

**MINUTES OF THE MEETING OF ECCLESTON PARISH COUNCIL, held on TUESDAY, 10 DECEMBER 2013, at 7.30 pm in OUR LADY HELP OF CHRISTIANS CHURCH HALL, Portico Lane, Eccleston Park, Prescot**

PRESENT: Cllr Sims (Chair)  
Cllrs Almond Ashcroft, Broughton, Duncan, Gray-Williams, Haw, C Pearl, G Pearl,  
and Skepper  
Janet Anderson (Clerk)  
Mr G Houghton, Head of Traffic and Road Safety  
16 Residents

**APOLOGIES**

13.103 Cllrs Maloney and Watmough

**DECLARATION OF INTEREST**

13.104 Councillor G Pearl declared an interest in Item 13.113 Village Hall Terms and Conditions of Hire and Item 13.114 – Planning Applications.

**MINUTES OF MEETING HELD**

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

**MATTERS ARISING**

13.106 PHS has since offered a special price for 12 months, same conditions of service.  
**Resolved to stay with PHS for a further 12 months.**

**RESIDENTS' ISSUES**

13.107 Mr Houghton, Head of Traffic and Road Safety and local residents attended the meeting to discuss road safety along Portico Lane, Eccleston Park. Lengthy discussion took place regarding pedestrian crossing, speeding vehicles, parking vehicles and accidents. Residents made various suggestions that were discussed with Mr Houghton. **Resolved to hold an on-site focus group meeting between residents, Cllr Sims and Mr Houghton. Road safety improvements and the feasibility of some suggestions including reflective bollards on the bend at the bottom of Portico Lane, re-lining of the road, use of yellow lines, a vehicle activated sign and an anti-slip surface on the bend will be discussed.**

**POLICE REPORT**

13.108 Insp Elaine Collins and PCSO Kevin Green attend and reported the Crime figures comparing 10 October 2013 to 10 December 2013 with the corresponding period last year.

**REPORTS**

13.109 **Resolved to note the following:**

Insurance Company – Clerk met with insurance company to make sure that all elements of risk for councillors, clerk, employees and volunteers are covered by the insurance policy.

Hall and Personnel – Cllrs Sims, Almond, Duncan and Skepper along with the Clerk attended a meeting on Friday 15 November 2013 at 10am in the Village Hall when the following items were discussed:

- Contracts of Employment – Cllrs recommend the contracts be accepted and issued to staff
- Job Descriptions – Cllrs recommend the job descriptions be accepted and issued to staff
- Clerk Pay Increase – SLCC advised 1% as of 1 April 2013. Cllrs recommend the increase take place with immediate effect and back dated to 1 April 2013
- Terms and Conditions of Village Hall Hire – Cllrs recommend the use of 3 new documents: one with user details and signature to be kept by Caretaker or Clerk; one to be issued to user detailing conditions of hire; and one detailing full terms and conditions to be put on website or issued on request

Ecclesfield – Councillors Ashcroft, Broughton and Haw along with the Clerk attended a meeting of Ecclesfield Management Committee on Tuesday 3 December 2013 at 7pm in the Village Hall when the following items were discussed:

- Caretaker reported on the problems with the car park chain and Balfour Beatty whilst their welfare unit was stored on Ecclesfield car park. He also reported to Bleak Hill Rovers that the changing rooms were not being locked after use. Caretaker reported that he had given the showers a thorough cleaning
- Bleak Hill Rovers reported flooding on the field particularly near the changing rooms. Secretary to contact St Helens Council
- Teams were asked to contact the caretaker when games take place in order for him to remove the car park chain, including mid week games
- The problems encountered during Balfour Beatty storing welfare units on Ecclesfield car park. Balfour Beatty apologised for any inconvenience caused and donated £100 to the running of Ecclesfield. The Secretary wrote to Balfour Beatty expressing concern at the misuse of the car park and they offered another £100 towards Ecclesfield
- In order to be “shower safe” showers need cleaning weekly throughout the year, details recorded in a log book to be signed by Caretaker and Secretary. Water to be run off for at least a minute every couple of days to prevent it stagnating. Cold water temperature should be below 20<sup>o</sup>C within 2 minutes. Hot water temperature should be 50<sup>o</sup>C within one minute. Caretaker been provided with a thermometer and log book. Log book to be presented at each Ecclesfield quarterly meeting
- Budget for 2014/15 presented to Councillors – no increase in contributions; caretaker’s salary to remain the same; pitch fees – no increase for seniors £440, no increase for juniors £85, increase of £5 for under 10’s to £25

Finance Sub Ctte – Cllrs Sims, Duncan and Skepper along with the Clerk attended a meeting on Friday 6 December 2013 at 10am in the Village Hall. The amount of money required to carry out essential maintenance work at the Village Hall and Smithy was discussed. The income generated by possible precept increases of £1, £2.65 and £5 was discussed.

### SMITHY STORAGE

- 13.110 Councillors expressed concern over the amount of items to be stored in the Smithy store/office which have been in the Education Room whilst work was carried out in the office. **It was resolved that items would be moved back into the office by February 2014 allowing the Education Room to be used as a possible meeting room by Parish Council.** Cllrs offered help to the curators with moving items back which was accepted. Curators agreed that some items would be disposed of.

### CONTRACTS OF EMPLOYMENT AND JOB DESCRIPTIONS

- 13.111 Cllr Sims requested that all Councillors have the opportunity to comment on the Contract of Employment. Clerk to send a copy to each Councillor. **Resolved to deferred the item to January Parish Council meeting.**

## CLERK PAY INCREASE

- 13.112 Hall and Personnel Sub Ctte recommended the 1% pay increase advised by SLCC for Clerks as of 1 April 2013. **Resolved the 1% pay increase be implemented as of 1 April 2013.**

## VILLAGE HALL TERMS AND CONDITIONS OF HIRE

- 13.113 Hall and Personnel Sub Ctte recommended the 3 new documents produced regarding the hire of the Village Hall. **Resolved that the documents be issued to existing users and given to new users as of January 2014. Clerk to meet with Caretaker.**

## PLANNING APPLICATIONS

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

### Delegated

<b>41-53 Gillars Green Dr</b>	Conversion of 5no. shops and 1no. office into 1 bed self contained flats including alterations to the front boundary and elevations <b>Please ensure that the existing lay-by is retained for use of both the shop unit and residents</b>
<b>Garages behind 58-66 Gillars Green Dr</b>	Temporary site compound for 7no. storage containers, for office accommodation and welfare for a 12 months period <b>Please ensure that containers are not on Parish Council leased land and must not block the access</b>
<b>23 Walmesley Rd</b>	Two storey side extension <b>N/O</b>
<b>32A Central Ave</b>	Single storey extension to the front to form garage <b>N/O</b>

## ANNUAL MAGAZINE

- 13.115 The Clerk requested articles to be sent in by the end of January 2014. A quote has been obtained which is the same cost as last year for 4,500 magazines. **Resolved to use the same printers as last year.**

## ACCOUNTS

- 13.116 Received Village Hall Hire £529; R Kelsey PAYE £76.20;

<b>Total Receipts</b>	<b>£605.20</b>
<b>Payments</b>	
St Helens Council – cleaning Aug, Sept, Oct	829.51
United Utilities – November	9.40
United Utilities – November	41.29
GPS Telecoms – Clerk’s telephone	35.76
Southern Electric – Aug-Oct inc	258.70
T Edge Builders – Smithy office and gutters	162.00
J Chamberlain – December including £75 bonus	225.72
V Griffiths – December including £75 bonus	225.72
L Poole – December	407.50
J Anderson – December, plus backdated pay to April + travel and £30 petty cash	1332.77
Our Lady Help of Christians – hall hire	20.00
Paul Potter Garden Services – Ground maintenance (2 <sup>nd</sup> Nov visit and Dec)	49.44
<b>Total Payments</b>	<b>£3597.81</b>

**RECONCILIATION** - The Clerk reported that, as at 25 November 2013, the Balance in the Current Account was £6,500.00, Reserve Account £28,969.12 and Capital Deposit Account £464.35.

**PETTY CASH** - Expenditure for the month of November 2013 £7.42  
**Approximate balance at the end of November 2013** £1.63

COUNCILLOR LEAVE OF ABSENCE

13.117 **Resolved that a 6 month leave of absence be granted for Cllr R Watmough due to ill health.**

CORRESPONDENCE

13.118 **Resolved to note the following:**

- **Email from PHS** – confirmation of new one year contract for hygiene services to Village Hall
- **Email from Dance Group** – notice to end contract for use of hall ending 5 December 2013
- **Windle Parish Council** – invitation to Chair and guest to pre-Christmas event on 17 December at 8.30pm in Village Hall
- **Tender for grounds maintenance** at Village Hall and Smithy from Paul Potter Garden Services – same as last year

DATES OF MEETINGS

13.119 **Resolved to note the following:**

Tuesday 14 January 2014	6.45 pm	Smithy Meeting	Village Hall
	7.30 pm	Parish Council	Village Hall
Friday 24 January 2014	10.00 am	Finance Sub – Budget	Village Hall

The meeting closed at 9.10 pm.

SIGNED .....

DATED .....