

MINUTES OF THE PARISH ANNUAL MEETING OF ECCLESTON PARISH COUNCIL, held on TUESDAY 8 MAY 2012, at 7.30 pm in OUR LADY HELP OF CHRISTIANS CHURCH HALL, Portico Lane, Eccleston Park

PRESENT: Cllr C Pearl (Chair)
Cllrs Ashcroft, Duncan, Gray-Williams, Haw, G Pearl, Sims, Skepper & Watmough
Constable D Brown, Mrs J Anderson, Clerk

APOLOGIES

12.01 Cllrs Almond, Broughton, Maloney

DECLARATION OF INTEREST

12.02 Cllrs G Pearl and Sims declared an interest in Item 12.21 - Planning Applications.

MINUTES OF MEETING HELD 10 APRIL 2012

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

MATTERS ARISING

12.04 There were no matters to be discussed.

ELECTION OF CHAIRMAN

12.05 **It was unanimously resolved that Cllr C Pearl be elected as Parish Chairman for the year 2012/2013. Cllr C Pearl was pleased to accept.**

Cllr C Pearl took the Chair for the rest of the meeting.

ELECTION OF DEPUTY CHAIRMAN

12.06 **It was unanimously resolved that Cllr Sims be elected as Deputy Chairman for the year 2012/2013. Cllr Sims was pleased to accept.**

Cllr Sims thanked Cllr Skepper for all her hard work in the past year as Chairman of the Parish Council.

CONSTITUTION OF COMMITTEES

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

Planning – Cllrs Ashcroft, Haw, C & 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 & G Pearl, Sims, and Skepper

Editorial – Cllrs G Pearl and Skepper

Procedures – Cllrs Ashcroft, Haw, G Pearl, Sims & Skepper

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

Ecclesfield Management – Cllrs Ashcroft, Broughton, Haw and Sims

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

Eccleston Ward Committee Representative – Cllr Skepper

REPRESENTATION OF OUTSIDE BODIES

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

Merseyside Playing Fields – Cllr Ashcroft
District Sports Council - Cllr G Pearl

CVS - Cllrs Duncan & Maloney
Merseytravel – Cllr Watmough

BANK MANDATE & DIRECT DEBITS

12.09 **Resolved that the present mandate specifying any 2 Councillors and the Clerk to sign cheques should continue. Resolved also that we continue with the direct debits for St Helens MBC – Rates, Scottish Power, British Gas, United Utilities, CFAF Ltd (Photocopier Lease), PHS Sanitary Services, B&M Office Machines (Photocopies), BT.**

AUTHORISED SIGNATORIES

12.10 **It was resolved that the Authorised Signatories in the current Mandate for Eccleston Parish Council accounts be changed in accordance with Section 5 of NatWest form NWB50101 – to add Mrs Janet Anderson, Clerk, as an authorised signatory.**

RESPONSIBLE FINANCIAL OFFICER & INTERNAL AUDITOR

12.11 **Resolved that the Clerk continues to carry out the duties of Responsible Financial Officer and Mr A Scott to continue as Internal Auditor for 2012/2013.**

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.

ACCEPTANCE OF OFFICE/DECLARATION OF INTERESTS

12.12 **Resolved that acceptance forms were not needed at this time. All councillors had completed previously.**

STANDING ORDERS, QUORUM & FINANCIAL REGULATIONS

12.13 **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

12.14 **A letter had been received from a resident concerned over possible knotweed that may have come through the fencing between the Village Hall and her property. Clerk to contact St Helens Council to ask them to investigate as part of the current SLA between Eccleston Parish Council and St Helens Council for treatment of knotweed. Clerk to also contact the resident to update them.**

POLICE REPORT

12.15 Constable Brown compared crime figures from 6 April 2012 – 4 May 2012 with those of the same period last year.

REPORTS

12.16 **Resolved to note the following:**

Smithy Working Party – all Councillors were given a copy of the Curators' Report for May 2012. The following points were discussed:

- Volunteers for International Blacksmith's Day, 26 May, 12pm-5pm – 12-2pm Cllrs Gray-Williams, Sims, Duncan and Ashcroft, 2-4pm Cllrs Skepper and Watmough
- Japanese knotweed – under a 4-year SLA with St Helens Council
- Smithy quarterly meeting – Cllrs Sims, Skepper, Almond along with curators Joanne and Vicky met. Security of the building and the emergency plan were discussed.
- Emergency plan – as above. A further meeting of the Hall and Personnel Sub Committee has been arranged for Thursday 31 May 2012 at 10am in the Village Hall
- Talks – curators have given talks to groups coordinated by Pilkington Family Trust
- Loan boxes – 3 boxes currently being used by 2 schools generating an income of £35, future loans planned
- Outdoor tap – has been fitted to make easier access to water plants. Money from the Awards for All project
- Awards for All – “The Birds and the Bees” coming to an end

SMITHY EMERGENCY PLAN

12.17 **Resolved to discuss at a separate meeting of Hall and Personnel Sub Committee to be held Thursday 31 May 2012 at 10am in the Village Hall.**

KEYS TO VILLAGE HALL

12.18 **Resolved to discuss at the Hall and Personnel Sub Committee, 31 May 2012, 10am, Village Hall**

LESTER DRIVE LAND REGISTRATION

12.19 Confirmation of registry of the land at Lester Drive Centre. **Resolved to pay invoice for £200 (£150 land registry fee plus £50 administration).**

KITCHEN INSTALLATION/REFRIGERATOR

12.20 **Resolved to purchase a refrigerator.**

PLANNING APPLICATIONS

12.21 **Resolved to note the following:**

Delegated

27 The Spires	Proposed garage conversion Query as to whether there is sufficient off-street parking provision
20 Ledbury Close	Part two storey part single storey rear extension. N/O
20 Oak Tree Rd	Two storey side extension N/O
1 Ellerslie Ave	Two storey side extension and part two storey part single storey rear extension
Rainhill	N/O
2 Mere View Crt	Erection of orangery to the rear N/O
Burrows Lane	
Land btn 19&20	Replacement palisade fence with gate Cllrs Sims, Pearl and Haw declare an interest N/O
Scholes Park	
36 Griffin Close	First floor side extension and porch to front N/O

CHRIST CHURCH GRANT APPLICATION

12.22 **Resolved that Christ Church be awarded a Grant of £700 for work on their Churchyard as budgeted.**

ST JAMES GRANT APPLICATION

12.23 **Resolved that St James be awarded a Grant of £300 for ongoing maintenance work in the Garden of Remembrance as budgeted.**

ACCOUNTS

12.24 Received Village Hall hire £184.00; St Helens Council 1st ½ Precept £24,805.50;
R Kelsey May PAYE £76.20

J Chamberlain - Salary May includes £2.80 travel	168.52
V Hirons - Salary May	165.72
L Poole - Salary – May	407.50
J Anderson - Salary May includes £9.60 travel expenses April and May	1052.33
PAYE – Curators May (Cumulative £164.80 2 nd month Period 1)	82.40
PAYE – Clerk May (Cumulative £568.40 2 nd month Period 1)	284.20
PAYE – Caretaker (Cumulative £152.40 2 nd month Period 1)	76.20
EPC NI contribution – Clerk May (Cumulative £409.06 2 nd month Period 1)	204.53
PAYE – Ecclesfield Caretaker – April (£146.00 2 nd month Period 1)	76.20
Willow Printing – Annual magazine	1700.00
E Skepper – village hall purchases	24.16
West District Guides – delivery of Annual Magazine	500.00
St James PCC – Grant	300.00*
Christ Church Grant	700.00*
Our Lady Help of Christians – donation for use of hall	20.00
SLCC – Subscription Renewal – as last year	151.00
CFAF Ltd – Photocopier lease – 1 st payment	102.00
BT – Clerk’s phone & Internet	142.14
BT – Smithy phone & Internet	135.99
J Chamberlain – volunteers, purchases	39.16
B Walsh – website management	100.00
Ecclesfield Project – first half payment	1732.00
NAT WEST bank charge	6.50

St Helens Council – cleaning March	269.84
St Helens Council – Kiln Lane works 6 th payment of 10	1638.10
St Helens Council – land leases	9.50
Balance brought forward April meeting £13499.20 plus receipts this month	£38564.90
Total Payments this month	£10011.79
Approximate balance	£28553.11

RECONCILIATION - The Clerk also reported that, as at 30 April 2012, the Balance in the Current Account was £6,500.00, Reserve Account £31126.23 and Capital Deposit Account £464.00.

INTERNAL AUDIT – Mr A Scott has carried out his quarterly Audit and completed and signed the Annual Internal Audit Report for the External Audit – ie Section 4.

PETTY CASH - Expenditure for the month of April 2012	£14.58
Approximate balance at the end of April 2011	£5.41

* Resolved that the Council in accordance with its powers under sections 137 & 139 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants & will benefit them in a manner commensurate with the expenditure.

CORRESPONDENCE

12.23 **Resolved to note the following:**

M&BS Builders – request to be included in List of Approved Contractors – **request references Easily.co.uk** – resolved to pay for renewal of domain name - **£8.99 + VAT**

LEAVE OF ABSENCE

12.24 **Resolved to note that Margarita Maloney be given leave of absence due to ill health.**

DATES OF MEETINGS

12.24 **Resolved to note the following:**

Tuesday 12 June 12	6.45 pm	Smithy Meeting	Village Hall
	7.30 pm	Parish Council	Village Hall

Tuesday 3 July 12	7.00 pm	Ecclesfield	Village Hall
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The meeting closed at 8.30 pm.

SIGNED

DATED