



ECCLESHILL PARISH COUNCIL MINUTES

To be confirmed on 2nd May 2023

Minutes of the meeting held on Monday 04th April 2023 at the Carus Centre, Hoddlesden.

Welcome: Chair (Cllr HK) Welcomed all in attendance Cllr HR then proceeded to read out a small statement.

Present: Councillors H Kershaw (HK), M Smalley (MS), & C Tyrie (CT) L Taylor (LT) acting Clerk.

Officers:

Members of the Public: A number of residents & Darwen South Ward Cllr Mr M Jackson

RESOLUTIONS

<u>1027</u>	Apologies Non	
<u>1028</u>	Declarations of Interest and Dispensation considerations There were no declarations of interest.	None
<u>1029</u>	Minutes of last Meeting Resolved That the minutes of the last meeting held on 6 th March 2023 confirmed as a correct record Prop: Cllr HK Sec: Cllr CT.	
<u>1030</u>	All Other Parish Business	
A	Employment of New Clerk & Qualifications. Actively looking for new clerk.	Action: Clerk to advertise Notice boards, community social media groups, BwD & LALC.
C	Vacancy Notice for a new parish councillor. Co-Option initiated. Deadline 04/04/23. Candidates will be contacted and invited to attend a short meeting for the final process of co-option.	Action: Clerk to oversee
D	Waterside Terrace. Back Street Cllr HK has spoken to Mick Cooper and has been assured the back street will not be obstructed.	Take off Agenda
E	Discussion regarding Asset Register and assets within the PC: Our insurance covers us for 6 benches. Eccleshill Gardens x 2 wooden benches Eccleshill Play Area x 1 wooden bench Waterside x1 wooden bench Top of Mill Lane x2 wooden benches Notice Boards Eccleshill Gardens Wateside Roman Road Davyfield	Replace Remove Adopt Purchase once external wall complete
F	Lengthsman D Rowley the pervious lengthsman has been re-hired. Due to price increases his fee this year is £85 every 3 weeks. His first visit was the morning of 04/04/23	
G	Defib/CPR training	Action: Clerk to confirm dates and publicise

	We have a paramedic on hand to deliver training. Need to supply him with a few possible dates & publicise.	
H	Victoria Buildings Residents have requested the road be resurfaced especially in relation to the new build and the impact it may have on the private road. The residents expect that as part of the development the developer would have to resurface the road. However, this has not been a condition of the planning approval.	Action: Cllr J Slater to contact Gav Prescott Ongoing
I	Notice Boards Following an inspection of the notice boards the following maintenance was agreed. Waterside (needs cleaning) Eccleshill (Needs Handles) Roman Road (needs a bit of TLC) Davyfield Gardens (New Request)	Action: Cllr MS to arrange cleaning Action: Cllr L Taylor to replace handles Action: Cllr HK to refurbish Action: Clerk to acquire a quote for new board
J	Website/Newsletter Website Newsletter in process of being delivered.	Deferred
K	Annual Governance & Review return form 2 (21-22) - Published	Take off Agenda
L	Notice of Public Rights and publication of annual governance and accountability form for notice boards - Published	Take off Agenda
M	Variance - Published	Take off Agenda
N	Reconciliation Statement - Published	Take off Agenda
O	Expenditure Items - Published	Take off Agenda
P	Movement in income from previous year - Published	Take off Agenda
R	Internal Audit Report - Published	Take off Agenda
R	Re-imburse Carol for selection boxes	Take off Agenda
S	Bus Stop Eccleshill Concerns raised regarding the roadside bus stop at Eccleshill Gardens. There are currently up to 3 children who use this bus stop and the area is cramped. The concern is once the new build homes at Davyfields & on the old New Waterside Papermill Site are complete, this bus stop will not be suitable nor safe due to the location, size and the bushes.	Action: Clerk to BwD
T	Minutes/Hampers These were on the agenda for the November 2022 meeting. There are minuted item 0993. However, total for the hampers was £525. The Parish Council contributed the outstanding £25. Whilst Brocklehead Caravan Park donated the selection boxes.	Take off Agenda
U	Chapman Road New Build Work This area is out of our remit but happy to help if we can. Developer asked for change of conditions for change of site entrance. Muck/dirt left on roads, this is developers' responsibility.	Take off Agenda
V	Earls Drive Parking This area is out of our remit but happy to help if we can. Headteacher urging teachers to park on Hoddlesden road and bottom of steps.	Take off Agenda
W	Brown Bins Certain areas have 20 brown bin collections, whilst other/s only have 19 brown bin collections. All areas pay the same fee.	Action: Clerk to liaise with Cllr J Slater
	Extending Parish	

X	Victoria Buildings/UU Waiting for Dog Poo signs, lamp post stickers and stencil to use with chalk paint.	Ongoing
0131	Public Participation	
.1	<p>A resident again brought up the point of published notices.</p> <p>Resident: Notices for the Waterside notice board didn't go in until 20th March, the councillor & clerk adverts.</p> <p>Clerk: They were on council website, Eccleshill Notice Board & social media so amply advertised.</p> <p>Resident: But not in the Waterside notice board.</p> <p>Clerk: It was just unfortunate the Cllr MS was ill and the Waterside noticeboard notices were o a few days late.</p> <p>Resident: When I asked if all noticeboards could be the same, you all nodded and said yes. Ow you're saying it doesn't matter.</p> <p>Cllr HK: Yes we tried.</p> <p>Clerk: I'm not saying it doesn't matter. It is going to happen but Cllr MS was not well at the time, so he couldn't go and put them up. So that is fact.</p> <p>Resident: Is that not for the clerk to check they've gone in?</p> <p>Clerk: I wasn't ill at the time so couldn't. But so long as it's in the main notice board, which it was, council notice board, social media we have done our due diligence. It's published.</p> <p>Resident: So why do we have a board then?</p> <p>Cllr HK: We are trying our very best, we are all volunteers, on of us are charging by the hour.</p> <p>Resident: I know I asked ad you all nodded and said yes.</p> <p>Cllr HK: We are trying our very best ad I'm sorry if we didn't meet your standards of time.</p> <p>Resident: So, it's like the next time after you all said yes.</p> <p>Cllr HK. I know but someone has been ill. We have been around the other boards, covered it and we've checked to see if we have covered what we need to do.</p> <p>Clerk: They are all up now, aren't they?</p> <p>Cllr MS: They went up on the 23rd didn't you say?</p> <p>Resident: 20th March</p> <p>Cllr MS: You could argue that 's 2 weeks in advance of</p>	

	<p>this meeting.</p> <p>Resident: Some residents might not have seen that. I'd seen it because I walk the dog and realised it wasn't in. I emailed then called the clerk.</p> <p>Cllr MS: you can understand we have Cllr HK at the new development, Cllr LT at Eccleshill, Cllr CT taking care of Roma Road and I take care of Waterside. If you look at it, it's equally distributed. So, the fact that I am a few days behind, I apologise. It's still been put in the notice board 2 weeks ahead of this meeting.</p> <p>Resident: yes but the clerks job said.....</p> <p>Cllr MS With respect to Linda, she is acting clerk, isn't she? We are doing this as team work. It is genuinely teamwork. We all have availability on different days but we do work as a team and we do communicate.</p> <p>Resident: sorry I misunderstood when you all nodded and said yes to a certain time. That's what you did, you all nodded that's why I am bringing it up again.</p> <p>Cllr HK: WE are going round in circles. We have done our best and you know as I said one of our councillors has been ill who was responsible for that one. But we have checked we are legally responsible and we have done the right thing and we are more than covered what we need to do. We will try and make sure it happens when we can.</p>	
.2	A resident mentioned the spring lock on the park gate at Eccleshill Play area was missing.	Action: Clerk to report to BwD
.3	<p>Darwen South Ward Cllr Mr M Jackson firstly commended the Parish Council's communication. He stated "absolutely, clearly and cleverly worded. Well Done".</p> <p>Cllr HK thanked Darwen South Ward Cllr Mr M Jackson.</p> <p>Darwen South Ward Cllr Mr M Jackson then asked for sight of the previous year's accounts from the last treasurer and how would he go about viewing these?</p> <p>The clerk & Cllr HK advised Darwen South Ward Cllr Mr M Jackson to submit a written request and we will see what we can do in line with GDPR.</p> <p>Darwen South Ward Cllr Mr M Jackson stated books are open for 40 days after audit. Cllr MS replied stating</p> <p>Cllr MS "The reason for this is due to the mess left by the previous council. It wasn't brought to a conclusion so we've had to ensure all our I's are dotted and T's crossed. Because nobody here including the acting clerk L Balfe was prepared to put a signature against it because there was so much uncertainty that we</p>	

	<p>inherited and it's taken 12 months to draw it to a conclusion and that's where we are at. There was a lot of missing info and there wasn't a correct handover. We had no access to the bank and we didn't even know who the two main signatories were. We had literally no info and had to go to the bank blindfolded with our hands out"</p> <p>Darwen South Ward Cllr Mr M Jackson replied "Mark, I'm not going to get into an antagonistic argument. However this is so far off the truth that it's almost comical, that it's it's.. I'm not interested.</p> <p>Cllr HK "we just want to put this behind us".</p> <p>Darwen South Ward Cllr Mr M Jackson replied, "listen, listen, I've just asked for the books. I get to say that the job we did was such a mess that it's almost libellous. I'm not interested.</p> <p>Cllr HK "Let's not get into an argument.</p> <p>Darwen South Ward Cllr Mr M Jackson carried on "from my experience with you people"</p> <p>Cllr CT "sorry, what do you mean by You People?"</p> <p>Darwen South Ward Cllr Mr M Jackson "Right, Listen, it's not favourable. I'm leaving it here. I'd like to see the books and that's it. Thank You</p> <p>Cllr HK, It's a fair thing he wants to see the books.</p>	
.4	One of our residents commented that they have seen a massive difference in the way the Parish Council are involving the community. They stated we all deserve a round of applause. Cllr HK and fellow councillors thanked the residents present for their support.	
1032	Correspondence None	
1033 .1	<p>Accounts £10181.96 of which £1250.39 is held in trust for Victoria Buildings and earmarked for signs.</p> <p>Clerk Salary £0 since last meeting As our acting clerk is one of our councillors, she is not permitted to be paid the monthly salary.</p>	Action: Finance information, including income and expenditure, to be provided at each meeting by Clerk.
1034 .1 .2 .3	<p>Planning 10-23-0173 Windy Ridge 25 Roman Road. Approved 10-23-0115 DavyFields Farm. Approved 10-23-0166 Goosehouse/Lower Eccleshill Road. Withdrawn</p>	<p>Take off Agenda Take off Agenda Take off Agenda</p>
1035	Statutory business	
.1	<p>Approval of Expenditure for this month, and any submitted after the agenda.</p> <p>Agreed to pay Room Hire for the year £135 Lengthsman £85 & Stationary £49.99</p>	Action: Cllr CT
.2	Remove S Pendry & G Cooper Add Cllr HK to bank asap	Action: Cllr CT & Cllr HK
.3	Reimburse Cllr CT for selection boxes	Brocklehead Caravan Park has kindly

		donated the selection boxes. Take off Agenda
<u>.4</u>	Annual governance form 2 Prop Cllr MS Sec Cllr CT. Approved & Signed	Action: Clerk to email p.3 of form 2 to SBA Take off Agenda
<u>.5</u>	Notice of public rights Prop Cllr MS Sec Cllr CT. Approved	Action Clerk: Print 2 more for notice boards. Send BwD. Take off Agenda
<u>.6</u>	Variance Prop Cllr MS Sec Cllr CT. Approved	Take off Agenda
<u>.7</u>	Reconciliation Statement Prop Cllr MS Sec Cllr CT. Approved	Take off Agenda
<u>.8</u>	Expenditure Items Prop Cllr MS Sec Cllr CT. Approved	Take off Agenda
<u>.9</u>	Internal Audit Report Prop Cllr MS Sec Cllr CT. Approved	Take off Agenda
<u>.10</u>	Vexatious Complaints Procedure - Approved	Take off Agenda
<u>.11</u>	Code of Conduct - Approved	Take off Agenda
<u>.12</u>	Standing Orders - Approved	Take off Agenda
<u>.13</u>	VAT126	Deferred
<u>.14</u>	Financial Regulations - Approved	Take off Agenda
<u>.15</u>	Risk Assessment - Approved	Take off Agenda
<u>.16</u>	Community Engagement Policy - Approved	Take off Agenda
<u>.17</u>	Complaints Procedure - Approved	Take off Agenda
<u>.18</u>	Co-Option Policy - Approved	Take off Agenda
<u>.19</u>	Discipline & Grievance Policy - Approved	Take off Agenda
<u>.20</u>	Equal Opportunities Policy - Approved	Take off Agenda
<u>.21</u>	Grant Giving Policy - Approved	Take off Agenda
<u>.22</u>	Health and Safety Statement - Approved	Take off Agenda
<u>.23</u>	Internet Banking Policy	Deferred
<u>.24</u>	Media Communication Policy - Approved	Take off Agenda
<u>.25</u>	Participation in the Open Forum - Approved	Take off Agenda
<u>.26</u>	Privacy Statement - Approved	Take off Agenda
<u>.27</u>	Sickness & Absence Policy - Approved	Take off Agenda
<u>.28</u>	Statement of Internal Control - Approved	Take off Agenda
<u>.29</u>	Terms of Reference for Committees - Approved	Take off Agenda
<u>.30</u>	Training and Development Policy - Approved	Take off Agenda
<u>.31</u>	Travel & Expenses Policy - Approved	Take off Agenda
1036	AOB	
A	Event Planning Kings Coronation Coffee mornings Quiz nights Easter Halloween Bonfire Christmas Engage with Residents, Church, School & Local Businesses	Action: dates to be agreed and produce a save the date flyer.
	Close of Meeting 9pm	
	Date and time of next meeting 03/04/23. 7pm. Carus Centre (Downstairs)	