval before submitting the Parish Council's formal response to the Consultation. Cllr H. Thompson offered to help the Clerk with this. Action: Clerk and Cllr H. Thompson to draft response.

4. Minutes of the Meeting of 2 June: Agreed and signed.

5. Matters Arising:

- (a) Bus: The Clerk informed that the signed contact had now been received and that she would now set up a Standing Order with the bank for a monthly payment to Paul's Travel. Action: Clerk
- (b) Church Bank: It was noted that 30m of shuttering was required for the cinder path retention work. It was also noted that some of the growth towards the bottom end of Church Bank had not been cut back. Agreed that the Chair liaise with former Chair to identify exactly which contractors were responsible for which aspects of grass and hedge maintenance around the village. Actions: Chair to liaise with C.Banks. Maintenance Sub-Committee to seek quotes from Craig Mullooley and John Pearson for the shuttering work.

The Chair noted that the Maintenance Sub-Committee required a Chair. Cllr Hall was nominated by Cllr Irving and seconded by Cllr Musgrave. **Agreed** unanimously. It was noted that the Maintenance Sub-Committee had been given an allocation of £200 in February 2013 for minor maintenance works. It was unanimously **agreed** that this budget be allocated again for the current financial year. The Clerk reported that she had written to the Vicar as requested, regarding the renewal of the steps, and had received information as to whom to contact at the Diocese and a request for further information about costs. Cllr. Loynes informed that the Council's officers did not believe that the steps had been adopted by the Borough Council when Cleveland County Council ceased to exist, though they were willing to provide a quote for undertaking the work. This view was challenged by Parish Councillors and Cllr. Loynes agreed to seek further information from the Borough solicitor as to whom was responsible for maintaining the steps, and to ask officers to make a site visit and provide a quote. **Action:** Cllr. Loynes.

- (c) CCTV: no further information.
- (d) IT Training: Cllr H. Thompson informed that 17 people had asked to join the classes which were due to commence on 2 September, for 8 weeks. She was asked to contact the Council in regard to a possible late application to the Northgate Fund, as the closing date had passed. Funds to be sought for a WiBe and hall hire for 6 months. Action: Cllr. H. Thompson. If no grant aid was available, it was agreed to make a small charge of £1.50 per session to cover these costs, as training and computers were being provide free of charge.
- (e) Data Protection & Freedom of Information Act Training: Cllrs Hutchinson and R. Thompson had joined the Clerk at this event, which had proved most helpful and informative. It was noted that the Parish Council was required to register, at an expected cost of £35 per annum, but felt that this requirement did not extend to Councillors in our Parish. It was also noted that new policies were required. Agreed: Clerk to register the Parish Council and draft new policies. Action: Clerk

- (f) Bins: The Clerk informed that HBC wished to charge £88.80 + VAT to empty the bins at the Playing Field and to sweep the car park area, between 1 April and 30 September. Agreed. It was further noted that officers had offered to organise a 'Use the Bin or Take Your Litter Home' Campaign with the school and to have the children design notices, 3 of which would be made into permanent signs placed on the Playing Field, at a cost to the Parish Council of £45. Agreed. The Maintenance group agreed to consider organising a village-wide clean up over the summer. Action: Maintenance Sub-Committee
- (g) Bench maintenance: Cllr. H. Thompson reported that she had received a quote from BGS for £910, which averaged £65 per bench. Some benches were in an extremely poor condition and would take some considerable time to restore. Cllr. H. Thompson proposed the quote be accepted, seconded by Cllr. Irving and **agreed** by all. **Action**: Cllr. H. Thompson to liaise with Cllr Hall and BGS to have the work implemented as soon as possible.
- (h) Clearance of Garden at No. 4 The Green: The owner had stated that the garden would be cleared and Wayleave paid in the week commencing 17 June; as at today this had not been done. After some discussion it was **agreed** that rather than clearing the whole garden, John Pearson be asked to cut back the growth sufficiently so as to make the footpath fully accessible, and that Mr. Adamson be billed for this work. Action: Clerk to contact John Pearson.
- (i) Stones on the Green: The Chair reported that this was in hand. Niramax to be charged £100 once stones restored.
- (j) **Defibrillators:** The Clerk reported that a site visit was being arranged with the Ambulance Service and HBC officers to identify an appropriate placing. Free training in the use of the machine would be provided. It was noted that there would be a small annual charge for the maintenance of the machine.
- 6. Wildlife Garden: Mr. Howe has agreed to attend the next meeting to discuss the future maintenance of the Wildlife garden. It was noted that the site of the Wildlife Garden should be added to the Interpretation Map. Action: Clerk
- 7. Councillor vacancy: It was noted that, as no applications had been received, the Parish Council now needed to co-opt another member. Cllr Hall agreed to approach members of the community who might be interested. Action: Cllr Hall
- 9. Community Right to Bid: Deferred to next meeting
- **10. Chairman's Report:** (i) Village farm tree roots in hand; (ii) Stones on Green in hand; (iii) A Rowan Tree had been planted to mark the Queen's Diamond Jubilee tree, as agreed. There was some disagreement over the placement of the tree, but Councillors were reminded that the placement had been agreed previously.
- 11. Ward Councillor's Report: (i) North Close flooding no further action to be taken. (ii) Footpath from Elwick to Dalton Piercy is to be cut back. Cllr Hall raised the ongoing issue of speeding through the village, which seemed to have become even wosrse, a view fully supported by all Councillors. Cllr Loynes agreed to speak with officers about this issue again. Action: Cllr Loynes
- 12. Maintenance Sub-Committee Report: Deferred to next meeting
- **13. Use of Village Green protocol:** The Clerk regretted that she had not yet had time to draft this; Cllr. R. Thompson gave some useful advice as to what the protocol might contain. **Action:** Clerk

14. Finance:			
Receipts:		Payments:	
		Bus Service	440.00
		Administration	56.10
		Audit	50.00
		Clerk's salary & training	429.00
		General maintenance	30.00
		Grass cutting	600.00
		Miscellaneous (Councillors' training	ng) 54.00
		Rural Plan	1,050.25
		Skip Hire	312.00
		Village Atlas	21.00
Total	£0.00	Total	£3,042 .35

The Clerk presented a statement of Receipts & Payments Actual against Budget. Both were accepted. The Annual Return was agreed and signed by the Chairman and Clerk. **Action:** Clerk to forward to BDO

The Clerk requested authority to transfer the balance of monies held on behalf of the Hartlepool Rural Plan Steering Group to the new bank account opened in their name. This was agreed. **Action**: Clerk.

15. Correspondence:

- (a) Mrs. S. Dobbie re: Dog Fouling Agreed to place article in Village Life
- (b) Post Office re: Amended Opening Hours noted
- (c) Mrs. Bennison re: Black liquid coming off fields into her garden HBC officers to be asked to investigate. Action: Cllr Loynes
- 16. Planning: H/2014/0215 Development at Quarry Farm: Concerns were expressed about the increase in traffic flow through the village as a result of 81 Executive houses being built on the site. Action: Clerk to inform officers of concerns and to ask for a traffic count to be undertaken.
- 17. AOB: Cllr Hall reported (i) that Mrs. J. Banks had informed that the village green (cobbled) to the west of her drive was in urgent need of attention, being overgrown with weeds. Action: Maintenance Sub-Committee; (ii) Mrs. J. Higgs had reported that the cherry tree on the green in The Walk appeared to be diseased or dying. Action: Cllr Loynes to ask Derek Wardle to investigate. Cllr R. Thompson reported that Mr & Mrs I Hunter had reported a tree overhanging the pavement in North Lane near to the Greenlea access, and that a car was often parked here blocking access for pedestrians. Action: Cllr Loynes to ask officers to look into this, and an article placed in Village Life (Clerk). Cllr Musgrave reported that cars are being parked in the spaces reserved for medical staff in at the bottom of Manor Close. Action: Situation to be monitored.