**ELWICK PARISH COUNCIL**

**Minutes of Meeting held at 7.00 pm on Monday 25th July 2022**

**at Elwick WI Hall**

**Present:**Cllrs. A. Aird, B. Irving, R. Musgrave, H. Thompson, R. Thompson (in the chair)

**In Attendance:** M. Ireland, Clerk. PCSOs Vanessa Hocking and Graham Handley

1. **Apologies:** Cllrs D. Woodward and G. Winrow – accepted. (Ward Cllr A. Martin-Wells sent late apologies, not received in time for the meeting)
2. **Public Forum:** No members of public present.

The Vice-Chairman warmly welcomed the Police officers and invited them to speak.

1. **Police Report:** PCSO Handley tabled statistics for ASB in the whole rural area of Hartlepool Borough, which indicated very low levels of ASB. The statistics did not, however, include more serious crimes such as burglaries or thefts. Cllr Musgrave noted that residents of Coal Lane got very little response from Cleveland Police to reported crimes, including burglaries and thefts of machinery/vehicles. PCSO Handley noted there were only 12 PCSOs for the whole of the Borough, 4 on each shift. He explained that currently some were on sick leave, including the PCSO for Elwick, Jasmine Calvert, which is why he and Vanessa were attending this evening. PCSOs in Cleveland could record crimes but were not warranted officers. Councillors took the opportunity to raise concerns with the police including speeding through the village and the use of CCTV. PCSO Handley informed the Police Neighbourhood Team now had 2 Speed Watch cameras which could be brought in; however, these would not result in fines, only a warning letter. Councillors noted that Speed watch had proved effective in slowing traffic, in the past, only for the hours the police were actually present. In regard to CCTV, the law was clear – anyone could put a CCTV camera up, provided only that they made the camera very visible and put up a notice to say CCTV was in use; it was lawful to record activity in the street as well as on one’s own property. The Clerk explained the issue with obtaining CCTV for the Playing Field and was advised to contact Nick Stone, HBC’s Community Safety Officer. Currently, solar-powered cameras were available that would be sufficient to record vehicle number plates clearly; the user of the CCTV camera recordings however, would be required to be DBS registered.

Cllr R. Thompson thanked the officers for attending, and all Councillors expressed appreciation.

1. **Declarations of Interest:** None declared.
2. **Minutes of 27th June** **2022:** Cllr H. Thompson noted the repair to the village wall had been repeated in Item 11; the repetition was deleted, and she then proposed, with Cllr Irving seconding, the acceptance of the amended Minutes as a true record of the meeting. All being in agreement, it was **resolved** to accept the amended minutes as a true record.
3. **Matters Arising*: (a) Microsoft 365:*** Cllr Woodward had sent in a written recommendation and all **agreed** that the Parish Council should go ahead with the purchase of the Annual Microsoft 365 as previously discussed, and it was so **resolved**.

***(b) Hartlepower –*** The Clerk reported that she had been unable to progress this as yet, but would do so during the August break.

***(c) Stones around the greens*** – Cllr Aird explained that he and Cllr Winrow were awaiting the stones sealant that Cllr R. Thompson had agreed to obtain. Once this was available, they would paint the remaining stones.

***(d) Kiosk*** – The Clerk informed HBC Planning Department had provided two options for the way forward – the first would be to submit a request to the Planning - One Stop Shop’ as to whether planning permission was actually needed; the second option was to make direct application for a ‘Permitted Development Certificate’. She noted that although, at first, she had thought the One Stop Shop approach would be the safest option, she had been informed that any response would not carry legal status, whereas, the PDC was a legal document. Councillors discussed the options and agreed that a legal document would provide a sounder basis for progressing with the project; it was therefore **resolved** to make application for a Permitted Development Certificate.

***(e) Footpath –*** The Clerk informed that Chris Scaife had the matter in hand.

***(f) Broadband Connectivity –*** Cllr. R. Thompson noted that Councillors had agreed at the previous meeting to identify potential lines of sight for broadband signals – no information was available on this as yet.

**Actions:** All Councillors to identify potential ‘lines of sight’ for broadband signals; Cllr R. Thompson to provide adhesive and Cllrs Aird & Winrow to paint stones; Clerk to purchase Microsoft 365, make application for a Permitted Development Certificate and meet with Hartlepower officers.

1. **North Lane Bin Lorry:** Followingthe email from a resident about the Bin Lorry being unable to access houses along the loop off North Lane due to the large stones recently installed by the Parish Council,Cllr Woodward had contacted HBC and they had clarified it was parked vehicles that were the problem not the stones; in particular, a vehicle parked at the north end of the access. It was agreed that this was therefore not Parish Council business, however, the Chairman was requested to speak to the vehicle owner, it would be neighbourly if he would park elsewhere overnight on Thursdays, so as to allow the bin lorry access. **Action:** Cllr Woodard to speak to vehicle owner.
2. **Footpath at east end of Village green:** The Clerk read out a communication from residents in regard to the poor state of the footpath, and requesting it be treated in he same was as the path at the other end of the village. Cllr R. Thompson noted that the Parish Council had agreed to the resurfacing material used, having previously rejected the use of concrete; it was unfortunate this surface material had not proved as affective as hoped. The Clerk informed that funds were very limited this year, due to having to share reserves with the new Wynyard PC, and another grant application for the same stretch of footpath was out of the question. After a brief discussion, Councillors agreed the path should be covered in tarmac as soon as funds permitted. **Action:** Clerk to inform residents of decision,
3. **Ward Councillors’ Reports**: The Clerk reported no reports had been received.
4. **Chairman’s Report**: The Chairman had submitted a written report which had been circulated prior to the meeting. His report covered:

* His attendance at the Parish Liaison Meeting with the Leader of HBC and the key points of discussion, including: Charter, Section 106, Elwick By-pass, Elwick Road Safety Scheme, Councillor Portal, smell at the Playing Field, crime and lack of resources/action on rural crime and energy efficiency.
* His participation, with the Clerk, in HBC-provided Planning Process Training – very informative
* His investigation into the Waste Collection issues on North Lane (reported above) and
* Planning Applications in the Elwick Conservation Area (Item 16 below).

The contents of the report were discussed; the Clerk was tasked with requesting a copy of the approved Elwick Road Safety Scheme from Peter Frost, HBC Highways Manager, and asking why permanent speed cameras have not been installed, as the police support this option.

1. **Social Activities Committee Report:** Cllr Woodward had provided a SAC Chairman’s Report – written from memory as the Minutes were not then available, and circulated in advance of the meeting. Cllr. Thompson had since circulated the draft Minutes of the same meeting. The date of the ‘Bring and Buy’ was confirmed as Saturday 20th August, the Hall having been booked already by the Clerk; the ‘Gig on the Green’ was confirmed for 10thSeptember; the Christmas Fayre for 18th November, Cllr Irving stating she already had several craft stalls booked and the Children’s Christmas Party for 28th December. Cllr Woodward proposed in his report that half the proceeds of the ‘Bring and Buy’ be donated to charity. This was vetoed by Councillors who felt any funds raised by the SAC should remain within the parish and used to provide activities for the benefit of residents. Councillors **agreed** the next SAC meeting should take place on Monday 1st August at Rudby House.
2. **Village Maintenance Group Report**: Cllr Irving’s written report had been circulated in advance.

**Tasks completed:**

* Limestone wall outside No. 6 The Green repaired
* Street light outside W.I hall fixed

**Tasks not yet completed:**

***Playing Field:***

* Bench to be installed – EPC
* Entrance fence to be repaired & stained
* Notice at entrance gate to be attached to fence – EPC
* Boards around soft fall area - EPC

***Wildlife Garden:***

To be discussed

***General Village:***

* Church Bank needs tidying - EPC
* Pavements in Manor Close and North Lane in very poor state, especially from Hillcrest towards A19 -HBC
* Partial road collapse on main road through village opposite Holmlea – HBC
* Brass plaque missing from new bench in North Lane – HBC
* Two tubs on green opposite Potter’s Farm need to be removed – EPC
* Tub in Manor Close, at the corner of The Paddock, is beyond repair and needs to be removed - EPC

The Clerk informed that HBC appeared to have mislaid the plaque; Kieran had asked for the wording in order he could have a new one made. A request to be placed on Facebook for the missing information. Cllr Aird informed that Elwick Stud had offered to donate rocks for the pond. He agreed to liaise with them and to organise a volunteer team to undertake the work needed at the Wildlife Garden. He further informed that ‘The Big Town Tidy Up’ team were willing to come to the village, on a regular basis if wanted, to help keep the village tidy by undertaking tasks such as cleaning the weeds from the setts around the greens, litter-picking, etc. All Councillors present thought this a very generous offer and were pleased to accept. Cllr Winrow to be asked to put this on the village Facebook page and Cllr Aird would speak to village volunteers also willing to help.

**Actions**: Cllr Aird to liaise with Elwick Stud, to organise working party for Wildlife Garden, and speak to volunteers willing to help with a Tidy Up; Cllr Winrow to place information on village Facebook page; Cllr R. Thompson to request the help of Andrew Sturrock with moving the tubs.

1. **Financial Reports**: The Financial Reports had been circulated in advance; these were **accepted.**

The Clerk informed that £6,426.56 had now been paid to the new Wynyard Parish Council (Hartlepool), being 73% of Elwick Parish Council’s bank balance at 31st March 2022, together with the funds held on their behalf from previous years; she noted that all financial responsibilities for Wynyard had now ended.

**Receipts: £**  **Payments: £**

SAC – Hog Roast & Lighting for Christmas Fayre 1,095.94 Robinsons of Wingate (Hog Roast) 1,104.00

D.M. Ireland (salary April-June) 879.30

HMRC (PAYE) 219.60

SLCC (Clerk’s membership fee) 144.00

Wynyard Parish Council (Hartlepool) (funds transfer) 6,426.56

**Total: 1,095.94 Total: 8,773.46**

1. **Red Gap Applications:** The Clerk reported that she had not yet heard from Grantscape as to the outcome of the applications; a decision was expected before the end of the month.
2. **Correspondence**: ***(i) NALC*** – information on upcoming events – noted; ***(ii) CDALC*** – information on upcoming training for parish council Members and Clerks – noted; Cleveland Police – recruitment poster for Special Constables – noted; ***(iii)*** ***Reliance Energy*** – request to meet Parish Council relating to an application for a Battery Storage Facility on Worset Lane; the Clerk had already informed them the next meeting was end of September – **agreed** to extend invitation to meeting; ***(iv)*** ***Jill Mortimer MP*** – copy of the response she received from Environment Agency with which she was not content – she suggested residents be given EA contact details and asked to send in complaints whenever smell detected – **agreed**; ***ICA (Independent Complaints Authority***) – information on how to complain about NHS issues – noted.
3. **Planning Application**:

All the applications below are within the Elwick Conservation Area and thus subject to increased restrictions on alterations.

**H/2022/0216 - Chantry Cottage, 11 The Green, Elwick** – erection of single storey front porch canopy and replacement of existing windows with new uPVC double-glazed units. Councillors had no objection to the canopy providing it did not touch the village green and was in a style keeping with others on the village green, however the use of uPVC, rather than traditional wood, for the double-glazed replacement windows was not supported, as this is an old property.

**H/2022/0182 – 25, The Green**, Elwick - Demolition of conservatory and outbuildings to rear, proposed erection of a single storey 'L' shaped rear extension with flue, erection of porch to front elevation, render to front elevation, erection of picket fence, new footpath and ramped access to front of property. Councillors had no objection, in principle, with the application, however the Clerk was requested to check if the property was subject to wayleave payments, in which case the new front door and path would not be acceptable, as in accordance with the legislation, no permanent structures, such as a porch may be built on a registered village green. ***(Clerk’s note – No Wayleave applies).***

**H/2022/0234 –** **28 The Green, Elwick** - Replacement of existing timber casement windows and doors with uPVC double glazed windows and composite doors, replacement of existing chimney pots, removal and replacement of render and installation of 2no. roof lights to rear elevation. Councillors had no issues with the application except with the uPVC windows and door. This is one of the oldest houses in the village and replacement windows and door should reflect the style of the original as closely as possible

1. **Matters of Concern to Councillors**:

* Cllr Musgrave noted that Mr, & Mrs. Peter Hutchinson would be celebrating their 50th Wedding Anniversary the following week. In accordance with current practice, the Clerk was tasked with purchasing an appropriate card and bouquet for the couple.
* Cllr Woodward had raised some issues in his report: (a) he wished to form a Stakeholder Forum – inviting all organisations and businesses in the parish to a meeting to discuss how we can all support each other and the village – **unanimously agreed; (b)** he wanted to recruit more volunteers to help with village activities – Cllr Aird already tasked with this; **(c)** he wished to progress Energy Efficiency Support as agreed at the Parish Meeting – all **supported** this and **(d) Community Power Act** – he wished to work closely with HBC in support of their motion to campaign for more community involvement in running local services **– agreed to postpone** until September meeting, when Councillors would have had time to digest the information provided on the website **#wearerighthere.**

**Date of next Meeting:** 7.00pm, Monday 26th September 2022 at Elwick WI Hall.

*Meeting closed 9.33pm.*