

MINUTES OF THE ANNUAL MEETING OF ECCLESTON PARISH COUNCIL
held on TUESDAY 11 MAY 2021 at 7.30 pm
in ECCLESTON VILLAGE HALL, Kiln Lane, Ecclestone

PRESENT: Cllr Ashcroft (Chair)
Cllrs Cass, Haw, C Pearl, G Pearl and Williams
J Anderson – Clerk

21.01 APOLOGIES

Cllrs Gray-Williams, Kempself, Sims and Watmough

21.02 DECLARATION OF INTEREST

Cllr G Pearl declared an interest in Item 21.21 – Planning Applications

21.03 MINUTES OF MEETING HELD 13 APRIL 2021

Resolved that the minutes be approved and signed by the Chairman as a correct record.

21.04 MATTERS ARISING

Cllr Williams gave retrospective apologies for the previous meeting.

21.05 ELECTION OF CHAIRMAN

It was proposed and seconded that Cllr Ashcroft be elected as Parish Chairman for the year 2021/2022.

21.06 ELECTION OF DEPUTY CHAIRMAN

It was proposed and seconded that Cllr G Pearl be elected as Deputy Chairman for the year 2021/2022.

21.07 ACCEPTANCE OF OFFICE/DECLARATION OF INTERESTS/CODE OF CONDUCT

Councillors present confirmed information as correct on Acceptance of Office and Declaration of Interests forms. The Code of Conduct adopted by St Helens Council was agreed and adopted.

21.08 CONSTITUTION OF COMMITTEES

Resolved that the committees be constituted as follows:

Planning – Cllrs Ashcroft, Cass, Sims, Skepper, Watmough and Williams

Finance – Cllrs Haw, G Pearl, Sims and Skepper

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

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

Editorial – Cllrs Haw, G Pearl, Sims 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, Watmough and Williams

Ecclesfield Management – Cllrs Ashcroft, Cass, G Pearl, Sims and Skepper

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

Ecclestone Ward Committee Representative – Cllr Skepper

21.09 REPRESENTATION OF OUTSIDE BODIES

Resolved that the following be noted:

Merseyside Playing Fields – Cllr Haw
Healthwatch –
Merseytravel – Cllr Kempell
Observers at Lester Drive Centre – Cllr Skepper

21.10 STANDING ORDERS, FINANCIAL REGULATIONS AND QUORUM

Resolved that SLCC's model Standing Orders and Chairmanship along with Financial Regulations continue to be used. Meetings would take place with a quorum of 4 councillors, as per Standing Orders which would be reviewed annually.

21.11 RESPONSIBLE FINANCIAL OFFICER AND INTERNAL AUDITOR

Resolved that the Clerk would continue to carry out the duties of Responsible Financial Officer and Mr A Scott would continue as Internal Auditor for 2021/2022.

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.

21.12 BANK MANDATE AND DIRECT DEBITS

Resolved that the present mandate, specifying 2 Councillors and the Clerk to sign cheques, would continue. Resolved also that the direct debits would continue for SSE Energy, Water Plus, CF Corporate (photocopier lease), ASL (photocopying machine consumables and service), BT (Smithy telephone) and GPS Telecoms (Clerk telephone). Bank transfer to be used for the following only: Merseyside Pension Fund and salaries for J Anderson, J Chamberlain, V Griffiths and L Poole.

21.13 APPROVAL OF ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement 2020/21 was agreed by Councillors and signed by the Chairman.

Internal Audit – Mr A Scott had completed and signed the Annual Internal Audit Report for the External Audit when he carried out his final quarterly audit.

21.14 APPROVAL OF ANNUAL ACCOUNTS

The Annual Accounting Statements 2020/2021 were agreed and signed by the Chairman.

21.15 REVIEW OF POLICIES AND PROCEDURES

The following policies and procedures had been reviewed and it was resolved that they be signed:

- Forward Plan
- Documentation Policy
- Documentation Plan
- Environmental Sustainability Statement
- Collections Development Policy
- Care and Conservation Policy
- Care and Conservation Plan
- Documentation Procedural manual

- Access Policy Statement
- Information and Data Protection Policy
- Privacy Notice
- Hall Terms and Conditions – additional terms and conditions would be drafted to include Covid-19 guidelines for when the hall re-opened

21.16 REVIEW OF EMERGENCY PLAN

The Emergency Plan had not changed except for emergency contact details. Councillors received an updated list. Any Councillors that had not been issued with a copy of the Emergency Plan would receive a copy at the next meeting.

21.17 RESIDENTS' ISSUES

Cllr Cass had received an email explaining that St James' Church was looking to start a local food pantry for the Eccleston team to prevent food poverty. The email explained that members would pay £3.50 per week and receive £15 worth of food. He had been asked for any help towards the set up costs of approximately £6,000. Cllr G Pearl informed Cllr Cass that, unfortunately, Parish Council could not offer any financial help as it would not be possible to help all local causes, but as individuals, Councillors could help in any way they felt appropriate. Cllr Haw would pass on the contact details of staff at the Hope Centre who may be able to offer help and advice.

21.18 COUNCILLOR CO-OPTION

It was agreed that Su Barton be co-opted as Councillor.

21.19 POLICE REPORT

Crime figures had been received and given to Councillors. Cllr Sims had passed on a message to explain that the incident/personal robbery that had been reported in the figures at the last meeting had actually taken place in Knowsley, but had been reported to St Helens Police by a family member who was a resident of Eccleston.

21.20 REPORTS

Resolved to note the following:

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

- Re-opening – the Curators had put systems in to place to enable re-opening on Sunday 23 May at 12 noon. A statement that had been approved by the Chairman had been put on social media and the Smithy website along with a banner outside the hall. Councillors agreed that sticky vinyl floor arrows could be put along the corridor to direct the flow of visitors as long as they did not cause any permanent damage.
- Toilets – the Curators had asked what Councillors' views were on the use of the toilets during Smithy opening hours – Councillors agreed that as long as only one person at a time used the toilets then they could be open.
- Outside areas – the Curators reported the grounds were looking tidier but still some litter remained. They reported that the neighbour had replaced a fence panel in the Smithy courtyard area.
- Plough – at a previous meeting the Curators mentioned the potential transfer of a plough from The Atkinson's collection. Parish Council had suggested having the plough set as a decorative feature in the hall grounds. The Curators reported that the plough was now available.
- Folding notice board – the Curators reported damage to their notice board that had been used during polling at the Village Hall. The Clerk was asked to report the damage to St Helens Council.

21.21 PLANNING APPLICATIONS

Resolved to note the following:

Delegated

17 Brookside Ave

Two storey side, and single storey front extension **Ensure sufficient off-street parking**

78 Broadway

Erection of pitched roof to previous single storey rear extension and alteration to external opening

N/O

Woodland at Springfield Gate, Green Lane

Works to trees covered by a Tree Preservation Order to fell 2 no. beech trees **Refer to Trees and**

Woodlands Officer

35 Millfields

Demolition of existing side garage and rear extension, and the erection of two-storey front and two-storey rear extensions **Ensure sufficient off-street parking and are any trees to be removed?**

13 Wildcherry Gardens

Demolition of existing detached garage and conservatory and the erection of a single storey side and rear extension **Ensure sufficient off-street parking**

23 Pike Place

Part two storey /part single storey side and rear extensions **Ensure sufficient off-street parking**

13 Church Lane

Alterations to existing driveway and erection of a boundary wall **N/O**

19 Central Avenue

Revised soft and hard landscaping to rear garden along with rear mature hedging (part retrospective)

N/O

Decisions

St James CofE Church

Outline application with some matters reserved except access and layout for the demolition of the existing church hall and the erection of 3No 2.5 storey dwellings

Granted 5/5/21

168A Kiln Lane (BocBoc)

Erection of canopy structure to side elevation terrace area

Granted 6/5/21

21.22 ACCOUNTS

Received: Village Hall £0, 1st half precept £29,252.52, RK PAYE £80.80, Windle phone and copier £58.11, HMRC – VAT £639.88 Total Receipts £30,031.31

Payments:

GPS Telecom – Clerk’s phone March	47.10
ASL – photocopies/machine service quarter	68.51
St Helens Council – trade waste	367.90
BT – Smithy phone and internet	163.08
SSE – gas	10.57
Water Plus	16.84
J Chamberlain – May	175.58
V Griffiths – May	175.58
L Poole – May inc elections cover	403.25
J Anderson – May + petty cash	1377.86
Screen Positive – Smithy banner	24.00
Merseyside Pension Fund – employer and employee contributions May	481.18
L Poole – items for Village Hall	46.16
Total Payments	£3357.61

INTERNAL AUDIT – Anthony Scott carried out his quarterly audit with nothing to report. He completed and signed the Annual Internal Audit Report for the External Audit.

RECONCILIATION – The Clerk reported that as at 30 April 2021 the Balance in the Current Account was £6,500.00, Reserve Account £63,185.19 and Capital Deposit Account £466.96.

PETTY CASH – Expenditure for the month of April 2021 £1.83
Approximate balance at the end of April 2021 £7.73

21.23 CORRESPONDENCE

None

21.24 DATES OF MEETINGS

Resolved to note the following:

Tuesday 1 June 2021	7.00 pm	Ecclesfield	Village Hall
Tuesday 8 June 2021	7.00 pm	Smithy Meeting	Village Hall
	7.30 pm	Parish Council	Village Hall

The meeting closed at 8.25pm.

SIGNED

DATED