

ELWICK PARISH COUNCIL

Draft Minutes of meeting held at 7:30pm Monday 20th April 2026 at Elwick WI Hall

Present: Cllrs Woodward (Chair), Irving, H. Thompson, R. Thompson (*arrived 8:25pm*)

In Attendance: 3x Residents, Sara Hamouda and The Clerk - (M. Davies)

1. **Apologies:** None. The Clerk reminded all Councillors present, as circulated on the Parish Council WhatsApp Group, Cllr Aird resigned via an email. The Clerk advised HBC have been informed, who have confirmed no further action is required.
2. **Public Forum: i)** A resident asked Councillors if the Parish Council had acted on the section of Village Green which has now been illegally enclosed within the garden of Chantry Cottage, along with the overgrown hedge, which historically was agreed by the Parish Council the hedge could be no bigger than 2ft. All Councillors present acknowledged the resident's concerns, Cllr Woodward advised he would contact the Clerk with his availability for them to arrange to go and speak with the resident.
3. **Declarations of interest:** Cllr Irving advised the land relating to item 7 (i) on the agenda, backs onto her property.
4. **Police Report:** No report received.
5. **Minutes of Parish Council meeting held 23rd March 2026:** Cllr H. Thompson asked for the following amendments to be considered 1) Item 9 ii – should read *“The Clerk advised she is currently looking into Cllr H. Thompsons previous suggestion of improving the area around the bottom of the Church steps on behalf of resident”*. 2) Item 10 ii – should read *“The Clerk advised as agreed by Councillors in the WhatsApp group, Mr Jeffery Thompson, will shortly be carrying out the work to supply and lay the concrete base for the new Wildlife garden shed which is £240.00”*. Item 12 – should read *“Cllr Woodward advised we are still waiting for the date of the next Parish Liaison Meeting. Cllr H. Thompson asked if at the next meeting can the Council consider providing hard copies of documents, as often the documents are too large for individuals to print, also issues with laptops.”* The Clerk advised she had made the amendments and approval of the Minutes as an accurate record, was then proposed by Cllr H. Thompson, with Cllr Woodward seconding. The meeting then resolved to accept the minutes, and Cllr Woodward signed the Minutes.
6. **Section 106 Monies priorities list to be confirmed:** After discussion by all Councillors present, the Section 106 Monies priorities were agreed by all in the following order; 1) Traffic Management. 2) Provisions for school play areas to be open for sports activities for children. 3) CCTV for the play park with monitoring. 4) More equipment for the playing field. 5) An appropriate rural footpath along the road to Hartlepool. 6) New Village Hall with parking. 7) Interpretation boards. 8) Resurfacing of South Village Green Road to reflect its rural heritage.
7. **Matters Arising: (i) Breach of Planning Permission:** The Clerk advised the HBC Enforcement Officer has emailed to advise, no response has been received despite the request that a retrospective planning application be submitted. The matter therefore has been referred for consideration of formal enforcement action under the Council's scheme of delegation. **ii) Damaged bench on the Village Green:** Cllr H. Thompson advised she had spoken with Mrs Jobson from the Elwick W.I and they have advised they would like to replace the bench to commemorate their 95th anniversary. The Clerk has provided Cllr H. Thompson with a picture of a metal bench with prices and sizes available for their consideration. **(iii) Bonfire damage on The Village Green:** The Clerk advised she has received a quote from Affordable Landscapes to agitate the ground and reseed and overlay with a fresh soil covering at

£150 plus VAT. Affordable Landscapes have also quoted to supply and re-turf the damaged section of green at £495 plus VAT. The Clerk advised she also received a second quote to remove broken glass from area, agitate the ground and reseed for £90 (No VAT). Councillors all present agreed for the Clerk to speak to the three businesses, advise them of the quotes and if they were happy to contribute £30 each to cover the cheaper quote. The Clerk is to arrange. **(iv) Gates on the Playing Field:** Cllr Woodward advised he has reattached the fixing to the gate going into the Playing field from the dog walk, he also advised he has been unable to find anyone able to carry out a repair to the kissing gate latch. The Clerk advised she would speak to a gentleman in Dalton Piercy to see if he can carry out the repairs.

8. **Grantscape Community Funding 2026: i)** The Clerk advised she has spoken to a contractor regarding the area of overgrowth at the bottom of the church steps and after speaking to Reverend Janet it has been suggested the area is made into a bio-diversity space. There is a number of dead and diseased trees within the location which would require removal, the understory will require removal, this will then enable replating of suitable trees to provide the community with fruit, windfallen fruit would be further utilised by nature, resurfacing with wood chip recovered from the trees, bug hotels/habitats and eco piles to be created with the recycled materials from the area, a double railed, wire fence to try and prevent the ongoing issue with fly tipping and protect the new trees whilst they establish themselves. The current foot path to be reestablished and redefined using road plainings, it has also been suggested that fruit shrubs are planted near the beck to try and create a natural barrier to prevent people going near the waters edge. The estimated cost for this work would be £4900 plus VAT.
9. **Outstanding Grantscape Community Funding 2025 Projects: (i) Fred Greives Memorial Bench:** The Clerk confirmed the bench has now been installed. The family of Fred have expressed their thanks. The wording for the plaque is still to be agreed, but once this is, the Clerk will arrange it. The Councillors agreed the Clerk is to submit the completion report to Grantscape. **(ii) School Wildlife Garden Equipment:** The Clerk advised the shed has now been erected, the final few pieces are on order and once the items have arrived, the school can be handed the keys, and the completion report can be submitted to Grantscape. The Clerk advised once the last few items have been put into the shed, she will speak to Mrs Wilson of St Peters School to arrange for some of the Children to go to the site for pictures to be submitted to Grantscape. The Clerk advised she would inform councillors once she has a date from Mrs Wilson.
10. **Chairman's Report: (i)** Cllr Woodward advised it had been a relatively quiet month, with little or no activity from HBC in the run up to the local elections on May 7th. Cllr Woodward confirmed he is not standing for the parish election, He thanked all those who have shown an interest in joining the Parish Council and wished those who are standing in the election the best of luck. In the lead up to the election he advised he would be aiming to wrap up any outstanding projects and would be happy to support any ongoing projects as a volunteer following the election. **(ii) School Outdoor Classroom Proposal:** Cllr Woodward advised he has been in touch with HBC and Sport England and while both seem in support, it will be necessary for the school to put in an official planning application. Cllr Woodward proposed with all Councillors agreeing we now hand the project over to the school and privately himself and the Clerk will volunteer to continue to work with HBC, Enviromena etc, to continue this project. **(iii) Ghyll Circular Walk:** Cllr Woodward advised he is still keen to get an agreement formalised for the permissive right of way down the Ghyll so that the Parish Council can hopefully this year make a start to create the circular path to link the playing field with the path down the Ghyll. This will need volunteer support. Cllr Woodward advised this was a project he would be happy to support after the election. **(iv) Playing Field Safety Report:** Cllr Woodward advised we have received the annual HBC Safety Report for the playing field with several actions required, including the gates, and a decision on whether to remove the barbed wire from the top of the fence. The basket swing needs repair still, and the baby swings are starting to show rot on their roots. Cllr Woodward suggested the future Parish Council may wish to think about creating a quarterly maintenance action checklist for the playing field going forward. Cllr Woodward advised and all Councillors agreed they did not believe the initiative to start a Playing Field

Committee had been at all successful but will leave it to the future Parish Council to decide what course to take in respect of that. **(v) HBC Committee Meetings:** Cllr Woodward advised he had received a request to formalise who will be attending meetings by April 30th, but he has responded advising them that we cannot confirm this until after the election.

11. Ward Councillor's report: No report received.

12. Playing Field Committee Report: No report received.

13. Social Activities Group Report: Cllr R. Thompson provided a report on behalf of SAG (i) Easter Egg Hunt: The recent children's egg hunt had been a success, with forty children in attendance. (ii) Clairvoyant Night: The Social Activity Group would like the Parish Council to approve their next event in planning, which is a Clairvoyant night to be held on Friday 22nd May, in the Elwick W.I Hall. The Clerk confirmed the W.I hall are happy for the event to be hosted in the hall. The mediums have confirmed there will be a minimum of two clairvoyants in attendance for a £100 donation for their chosen charity to be paid on the evening. Cllr R. Thompson proposed the event with Cllr H. Thompson seconding. **(iii) Hartlepool Ladies Choir:** This event is still in planning as SAG are awaiting further details from the Ladies Choir.

14. Village Maintenance Group Report: (i) Sleepers in North Lane, The Clerk advised following the confirmation via WhatsApp from Councillors that OJM Tree and Landscapes are to proceed with the repairs to the sleepers on North Lane, the contractor has confirmed works will be carried out Week commencing 20th April 2026. (ii) Councillors noted the cobbles by Holly house need attention as the weeds are starting to come through.

15. Finance: Finance report and Actual Against Budget reports were supplied by the Clerk. The Statement of Financial transactions 1st March – 31st March 26 tabled below:

Statement of Financial Transactions 1st March – 31st March 2026

RECEIPTS:	
Nil	0.00
TOTAL	0.00
PAYMENTS	
Reimburse D Woodward Printer subscription up to Feb	130.45
David Ogilvie Engineering – Fred Greives Memorial Bench	1996.80
Elwick W.I Hall – Hall hire from Oct 25 – March 26	105.00
M Davies – Internet / Phone Jan - March	60.00
M Davies – Clerks Salary March 2026	466.80
J Thompson – Shed Base supplies in Wildlife Garden	240.00
SLCC Cheque to replace lost chq in post ref No 825 which has been stopped with bank	110.00
Reimburse D Woodward Printer subscription March 26	13.49
Bank Service Charge February	7.00
TOTAL	3129.54
PAYMENTS PENDING – Awaiting approval	
OJM Tree and Landscape Services – Installation of Fred Greives Memorial Bench	240.00
Ord Office Ltd	354.00
Clerk April Salary	466.80
TOTAL	1060.80

The Financial reports were unanimously approved. **(ii)** All Councillors present approved the pending payments, and the cheques were signed accordingly.

18. Correspondence: The Clerk advised an email had been received from a resident regarding parking around the school, with residents having trouble with vehicles parking over drives etc. It was agreed this was not an issue the Parish Council are able to assist with, however Cllr Woodward advised he would source a contact if possible that the resident maybe able to source further advice from. **(ii)** The Clerk advised the contractor carrying out works in the wildlife garden, brought to her attention, a resident who subjected them to verbal abuse. The Parish Councillors agreed this is not acceptable and asked the Clerk to put a reminder in the Village Life report that contractors are working within the Village and any form of abuse is not acceptable. **(iii)** The Clerk advised she had spoken to the proprietor of Home Farm Dairy regarding the parking of patrons visiting their establishment. She was advised they will display a sign soon, asking patrons to park with consideration of residents etc. They are also looking into creating a parking area within the farmyard to help assist with the issue. **(iii)** The Clerk also advised that she had reached out to Enviromena regarding their offer to donate and

install another defibrillator within the Village and he asked if we could provide them with a potential location, if suitable this is something they will be able to arrange for the village. Councillors all agreed that the Clerk is to speak with the school to establish if they may consider having the proposed defibrillator installed onto the building. **(iv)** The Clerk advised she also gave Enviromena a update on the school outdoor classroom project, they have asked if we could confirm the cost of the planning application and an agent to submit the application and they will arrange this.

19. Matters of Concern to Councillors: **(i)** Cllr Irving asked when the next litter pick will be taking place, all councillors agreed the next litter pick is to be held on Saturday 9th May at 10am **(ii)** The Clerk advised the renewal for the 2026/2027 film licence was due, it was agreed by councillors this is not to be renewed as we have not used the last 2 years licenses. **(iii)** Cllr Woodward advised if the Parish Council could pay for appropriate insurance he would volunteer and carry out defibrillator and basic first aid training for the residents in the village. Councillors agreed Cllr Woodward is to source insurance.

20. Planning applications: **(i) H/2026/0077 – Notification of Planning Application: Proposal:** Replacement of all existing wooden window frames, doors and glazed windows with UPVC frames, doors and double-glazed windows. **Location:** Norse Cottage, The Green, Elwick. TS27 3ED . Majority of councillors objected but agreed to the property having like for like wooden frames with double glazing.

EXCLUSION OF THE PUBLIC: The Parish Council may at any point pass a resolution that under the Public Bodies (Admission to Meetings Act 1960) the public and the press shall be excluded from the meeting during consideration of any item of business if publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted e.g. Employment matters, terms of commercial tenders and negotiations for contracts for legal proceedings, preparation or advice.

21. Confidential Matters of Concerns of Councillors - Confidential matters only, recorded separately.

22. Date of next meeting: This is to be confirmed by the Parish Council following the election.

Meeting concluded at 10:00 pm