

**MINUTES OF THE PARISH ANNUAL MEETING OF ECCLESTON PARISH COUNCIL, held on TUESDAY 14 MAY 2013, at 7.30 pm in OUR LADY HELP OF CHRISTIANS CHURCH HALL, Portico Lane, Eccleston Park**

PRESENT: Cllr Sims (Chair)  
Cllrs Ashcroft, Gray-Williams, Haw, C Pearl, G Pearl and Skepper  
Constable A Tomkinson, Mrs J Anderson, Clerk

**APOLOGIES**

13.01 Cllrs Almond, Broughton, Duncan, Maloney and Watmough

**DECLARATION OF INTEREST**

13.02 Cllr G Pearl declared an interest in Item 13.17 – Planning Applications  
Cllrs Haw and G Pearl declared an interest in Item 13.21 – Eccleston Mere/Millfields Open Space

**MINUTES OF MEETING HELD 9 APRIL 2013**

13.03 **Resolved that the Minutes be approved and signed by the Chairman as a correct record.**

**MATTERS ARISING**

13.04 There were no matters to be discussed.

**ELECTION OF CHAIRMAN**

13.05 **It was unanimously resolved that Cllr Sims be elected as Parish Chairman for the year 2013/2014. Cllr Sims was pleased to accept.**

Cllr Sims took the Chair for the rest of the meeting. Cllr Sims thanked Cllr Pearl for all her hard work and commitment in the past year as Chairman of the Parish Council.

**ELECTION OF DEPUTY CHAIRMAN**

13.06 **It was unanimously resolved that Cllr Ashcroft be elected as Deputy Chairman for the year 2013/2014. Cllr Ashcroft was pleased to accept.**

**CONSTITUTION OF COMMITTEES**

13.07 **Resolved that the committees be constituted as follows:**

Planning – Cllrs Ashcroft, Haw, C & G Pearl, Sims, Skepper and Watmough

Finance – Cllrs Almond, Duncan, Haw, G Pearl, Sims and Skepper

Hall & Personnel – Cllrs Almond, Duncan, Haw, C Pearl, Sims and Skepper

Open Spaces – Cllrs Almond, Haw, C & G Pearl, Sims, and Skepper

Editorial – Cllrs G Pearl and Skepper

Procedures – Cllrs Ashcroft, Haw, G Pearl, Sims and Skepper

Smithy Working Party – all Councillors to attend. Held before each Parish Council meeting

Smithy Heritage – Cllrs Ashcroft, Sims, Skepper and Watmough

Ecclesfield Management – Cllrs Ashcroft, Broughton, Haw and Sims

War Memorial Working Party – Cllrs Duncan, Gray-Williams, Haw, Skepper and Watmough

Eccleston Ward Committee Representative – Cllr Skepper

## REPRESENTATION OF OUTSIDE BODIES

### 13.08 **Resolved that the following be noted:**

Merseyside Playing Fields – Cllr Ashcroft  
District Sports Council - Cllr G Pearl

CVS - Cllrs Duncan & Maloney  
Merseytravel – Cllr Watmough

## RESIDENTS' ISSUES

- 13.09 An email was received by Cllr Almond raising concerns about the thinning of the trees at the back of houses in Millbrook Lane. Cllr Almond to reply regarding the work being carried out by Lancashire Wildlife Trust on Mill Brow Nature Reserve.

## POLICE REPORT

- 13.10 Constable Tomkinson compared crime figures from 9 April 2013-13 May 2013 with those of the same period last year.

## BANK MANDATE & DIRECT DEBITS

- 13.11 **Resolved that the present mandate specifying 2 Councillors and the Clerk to sign cheques should continue. Resolved also that the direct debits continue for St Helens MBC – Rates, Southern Electric, Total Gas and Power, United Utilities, CF Asset Ltd (Photocopier Lease), PHS Sanitary Services, B&M Office Machines (Photocopies), BT (Smithy telephone) and GPS Telecoms (Clerk telephone)**

## RESPONSIBLE FINANCIAL OFFICER & INTERNAL AUDITOR

- 13.12 **Resolved that the Clerk continues to carry out the duties of Responsible Financial Officer and Mr A Scott to continue as Internal Auditor for 2013/2014.**

**Resolved that in order to comply with the current Audit requirements the Parish Council would request the Internal Auditor to undertake on a regular basis a review of the financial procedures adopted by the Council in connection with payments and receipts, insurance and other such matters as may be identified from time to time as part of ongoing assessment of the Council's activities.**

## STANDING ORDERS, FINANCIAL REGULATIONS & QUORUM

- 13.13 **Resolved to continue to use the SLCC model of Standing Orders and Chairmanship. Meetings will take place with a quorum of 4 councillors, as per Standing Orders issued September 2012.**

## REPORTS

- 13.14 **Resolved to note the following:**

Smithy Working Party – all Councillors were given a copy of the Curators' Report for May 2013. The following points were discussed:

- Eccleston Ladies Guild – visited Smithy. A thank you letter was read to the meeting
- Red Skies – play held at St Georges Hall. Producers would like Smithy to put up a temporary WWII exhibition in the foyer of the hall whilst play is on, 24-27 May 2013

- International Blacksmith's Day, 25 May, 12 noon-11pm. Country crafts until 5pm. Volunteers required
- Smithy Maintenance – curators expressed thanks for the roof repairs above the Smithy office/store. Collection Care and Conservation Manual, required for future bids for funding for repairs, would be discussed at the Parish Council meeting following the Smithy meeting.
- Planning permission – visitors to Smithy raised concerns about United Utilities' proposed work near Christ Church. Councillors advised that any concerns should be directed to Councillors or the Clerk. Cllrs Sims commented that St Helens Council had carried out checks and there were no concerns regarding archaeology finds
- Parties in the Hall – curators passed on concerns raised by someone using the hall for a party. The user was unaware that members of public visiting the Smithy would be walking through to Education Room. Clerk to look into new Conditions of Hire and roles and responsibilities whilst a party is in the hall

### SMITHY EMERGENCY PLAN

13.15 **Resolved to accept the Emergency Plan with no amendments**

### SMITHY POLICIES

13.16 **The Collection Care and Conservation Manual was agreed and accepted. Smithy policies were reviewed and resolved to accept the policies with no amendments**

### PLANNING APPLICATIONS

13.17 **Resolved to note the following:**

#### **Delegated**

**Land adj to Christ Church**

Installation a detention tank, valve chamber and isolation chamber together with a motor control kiosk, a pressure relief column, bollards, new permanent access provision onto Church Lane, permanent alterations to an existing access on Church Lane, tree works consisting of pruning/felling with some trees covered by a Tree Preservation Order, and changes to ground levels

- **Concern at the loss of trees to create the access. Consideration should be given to an alternative access route.**
- **The Parish Council fully support the comments made by Mike Roberts, Trees and Woodlands Officer**

**20 Pike Place**

Single storey front, side and rear extension **N/O**

**19 Springfield Ln**

Single storey rear extension with replacement garage to rear **N/O**

**22 Ledbury Close**

Two storey side extension and single storey rear extensions **This application does not provide information regarding the number of parking spaces available on site when complete. Adequate parking facilities should be provided within the property curtilage as the roads on this estate are quite narrow in places**

**1 Acacia Grove**

Demolition of existing detached garage and erection of a single storey side extension, along with replacement roof over existing rear extension **Concern about the lack of an off street parking provision with the loss of a garage**

### CHRIST CHURCH GRANT APPLICATION

13.18 **Resolved that Christ Church be awarded a Grant of £650 for work on their Churchyard as budgeted.**

## ST JAMES GRANT APPLICATION

- 13.19 **Resolved that St James be awarded a Grant of £250 for ongoing maintenance work in the Garden of Remembrance as budgeted.**

## CLARKES CRESCENT OPEN SPACE

- 13.20 **It was resolved that rugby posts should not be erected on the open space after considering advice from St Helens Council. Deciding factors were insufficient space and cost.**

## ECCLESTON MERE/MILLFIELDS OPEN SPACE

- 13.21 **Resolved to surrender part lease, 377 sq m or thereabouts of land on Millfields Open Space to create 2 footpaths 1.5m wide to enable access to Eccleston Mere School.** Borough Council shall construct and thereafter maintain footpaths with associated lighting. The Borough Council shall meet the Parish Council's costs and fees incurred in the transaction.

## ACCOUNTS

13.22

**Received:** Village Hall £424, 1<sup>st</sup> ½ Precept £23,103, RK PAYE £76.20, Best Security refund on telephone bill £83.62, Natwest interest 0.05 and £2.55, HM R&C £451.91

**Total Receipts**

**£24,141.33**

### **Payments:**

SLCC – Subscription Renewal	162.00
CFAsset – Photocopier lease	102.00
United Utilities – Surface water charges April	4.42
United Utilities – Water April	25.96
St Helens Council – Cleaning March	269.84
St Helens Council – Open spaces leases	9.50
St Helens Council – Draining works 7 <sup>th</sup> payment	1638.10
GPS Telecom – Clerk's phone & internet March	31.87
Total Gas & Power – VH Gas Jan-Mar	690.85
B Walsh – Website management	100.00
Willow Printing – Annual magazine	1700.00
Windle Roofing – Hall roof repairs	580.00
West District Guides – Delivery of Annual Magazine	500.00
BT – Smithy phone & Internet	116.45
B&M Office Machines – Photocopies/machine qtr	47.69
A Scott – Internal auditor	175.00
Ecclesfield Project – First ½ contribution	1749.50
J Chamberlain – May plus expenses	213.50
V Griffiths – May plus expenses	361.94
L Poole – May	407.50
L Poole – Elections cover in November	25.00
J Anderson – May includes travel, petty cash and expenses	1258.95
Our Lady Help of Christians – Donation for use of hall	20.00
GPS Telecom – Clerk's phone & internet April	30.65
St Helens Council – Trade waste	270.47
St Helens Council – Cleaning April	276.50

**Total Payments**

**£10,767.69**

**INTERNAL AUDIT** – Mr A Scott has carried out his quarterly Audit and completed and signed the Annual Internal Audit Report for the External Audit – ie Section 4.

**PETTY CASH** - Expenditure for the month of April 2013 £24.96  
**Approximate** balance at the end of April 2011 £4.61

CORRESPONDENCE

13.23 **Resolved to note the following:**

**Email from Christ Church** explaining that they will use land around the Church for their Garden Party and not Ecclesfield as originally requested

DATES OF MEETINGS

13.24 **Resolved to note the following:**

Tuesday 4 June 13	7.00 pm	Ecclesfield	Village Hall
Tuesday 11 June 13	6.45 pm	Smithy Meeting	Village Hall
	7.30 pm	Parish Council	Village Hall

The meeting closed at 8.40 pm.

SIGNED .....

DATED .....