

**MINUTES OF THE ANNUAL MEETING OF ECCLESTON PARISH COUNCIL, held on TUESDAY 13 MAY 2014, at 7.30 pm in ECCLESTON VILLAGE HALL, KILN LANE, ECCLESTON**

**PRESENT:** Cllr Sims (Chair)  
Cllrs Almond, Ashcroft, Broughton, Gray-Williams, Haw, C Pearl, G Pearl, Skepper and Watmough  
Janet Anderson, Clerk  
Mrs E Martlew and Mr A Martlew – residents

**APOLOGIES**

14.01 Cllrs Duncan and Maloney

**DECLARATION OF INTEREST**

14.02 Cllr G Pearl declared an interest in Item 14.15 – Planning Applications

**MINUTES OF MEETING HELD 8 APRIL 2014**

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

**MATTERS ARISING**

14.04 There were no matters to be discussed.

**ELECTION OF CHAIRMAN**

14.05 **It was unanimously resolved that Cllr Sims be elected as Parish Chairman for the year 2014/2015. Cllr Sims was pleased to accept.**

Cllr Sims took the Chair for the rest of the meeting.

**ELECTION OF DEPUTY CHAIRMAN**

14.06 **It was unanimously resolved that Cllr Ashcroft be elected as Deputy Chairman for the year 2014/2015. Cllr Ashcroft was pleased to accept.**

**CONSTITUTION OF COMMITTEES**

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

Planning – Cllrs Ashcroft, Haw, C Pearl, 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 Pearl, 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

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

Merseyside Playing Fields – Cllr Haw  
District Sports Council – Cllr G Pearl

CVS - Cllrs Duncan and Maloney  
Merseytravel – Cllr Watmough

## RESIDENTS' ISSUES

- 14.09 Mrs Martlew reported that bollards outside the shops in Kiln Lane were damaged and cars were mounting the pavement to gain access and to exit the car parking area. Cllr Haw was awaiting a response from Land Registry to ascertain who the land belongs to. Clerk was asked to contact St Helens Council.

## POLICE REPORT

- 14.10 No one available to attend from the Police. Clerk was asked to request an up to date report of crime figures.

## BANK MANDATE & DIRECT DEBITS

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

## RESPONSIBLE FINANCIAL OFFICER & INTERNAL AUDITOR

- 14.12 **Resolved that the Clerk continues to carry out the duties of Responsible Financial Officer and Mr A Scott to continue as Internal Auditor for 2014/2015.**

**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

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

Department for Communities and Local Government made the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 which came into force on 12 March 2014 removing the requirement for every cheque or other order for the payment of money to be signed by 2 members of the council. This legislative change facilitates access to more modern banking payment methods. Guidance notes have been issued by SLCC. **Resolved to refer to Finance Sub Cttee for discussion.**

## REPORTS

### 14.14 **Resolved to note the following:**

Smithy Working Party – all Councillors were given a copy of the Curators' Report for May 2014. The following points were discussed:

- International Blacksmith's Day – Saturday 24 May 2014, 12 noon to 5pm for craft events/demonstrations and until 11pm for real ales, ciders, tea, coffee and soft drinks.
- Parish Magazine – Curators felt it did not clearly identify the Heritage Lottery grant
- Proposed donation of brand new baby changing mat – Cllr Sims to check with Public Health Dept
- Murder at the Smithy – bookings being received
- Festival of British Archaeology – hosting forensic archaeology themed events in July

Hall and Personnel – Cllrs Sims, Almond, Duncan and Skepper along with the Clerk met on Monday 14 April 2014 at 1pm in the Village Hall. The following points were discussed:

- Curators had raised the issue of where to store chairs from the Education Room. It was decided by Cllrs that they must be stored in the Education Room in stacks of 4-6 chairs.
- Curators had also raised the storage of archive Parish Council files. These were put into a cabinet in the Office as there was no space in the Education Room with the 2 filing cabinets because of Smithy items. Cllrs had no objection to the files being stored in the Education Room but space would have to be made
- Clerk requested permission to apply for a second job in addition to the present role. Cllrs had no objections.

Open Spaces – Cllrs Sims, Duncan and Skepper along with the Clerk met on Monday 14 April 2014 at 2pm in the Village Hall. The following points were discussed:

- Cllr Skepper had reported a gate in the boundary hedges on Kiln Lane Open Space. Cllrs Sims, Duncan and Skepper along with the Clerk viewed the hedges from Cllr Skepper's home. Cllr Sims recommended a letter went to all residents explaining that boundary hedges must be maintained and not removed. Clerk to compose a letter.

## PLANNING APPLICATIONS

### 14.15 **Resolved to note the following:**

#### Delegated

<b>12 Central Ave</b>	Works to 1no sycamore tree covered by a Tree Preservation Order to cut back previously cut branch growth and three lower branches to the trunk <b>N/O</b>
<b>12 Broadway</b>	Single storey rear extension <b>N/O</b>
<b>17 Forest Mead</b>	Two storey side extension and single storey rear extension <b>N/O</b>
<b>164 Kiln Lane</b>	First floor rear extension <b>N/O</b>
<b>2 Park Ave</b>	Single storey side extension <b>N/O</b>
<b>Colliery Cottage</b>	Single storey side extension to form garage <b>N/O</b>
<b>Hillside View</b>	Demolition of existing dwelling and erection of new dwelling <b>Eccleston Parish Council would have no observations providing that the new build was kept strictly to the footprint of the existing dwelling (which is in Green Belt)</b>
<b>18 Gunning Ave</b>	Part two storey, part single side extension with first floor rear extension <b>N/O</b>

## ACCOUNTS

14.16

**Received:** Village Hall £393, 1<sup>st</sup> ½ Precept £26,911.50, RK PAYE £76.20, NatWest interest 0.06 and £2.45

**Total Receipts** **£27,383.21**

### **Payments:**

SLCC – Subscription renewal	165.00
V Griffiths – Memories of Eccleston items	36.26
St Helens Council – Open spaces leases	9.50
St Helens Council – Drainage works 8 <sup>th</sup> payment	1638.10
A Scott – Internal auditor	175.00
B Walsh – Website management	100.00
GPS Telecom – Clerk’s phone & internet March	31.08
Total Gas & Power – VH Gas Jan-Mar	436.88
BT – Smithy phone and internet	104.46
B&M Office Machines – Photocopies/machine qtr	39.52
St Helens Guides – Delivery of annual magazine	500.00
United Utilities – Surface water charges May	9.69
United Utilities – Water May	20.71
J Chamberlain – May plus expenses	190.18
V Griffiths – May	165.72
L Poole – May plus elections cover	431.90
J Anderson – May includes travel	1229.72
St Helens Council – Trade waste	277.23
Easily Ltd – Domain name extension – 2 years	10.79
Paul Potter Garden Services – 2 <sup>nd</sup> April and 2 May visits	74.16
Ecclesfield Project – First ½ contribution	1749.50

**Total Payments** **£7395.40**

**INTERNAL AUDIT** – Mr A Scott carried out his quarterly Audit with nothing to report. He completed and signed the Annual Internal Audit Report for the External Audit – ie Section 4.

**RECONCILIATION** - The Clerk reported that, as at 30 April 2014 the Balance in the Current Account was £6,500.00, Reserve Account £32,213.20 and Capital Deposit Account £464.47.

**PETTY CASH** - Expenditure for the month of April 2014 £9.09  
**Approximate** balance at the end of April 2014 £31.84

## COUNCILLOR LEAVE OF ABSENCE

14.17 **Resolved that 6 month leave of absence be granted for Cllr Margaretta Maloney and Cllr Christina Duncan due to ill health.**

## CORRESPONDENCE

14.18 **Resolved to note the following:**

**Request to open War Memorial** – ex-resident would like to gain access to take some photographs and would also like to offer any help with any maintenance work – **referred to Cllr G Pearl**

**St Helens Council** – Commercial Waste Agreement

**St Helens Council** – SLA Cleaning

**Cllr Maloney** – change of address

**Boiler quote** – 3<sup>rd</sup> quote received – **refer to a Hall and Personnel Sub Ctte to discuss quotes**

**Reference** received from Clerk’s previous employer to meet insurance requirements

DATES OF MEETINGS

14.19 **Resolved to note the following:**

Tuesday 3 June 14	7.00 pm	Ecclesfield	Village Hall
Tuesday 10 June 14	6.45 pm 7.30 pm	Smithy Meeting Parish Council	<b>Our Lady Help of Christians</b> <b>Our Lady Help of Christians</b>

The meeting closed at 8.40 pm.

SIGNED .....

DATED .....