

# ECCLESHILL PARISH COUNCIL

## MINUTES

To be confirmed on 2<sup>nd</sup> October 2023

Minutes of the meeting held on Monday 04th September 2023 at Davyfield Barn, Eccleshill, Darwen, BB3 3PJ

**Welcome:** Chair (Cllr HK) Welcomed all in attendance.

**Present:** Councillors H Kershaw (HK), C Tyrie (CT) & L Taylor (LT)

**Officers:** Acting as Clerk Mrs Helen Kershaw

**Members of the Public:** A member of the public

### RESOLUTIONS

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| <b>1068</b> | <b>Apologies</b>  | Cllr WD<br>Cllr J Slater   |
| <b>1069</b> | <b>Declarations of Interest and Dispensation considerations</b> There were no declarations of interest.   | None   |
| <b>1070</b> | <b>Co-opt New Councillor</b><br>Following the procedures being undertaken Mark Egan has been nominated to become Parish Councillor.<br>A secret vote was undertaken and unanimously co-opted onto the Parish Council  | Action: Clerk Notify BwD of the new appointment<br>Action Cllr ME to complete declaration of interest.<br>Action : Clerk to forward to Declaration of Interest to BwD. |
| <b>1071</b> | <b>Minutes of last Meeting</b><br>Resolved that the minutes of the last meeting held on 4 <sup>th</sup> June 2023 confirmed as a correct record<br>Prop: Cllr Kershaw Sec: Cllr Tyrie.  |  |
| <b>1072</b> | <b>All Other Parish Business</b>  |  |
| A           | <b>Employment of New Clerk &amp; Qualifications.</b><br>Ongoing   | Deferred to next meeting.  |
| B           | <b>Defib/CPR training</b><br>Trainer is busy  | Deferred to next meeting.  |
| C           | <b>Website/Newsletter</b><br>Newsletter in process of being delivered.  | Summer Newsletter delivered  |
| D           | <b>Bus Stop Eccleshill</b><br>Suggested land to use for new bus stop is showing is unregistered. BwD is seeking advice to see whether they could take ownership.  | Action: Clerk to pursue.   |
| E           | <b>Victoria Buildings/UU</b><br>Lamppost signs and stencils will be provided through Cllr J Slater  | Action: Clerk to contact Cllr Slater to chase up signage.  |
| F           | <b>Rubbish Amnesty</b><br>Resident who occupies the bottom house on Victoria Buildings has cleared fly tipping from the side of the property, but there is now a caravan in situ.   | Action: Cllr HK to monitor & speak to landlord if needed..<br><br>Action: Clerk pass on info about caged wagon when any updates are received.                          |
| G           | <b>Potholes/Speeding/Flash Corner</b><br><b>#8396</b> 30th May 2023 17:37 pm. Johnson Road, Grimshaw, Eccleshill, Hoddlesden, Blackburn with Darwen, BB3 3PG<br><b>#8413</b> 31st May 2023 18:11 pm Hoddlesden Road, Blacksnape, Darwen, Blackburn with Darwen, BB3 3LR | Action: Clerk to pursue.   |

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|             | <b>#8484</b> 12th Jun 2023 09:37 am. Roman Road, Knowle Fold, Eccleshill, Darwen, Blackburn with Darwen, BB3 3BL.<br>All under investigation  |   |
| H           | <b>Asset Maintenance/Procurement</b><br>BwD have sent an operative out to check the area. No further replies. EPC to purchase from school furniture direct £575.85  | Action: Clerk to order new bench and floor fixings  |
| I           | <b>Events</b><br>Family Quiz Night, Saturday November 11 <sup>th</sup> .<br>Quiz Questions<br>Quiz Master<br>Potato/cheese pie supper<br>Raffle<br>Door Prize   | Action: Clerk design poster   |
| <b>1073</b> | <b>Public Participation</b>   |   |
| .1          | Speeding Traffic on Roman Road.<br>Refer to 1072G   |   |
| <b>1074</b> | <b>Correspondence</b><br>None   |   |
|             | <b>Accounts</b><br><br>Our account is now at £11571.40 of which £1250.39 is held in trust for Victoria Buildings and earmarked for signs.<br><br>Clerk Salary £0 since last meeting<br>As our acting clerk is one of our councillors, she is not permitted to be paid the monthly salary.<br><br>AGAR for the period 22/23 is complete. | Action: Finance information, including income and expenditure, to be provided at each meeting by Clerk. |
| <b>1075</b> | <b>Planning</b><br>Non received   |   |
| <b>1076</b> | <b>AOB</b>  | .   |
| 1.          | <b>Bark Chippings</b><br>K T Simpson could be supplying bark chippings for free   | Action: Clerk to pursue   |
| <b>1077</b> | <b>Statutory Business</b>   |   |
| 1.          | <b>Approval of Expenditure for this month, and any submitted after the agenda.</b><br><br>Lengthsman £85 (PO: 005/23)<br><br>New<br>Auditor £247.50 (PO 006/23)   | Action: Cllr CT   |
| 2..         | <b>Bank Account</b><br>Cllr Kershaw now added to bank acct but still waiting for bank card<br>Mandate to remove all old signatories has been completed.   | Cllr Kershaw now added to bank acct but still waiting for bank card                                     |
| 3.          | <b>Internal Audit Report Recommendations</b><br><br>1.<br>The financial regulations for the Council need to be updated and aligned for Eccleshill Parish Council as recommended in 2021-22 audit report; These also need to be updated to take into account Bacs payments and published on the website.                                 |   |

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|  | <p>Financial Regulations updated and aligned for EPC<br/>Prop: Cllr HK Sec: Cllr CT</p> <p>2.<br/>Consider making a VAT126 claim to HMRC to recover VAT incurred during 22-23. In addition to this, examination of the last 6 years should be made to determine if VAT has been recovered and any backdated claims be submitted.</p> <p>3.<br/>Prior to engaging a clerk, HMRC toolkit should be checked to determine their tax status.</p> <p>4.<br/>The fixed asset register should be updated where necessary.</p> <p>Fixed asset register adopted<br/>Prop: Cllr CT Sec: Cllr LT</p> <p>5.<br/>The public rights notice should be placed on the website allowing 30 working days for inspection of the Council's accounts as per the Accounts and Audit Regulations 2015 (Part 5). It is understood that notices were placed in the notice boards for 30 days. It is recommended that this is reported and in the minutes in future.</p> <p>6.<br/>The published ARG return for 2021-22 is not the final version signed by the Auditor. Recommend replacing this with the latest version.</p> <p>7.<br/>It was noted that the last agenda on the website was 4<sup>th</sup> April 2023. The agendas and minutes are missing from the website for May23 to September 23. It is recommended that these are placed onto the website as soon as available.</p> <p>8.<br/>I am aware that there are substantial housing developments being carried out in and around Eccleshill Parish Council. As part of granting planning permission for these, S106 monies would most certainly have been paid by the developers to Blackburn with Darwen Borough Council. The S106 agreements are used to support the provision of services and mitigate the impact of developments. From past experience, many Local Authorities place these in earmarked reserves. It is highly recommended that the Parish explores the amounts held by Blackburn with Darwen and to the extent that these are made available to be used within the Parish.</p> | <p>Action: Clerk</p> <p>Action: Clerk</p> <p>Action: Clerk to chase up BwD</p> <p>Action: Clerk to chase up BwD</p> <p>Action: Clerk to chase up BwD</p> <p>Action: Clerk to make enquiries.</p> |
|  | <p><b>Close of Meeting</b><br/>8.35pm</p>  |  |
|  | <p><b>Date and time of next meeting</b><br/>02/10/23. 7pm. Carus Centre (Downstairs)</p>   |  |

