

MINUTES OF THE ANNUAL MEETING OF ECCLESTON PARISH COUNCIL, held on TUESDAY 13 MAY 2008, at 7.30 pm in ECCLESTON VILLAGE HALL, Kiln Lane, Eccleston

PRESENT: Cllr Perry (Chair)
Cllrs Bain, Broughton, Duncan, Evans, Gleave, Maloney, C & G Pearl, Skepper and Sims
Constable Laura Taylor, 3 members of the public
Mrs L Scott (Clerk)

APOLOGIES: Cllr Gray-Williams

MINUTES OF MEETING HELD 8 APRIL 2008

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

MATTERS ARISING

.02 Terry Deveney has informed the Clerk that the fencing behind The Paddock on Saleswood Avenue Open Space has been strengthened and the hedge planted.

ELECTION OF CHAIRMAN

08.03 **The Clerk opened, and counted the nominations for Chairman, and it was unanimously resolved that Cllr Perry be elected Parish Chairman for the year 2008/09. Cllr Perry was pleased to accept.**

On behalf of all Parish Councillors, Cllr Sims wished to thank Cllr Duncan for the past 3 years as Chairman of the Parish Council when she has worked extremely hard and fulfilled the role with real dedication and dignity.

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

ELECTION OF DEPUTY CHAIRMAN

08.04 **Councillor Bain was unanimously nominated for the office of Deputy Chairman. Cllr Bain was pleased to accept.**

All Councillors present completed a Declaration of Acceptance of Office form, witnessed and signed by the Clerk

CONSTITUTION OF COMMITTEES

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

Planning - Cllrs Evans, Gleave, C & G Pearl, Perry, Sims – this is to meet on a separate occasion prior to the Parish Council meeting, when possible

Finance - Cllrs Bain, Duncan, Evans, Gleave, Perry

Hall & Personnel - Cllrs Bain, Duncan, Evans, Gleave, C Pearl, Sims, Skepper

Open Spaces - Cllrs Evans, Gleave, C & G Pearl, Sims, and Skepper

Editorial – Cllrs Bain, Evans, G Pearl

Procedures – Cllrs Bain, Evans, G Pearl, Sims

Smithy Working Party – all Councillors to attend before the Parish Council meeting

Ecclesfield Management – Cllrs Bain, Broughton, Evans, Sims

War Memorial Working Party – Cllrs Duncan, Evans, Gleave, Gray-Williams, Perry.
Art Competition – Cllrs Duncan, Evans, Gleave, Maloney, Perry & Sims
Chain of Office Working Party – Cllrs Bain, Broughton, Duncan, G Pearl, Perry & Skepper

REPRESENTATION OF OUTSIDE BODIES

08.06 **Resolved that the following be noted:**

Merseyside Playing Fields - Cllr Evans	Merseytravel - Cllr G Pearl
District Sports Council - Cllr G Pearl	CVS - Cllrs Duncan & Maloney

PARISH COUNCIL BANK MANDATE AND DIRECT DEBITS

08.07 **Resolved that the present mandate specifying any 2 Councillors and the Clerk to sign cheques should continue. Resolved also that we continue with the 8 direct debits for St Helens MBC – Rates, MANWEB, British Gas, United Utilities, CFAF Ltd (Photocopier Lease), Griffin Environmental, B&M Office Machines, BT – Smithy.**

RESPONSIBLE FINANCIAL OFFICER & INTERNAL AUDITOR

08.08 **Resolved that the Clerk continues to carry out the duties of Responsible Financial Officer with Cllr Bain as Finance Committee Chairman. Mr John Friar has recently retired as Internal Auditor. Resolved to appoint Mr A Scott (no relation to the Clerk) as Internal Auditor for 2008/09.**

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.

DECLARATION OF INTERESTS

08.09 **Resolved that these be updated with “nothing new to add”.**

STANDING ORDERS

.10 **Resolved to continue to use the NALC model of Standing Orders and Chairmanship. Meetings will take place with a quorum of 5, as decided at the September 2000 Parish Council Meeting.**

RESIDENTS' ISSUES

.11 George Mooney represented residents from Henbury Court and outlined a problem with rabbits entering the grounds of Henbury Court from Kiln Lane Open Space and causing damage. Cllr Sims stated she had carried out a site visit with an officer from St Helens Council and it was his opinion the rabbits were living in Henbury Court and visiting the open space to feed. If this were true it would be the responsibility of McCarthy & Stone. Residents did not believe this to be the case and Cllr Sims promised to carry out further investigations.

Cllr Broughton joined the meeting

Cllr Sims reported that she had received a complaint from Mrs Julie Christopherson of 560 Burrows Lane that trees from Saleswood Open Space were overhanging her garden.

Resolved that the Clerk contact John Broomhead to ask him to check on the specification for Saleswood Avenue trees and request that he contacts the resident in order to assess the situation.

POLICE REPORT

.12 Laura Taylor reported on the crime figures for the past month. There have been 2 burglaries, 3 cases of criminal damage, 7 thefts from motor vehicles and 2 incidents of assault with an offensive weapon. She further stated that the police were aware of a motor cyclist causing a nuisance in the area. This was being dealt with. There is widespread evidence of a graffiti artist's tag all round Ecclestone, particularly in Gillars Green and this, too, was being addressed.

Cllrs Maloney, Evans and Sims raised concerns, which Laura promised to report.

ART COMPETITION

.13 The Clerk reported that the library has offered to display the winning art competition entries after the prize giving has taken place. The Clerk was asked to inform the Schools in the area, the resident Art Group and place a notice in the library and on the website.

Resolved that the judging will take place at the library on Wednesday 11 June, 2008, at 5.00 pm with the Prize Giving ceremony at the Village Hall on Thursday 19 June at 6.30 pm.

OPEN SPACES BOUNDARIES

.14 It has come to the attention of Councillors that some residents of Kiln Lane Open Space have removed the Parish Council boundary hedges and replaced them with fences and gates on to the open space. It was decided that a rolling programme of hedge replacement would be implemented to safeguard our leases on all Ecclestone Parish Council open spaces.

Resolved that Cllr Sims check with Angela Sanderson as to whether our leases would be affected by any changes to the boundary treatments.

ST JAMES GRANT

.15 A letter has been received from St James's Church requesting financial assistance towards the maintenance of their Garden of Remembrance.

Resolved to award a grant of £300.00 to St James's PCC as budgeted.

MAGAZINE

.16 Councillors were asked to check on the areas where the Annual Magazine had not been received. Cllr Sims supplied the Clerk with a list and other Councillors reported on their own area. The Clerk has obtained a quote for the printing of further copies.

Resolved, after consultation with Trading Standards, that a letter is sent to Merseyside Leaflet Distribution outlining our dissatisfaction and requesting that the missing areas receive copies of the Magazine.

REPORTS

08.17 **Resolved to note the following:**

Hall & Personnel – Councillors met prior to the full Council meeting to discuss the following:

- Redecoration of the interior of the Village Hall
- Purchase of a cupboard for cleaning equipment
- Financial Risk Assessment – deferred to next month
- Fire Risk Assessment – deferred to next month

Resolved that Cllr Bain writes a specification for the painting and Cllrs Sims and Skepper forward to the Clerk details of reliable painters who may wish to quote for the work. Cllrs Duncan and Perry are to check on the cost of a cupboard.

Smithy - See Curators' Report attached. The main points for discussion were:

- Smithy alarm – passwords needed and £45 for Police response
- Business Cards/Leaflets – work in progress
- Waste Bin for Smithy Grounds – Cllr Sims to bring up at next Ward Committee on 3 June and Clerk to contact Peter Mavers re health and safety and cost issues

Development Services Consultation – Cllrs Duncan, Perry and the Clerk attended Parish Council consultation at St Helens Town Hall on Friday 9 May 2008.

Waste Development Plan - Iain Smith, Quality Assurance Manager, introduced Mr Bogus Zaba, Project Manager from Merseyside Environmental Advisory Services - Waste Management who discussed:

- Household waste
- Commercial & Industrial waste
- Construction & demolition waste
- Hazardous waste
- Treatment Options for waste
- Waste timetable - adoption of Waste DPD scheduled for November 2010
- Consultation process - details are on the website www.wasteplanningmerseyside.gov.uk

St Helens Council Corporate Customer Care & Accessibility Policy – Julie Fox, Customer Services Manager issued the policy currently used by the Council and informed the meeting this is due to be updated this year. The group was asked to analyse this and give suggestions for change. If anyone would like to view the policy, please ask the Clerk for a copy.

PLANNING APPLICATIONS

08.18 **Resolved that the following observations be made:**

Delegated

3 Gillars Green Cottages	Demolish porch, erect 2-storey front ext with porch & side – N/O
20 Broadway	conservatory, demolish existing garage & erect larger garage - N/O
45 Laurel Drive	2 storey rear ext, single storey front, side & rear ext - N/O
46 Ecclesfield Rd	Single storey rear ext - N/O
38 Alder Hey Rd	Single storey pitched roof side ext - N/O
	Demolish garage & erect single storey side & rear ext - N/O

5 Houghtons La	1 st floor side ext - N/O
18 Broadway	Demolish kitchen ext & detached garage & erect single storey, pitched rear & side ext – N/O
113 Old Lane	Display of 3 advert boards – N/O
83 Old Lane	Demolish detached garage & erect single storey rear ext - ? off-street parking
87 Old Lane	Single storey side ext to form garage & single storey rear ext – N/O
25 Bleak Hill Rd	Single storey side ext to form garage – N/O

SOCIETY OF LOCAL COUNCIL CLERKS

08.19 **Resolved to renew the subscription to the Society of Local Council Clerks at a cost of £145.00 – an increase of £10.00.**

ACCOUNTS

08.20 Received Hall Hire £398.00; R Kelsey PAYE May £65.00; St Helens Council £23,800.50 1st ½ Precept; Lancashire County Council £1,880.00 Smithy grant.

British Gas – May	88.00
Manweb – May	37.50
United Utilities – May	64.73
United Utilities – Direct Debit for Surface water/drainage – May	15.39
St Helens Council - Rates	95.00
St Helens Council – Cleaning April	248.97
L Poole - Salary – May (0.08 owed from April)	384.16
L Poole – Election Duties	25.00
L Scott – Salary May includes £7.20 travel expenses	1079.03
L Scott – Petty Cash May	20.00
L Scott – Annual Parish Meeting refreshments	13.73
L Scott – Computer cartridge, stationery and postage	15.41
L Scott – Web hosting fee (January)	19.96
J Chamberlain – Salary May	156.04
J Chamberlain – Smithy purchases, mileage & parking in Liverpool	246.24
V Hirons – Salary May	156.04
St Helens Council – Level 2 Hygiene Award in Catering	55.00
PAYE – Curators May (Cumulative £156.00 2 nd month Period 1)	78.00
PAYE – Clerk May (Cumulative £535.80 2 nd month Period 1)	268.00
EPC NI contribution – Clerk May (Cumulative £227.02 2 nd month Period 1)	113.51
PAYE – Ecclesfield Caretaker – May (£130 2 nd month Period 1)	65.00
B&M Office Machines – Copies 15/3/08 – 11/4/08 – Inv 91500	15.64
B&M Office Machines – Copies 11/4/08 – 15/5/08 – Inv 92275	15.64
BT – Smithy Line & Internet	95.93
Calder Builders – Repairs to Smithy gutters	52.88
St Helens Council – 2 nd contribution to Kiln Lane work	1,638.10
St Helens Council – commercial waste April 08 – March 09	287.90
J Friar – Internal Audit for 2007/08	150.00
SLCC – Subscription renewal – up £10.00	145.00
Paul Potter – 1 st instalment for garden maintenance V Hall	100.00
BT – Smithy phone and Internet	95.93
St James PCC – Grant towards maintenance Garden of Remembrance	300.00

Balance brought forward April Meeting £20,364.35 + receipts this month	£46,507.85
Total Payments this month	6,141.73
Approximate balance	£40,366.12

Members of the Finance Sub-Committee were given copies of the monthly Reconciliations together with copies of the bank statements for April 2008.

RECONCILIATION - The Clerk reported that, as at 30 April 2008, the Balance in the Current Account was £6,500, Reserve Account £31,770.82 and Capital Reserve Account £462.82.

PETTY CASH - Expenditure for the month of April 2008	£19.96
Approximate balance at the end of April 2008	£0.12

CORRESPONDENCE

08.21 Resolved to note the following:

Mrs M Naylor – Thanks for flowers on the death of her husband – a past Chairman of the Parish Council

Merseytravel – Meeting Thursday 17 April 2008 – **e-mailed date to Cllr Evans**

St Helens Council – Development Services Consultation – 3 reps requested – **Cllrs Duncan, Perry and the Clerk attended**

Mother Teresa – Thank you card for the Annual Magazine

Brian Walsh – Thank you for the cheque for monitoring the website

Merseyside Playing Fields Association – Annual Report – **passed to Cllr Evans**

CVS – e-mail re Halton & St Helens PCT

Merseyside Police – reply to letter sent re Police representative at PC Meetings

Mrs J Christopherson – complaint re overhanging trees behind her property – 560 Burrows Lane – **see agenda item**

Mersey Basin Campaign – Source Magazine Spring 08 – **passed to Cllr Perry**

St Helens Council – new Agreement for Cleaning Services April 08 – March 09 – Chairman signature needed – **Up £62.02 per year – Cllr Duncan signed this**

Merseytravel – Minutes of TravelSafe Board 17 April 2008 – **passed to Cllr Evans**

DATES OF MEETINGS

08.22 Resolved to note the following:

Tues 3 June 08	7.00 pm	Ecclesfield	Village Hall
Tues 10 June 08	6.45pm	Smithy Meeting	Village Hall
	7.30pm	Parish Council	Village Hall

The meeting closed at 9.25 pm.

SIGNED

DATED.....