

MINUTES OF THE ANNUAL MEETING OF ECCLESTON PARISH COUNCIL
held on TUESDAY 10 MAY 2022 at 7.30 pm
in ECCLESTON VILLAGE HALL, Kiln Lane, Ecclestone

PRESENT: Cllr Sims (Chair)
Cllrs Ashcroft, Johnson, C Pearl, G Pearl, Spencer, N Taylor and V Taylor
J Anderson – Clerk
One resident – Mr F Williams

22.01 APOLOGIES

Cllrs Cass, Haw and Madine

22.02 DECLARATION OF INTEREST

Cllr G Pearl declared an interest in Item 22.20 – Planning Applications

22.03 MINUTES OF MEETING HELD 12 APRIL 2022

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

22.04 MATTERS ARISING

None

22.05 ELECTION OF CHAIRMAN

**It was proposed and seconded that Cllr Sims be elected as Parish Chairman for the year 2022/2023.
It was agreed that Cllr Ashcroft remain in the Chair for the remainder of the meeting.**

22.06 ELECTION OF DEPUTY CHAIRMAN

It was proposed and seconded that Cllr G Pearl be elected as Deputy Chairman for the year 2022/2023.

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

Councillors signed Acceptance of Office and Declaration of Interests forms. Councillors were reminded that the Code of Conduct adopted by St Helens Council had been agreed and adopted by Ecclestone Parish Council in January 2022. New Councillors would receive a copy by email from the Clerk.

22.08 CONSTITUTION OF COMMITTEES

Resolved that the committees be constituted as follows:

Planning – Cllrs Ashcroft, Cass, Johnson, Sims and N Taylor

Finance – Cllrs Haw, G Pearl and Sims

Hall & Personnel – Cllrs Haw, C Pearl and Sims

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

Editorial – Cllrs Haw, G Pearl and Sims

Procedures – Cllrs Ashcroft, Haw, G Pearl and Sims

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

Smithy Heritage – Cllrs Ashcroft and Sims

Ecclesfield Management – Cllrs Ashcroft, Cass, C Pearl, G Pearl, Sims and Spencer

War Memorial Working Party – Cllrs Cass and Haw

Ecclestone Ward Committee Representative – Cllr

22.09 REPRESENTATION OF OUTSIDE BODIES

Resolved that the following be noted:

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

Representation on Committees and outside bodies would be updated at a later date to include newly appointed Councillors.

22.10 STANDING ORDERS, FINANCIAL REGULATIONS AND QUORUM

Resolved that Society of Local Council Clerks' 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.

22.11 RESPONSIBLE FINANCIAL OFFICER AND INTERNAL AUDITOR

Resolved that the Clerk would continue to carry out the duties of Responsible Financial Officer and Mrs A Roberts would carry out the role of Internal Auditor for 2022/2023.

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.

22.12 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.

It was resolved that the Authorised Signatories in the current Mandate for Eccleston Parish Council account be changed in accordance with Section 5 of NatWest form NWB50101 – to add Councillors A Ashcroft, P Johnson, B Spencer, N Taylor and V Taylor as authorised signatories and to remove signatories no longer members of the Parish Council. The current mandate would continue as amended.

22.13 APPROVAL OF ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement 2021/22 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.

22.14 APPROVAL OF ANNUAL ACCOUNTS

The Annual Accounting Statements 2021/2022 were agreed and signed by the Chairman.

22.15 REVIEW OF POLICIES AND PROCEDURES

The following policies and procedures had been reviewed with no changes made:

- 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

22.16 REVIEW OF EMERGENCY PLAN

The Emergency Plan had not changed except for emergency contact details. Councillors would receive an updated list.

22.17 RESIDENTS' ISSUES

A resident had requested to use the open space at Clarkes Crescent for a Jubilee celebration. Cllr Sims had contacted St Helens Council, as the land owners, to check whether any permit may be required. She was awaiting a reply.

Mr Williams, a resident attending the meeting, reported that there had been a police presence around the Walmsley Road shops area and things had been quieter recently. Cllr Sims added that she had received an email from the police stating that incidents had subsided.

22.18 POLICE REPORT

Crime figures had not been received. The Clerk would report them at the next meeting.

22.19 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:

- Visitor numbers had increased. Curators thought this may be due to an article in the St Helens Star newspaper.
- There had been problems setting the alarm recently. It was agreed to monitor the situation as it had been serviced in March.
- Curators requested an up-to-date timetable of groups using the Village Hall. The Clerk would email a copy.
- All craftspeople had been booked for Blacksmith's Day and beer had been ordered from a new supplier and cider from the same supplier as last year. There would be a new craftsman this year – John White would demonstrate wood carving.
- Cllr Sims suggested it would be a good idea for the Curators to show newly appointed Councillors around the Smithy and Education Room at the next meeting. The Clerk would contact the Curators to arrange.

22.20 PLANNING APPLICATIONS

Resolved to note the following:

Delegated

23 Aynsley Court

Single storey rear extension

No observations (N/O)

8 Daresbury Road

Proposed single storey forward, side and rear extension to form wraparound

N/O

136 Kiln Lane

Demolition of existing conservatory and erection of a single storey extension to an existing single storey rear extension

N/O

107 St James Road

Single storey rear extension, following demolition of existing garage, conservatory and small kitchen extension

Ensure sufficient off-street parking

Holmecroft, Holme Close

Works to various trees covered by a Tree Preservation Order

Refer to Trees and Woodlands Officer

12 Long Meadow

Single storey front extension with bike store

N/O

16 St Berthold Gate

Retrospective permission for a timber garden shed erected within the rear garden of the property

The size of the proposed shed appears to be too large for the location planned. This may well affect the amenity of other residents

16 Brookside Avenue

Demolition of existing garage with the erection of single storey side and rear extension

Ensure sufficient off-street parking

3 Howards Lane

Works to beech tree subject to a Tree Preservation Order and to replace with a beech tree in front garden

Refer to Tree and Woodlands Officer

The Clerk was asked to report decisions on planning applications at future meetings.

22.21 ACCOUNTS

Received: Village Hall £231, 1st half precept £29,640.96, RK PAYE £82.40, Windle phone and copier £31.09, HMRC – VAT £1,485.93

Total Receipts

£31,471.38

Payments:

GPS Telecom – Clerk's phone March	43.43
ASL – photocopies/machine service qtr	68.51
BT – Smithy phone and internet	168.38
SSE – electricity	823.82
Water Plus	22.91
Tatton Brewery Ltd – beer for Smithy IBD event	149.04
C Barber – VH grounds maintenance – 4 visits	320.00
J Chamberlain – May	179.17
J Anderson – May + petty cash	1372.82
L Poole – May	420.90
V Griffiths – May	179.17
Merseyside Pension Fund – employer and employee contributions May	490.80
Total Payments	£4238.95

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

Mandy Roberts would take over the role of internal auditor for the year April 2022 to March 2023.

RECONCILIATION – The Clerk reported that as at 30 April 2022 the balance in the Current Account was £6,500.00, Reserve Account £67,972.54 and Capital Deposit Account £467.02.

PETTY CASH – Expenditure for the month of April 2022	£34.94
Approximate balance at the end of April 2022	-£10.56

22.22 CORRESPONDENCE

- A message via the website – raising the issue of dangerous parking around the Griffin Inn on Church Lane, parking on the grassed area at the rear of the pub and double parking creating no space for vehicles or pedestrians to pass. The Clerk was asked to report the issue to St Helens Council.
- A message via the website from the Millennium Centre wishing to meet with Parish Councils to discuss meeting the needs of vulnerable people.
- An email from Bleak Hill Rovers, inviting Councillors to their presentation day at De La Salle school on 11 June 2022 from 10am-2pm.

22.23 DATES OF MEETINGS

Resolved to note the following:

Tuesday 7 June 2022	7.00 pm	Ecclesfield	Village Hall
Tuesday 14 June 2022	7.00 pm	Smithy Meeting	Village Hall
	7.30 pm	Parish Council	Village Hall

CLLr Sims thanked CLLr Ashcroft for her dedication and hard work over the past 12 months as Chair of the Parish Council.

CLLr Pearl asked that a thank you letter be sent to retiring Parish Councillors wishing them well and thanking them for their hard work.

The meeting closed at 8.20pm.

SIGNED DATED