

LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL
Minutes of the remote Parish Council Meeting, Thursday 9th July 2020, 7.00pm.

PRESENT: Cllr Bull (Chair), Cllr S Milton, Cllr Coleman, Cllr Smith
 IN ATTENDANCE: Jane Lingings (Clerk)

Ref	No.	Item
700/20	1.	Apologies for Absence Cllr Stead (unable to access meeting due to technical issues)
701/20	2.	Declaration of Interests Cllr Milton declared pecuniary interest Agenda Item 6ii.
702/20	3.	Minutes of the Previous Meeting It was resolved that the minutes of the previous meeting held on the 12 th March 2020 were ratified as an accurate record and will be signed by the Chairman via the clerk.
703/20	4.	<p>Statutory Responsibilities – Information Note</p> <p>For the purposes of the minutes and future audit - the following update had been published on the Parish Council notice boards and website during May to provide information to residents on how the Parish Council was operating whilst being unable to meet:</p> <p>The Parish Council follows advice issued by the government, as well as the National Association of Local Councils, The Lancashire Association of Local Councils and The Society of Local Council Clerks. Many aspects of parish and town council business are discretionary and can be deferred if necessary. There are however several things that must be done by law and that have a statutory deadline. Examples are:</p> <ul style="list-style-type: none"> • Holding the Annual Parish Assembly Meeting on a date between 1 March and 1 June inclusive. The Parish Council held our assembly meeting on the 12th March 2020 this year before we were instructed to cancel meetings. • Holding the annual meeting of the council on a day in May (for the majority of councils for whom it is a year of ordinary elections, the meeting must be held between 11 May and 25 May). Our Annual Parish Council Meeting due to be held in May was cancelled. New guidance¹ provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore, there is no requirement to hold an annual Parish Council meeting and the current chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier. • Holding Meetings Remotely: the new guidance(1) enables Parish Councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. • Decision making and transparency: Parish Councils are required to hold meetings to make decisions. The Local Government Act 1972 requires members to be physically present in order for a meeting to take place. Given that these times are indeed exceptional (and a declared pandemic should meet the test for this), Parish Councils were instructed to cancel their usual meetings and to replace with alternative decision-making processes, which must remain inclusive of all Councillors. Exceptional times call for exceptional measures, so for the short term the Parish Council made decisions regarding routine finance and planning applications by seeking and recording the views of Parish Councillors via email. • Finance: The monthly schedule of payments, bank reconciliations and cumulative budget reports have continued to be produced monthly and circulated to the Councillors for approval. A record of approvals has been documented by the clerk. • Planning Applications: Using the Clerks delegated powers to co-ordinate and submit a response for planning applications, any applications received are circulated to the Councillors by email, who in turn will forward any comments back to the Clerk ready for submission to Fylde Borough Council by the agreed date. A record of such applications is kept by the clerk and will be documented in the minutes.

¹ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations")

Chairman Date

704/20 5. **Calendar of Parish Council Meetings for 2020 2021**
It was resolved to approve the dates of the meetings

- **No meeting in August 2020**
- Thursday 10th September 2020
- Thursday 8th October 2020
- Thursday 12th November 2020
- **No meeting in December 2020**
- Thursday 14th January 2021
- Thursday 11th February 2021
- Thursday 11th March 2021 – 6.30pm prior to Annual Assembly meeting
- Thursday 8th April 2021
- Thursday 13th May 2021

Annual Assembly Meeting 11th March 2021

705/20 6. **Finance**

i. **It was resolved** to approve the monthly bank reconciliation for June 2020.

ii. **It was resolved** to approve the cumulative budget report for July 2020.

iii. **It was resolved** to approve payments for July and August* 2020

Date	Payee	Details	Net Amount	VAT	Gross Amount
9.7.20	D Kirkham	Website	£13.00	£0.00	£ 13.00
9.7.20	Salaries/PAYE	Staff Costs	£364.78	£0.00	£ 364.78
9.7.20	Jane Lingings	Expenses	£40.80	£0.00	£ 40.80
9.7.20	Mr S Milton	Amenity Cleansing Contract	£320.00	£0.00	£ 320.00
	(Cheque total £340.00)	Additional Duties mowing East End	£20.00	£0.00	£ 20.00
9.7.20	Envirocare Maintenance Solutions	Open Spaces contract payment 1	£1,117.00	223.40	£ 1,340.40
9.7.20	Mr S Milton	Reimbursement Village in Bloom	£ 50.00	-	£ 50.00
	(Cheque total £54.19)	Cleaning Consumables	£ 3.49	0.70	£ 4.19
9.7.20	CPRE	Membership fee	£ 36.00	-	£ 36.00
13.8.20	D Kirkham	Website	£13.00	£0.00	£ 13.00
13.8.20	Salaries/PAYE	Staff Costs	£364.78	£0.00	£ 364.78
13.8.20	Jane Lingings	Expenses	£0.00	£0.00	£ -
13.8.20	Mr S Milton	Amenity Cleansing Contract	£320.00	£0.00	£ 320.00
13.8.20	(Cheque 840.00)	Additional Duties mowing East End	£20.00	£0.00	£ 20.00
		Additional Duties watering	£ 500.00	-	500.00

* As the Parish Council does not meet in August, the validating second signature for August payments will not be added until the payment date.

iv. Income received: FBC Precept £6702.00
 FBC Amenity Cleansing £1777.00
 FBC Bus Shelters £35.00
 EDF refund £39.55
 FBC New Homes Grant £2586.00
 Gillow Will £1.50*
 FBC In Bloom Grant £400
 Bank interest £4.43

*It was noted that it had been agreed by the Great Eccleston Show Committee to forward the Gillow Will monies five yearly – next payment will be due in 2025.

It was resolved to note payments approved by email for April, May, June 2020.

Date	Payee	Details	Net Amount	VAT	Gross Amount
9.04.20	D Kirkham	Website	£ 13.00	-	13.00
9.04.20	Salaries/PAYE	Staff Costs	364.78	-	364.78
9.04.20	J Lingings	Admin Expenses	£ 39.70	-	39.70
9.04.20	Mr S Milton	Amenity Cleansing Contract	£320.00	-	320.00
9.04.20	LALC	Subscription	107.90		107.90
14.5.20	D Kirkham	Website	£ 13.00	£ -	£ 13.00
14.5.20	Salaries/PAYE	Staff Costs	364.78	-	364.78
14.5.20	Jane Lingings	Expenses	£ 39.00	£ -	£ 39.00
14.5.20	Mr S Milton	Amenity Cleansing Contract	£320.00	£ -	£320.00
14.5.20	(Cheque total £340)	Additional Duties	£ 20.00	£ -	£ 20.00
14.5.20	Mr S Milton	Consumables reimbursement	£ 20.00	£ -	£ 20.00
14.5.20	(Cheque total £66.94)	VIB - Woodstain	£ 15.83	£ 3.17	£ 19.00
" " "	" " "	VIB - buckets	£ 1.62	£ 0.32	£ 1.94
" " "	" " "	VIB - Plants	£ 26.00		£ 26.00
14.5.20	Came and Company	Parish Insurance	£365.17	£ -	£365.17
14.5.20	Mr P Bull	Reimbursement VIB plants	£ 32.50	£ -	£ 32.50
14.5.20	EDF Energy	Christmas tree electricity lights	£ 39.55	£ -	£ 39.55
14.5.20	J Finch	Internal Audit Fee	£150.00	£ -	£150.00
11.6.20	D Kirkham	Website	£13.00	£0.00	£ 13.00
11.6.20	Salaries/PAYE	Staff Costs	364.78	-	364.78
11.6.20	J Lingings	Admin Expenses	£38.50	£0.00	£ 38.50
11.6.20	Mr S Milton	Amenity Cleansing Contract	£400.00	£0.00	£400.00
" " "	(Cheque 420.00)	Additional Duties mowing East End	£20.00	£0.00	£ 20.00
11.6.20	Mr P Bull	Reimbursement VIB 400 Begonia	£250.00	£0.00	£250.00
11.6.20	Mr S Milton	Reimbursement - Edging Logs	£5.25	£1.05	£6.30
" " "	(Cheque 62.76)	Paint Brush	£8.31	£1.66	£9.97
" " "	" " "	Masonry paint	£15.00	£3.00	£18.00
" " "	" " "	Consumables for amenity cleansing	£28.49	£0.00	£28.49
11.6.20	Great Eccleston Village Centre	Room Hire (March)	£20.00	£0.00	£20.00
11.6.20	K Sudlow	Reimbursement VIB	£27.60	£0.00	£27.60

v. **It was resolved** to note monthly bank reconciliations approved by email for March, April, May 2020.

vi. **It was resolved** to note cumulative budget reports approved by email for March, April, May 2020.

706/20 7. **Audit: Internal Auditors Report**
It was resolved to approve the Internal Auditors Report. The recommendations within the report will be put into practice where required.

707/20 8. **Audit: Annual Return for the year ending 31st March 2020**

- It was resolved to approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement)
- It was resolved to approve and authorise the Chairman and RFO to sign Section 2 (Statement of Accounts)
- It was resolved to action the Electors Rights to view annual return documentation commencing on the Monday 20th July 2020 – Friday 28th August 2019.
- It was resolved to approve the Certificate of Exemption

708/20	9.	<p>Amenities/Maintenance/Environment</p> <p>New Planter Proposal - Cartford Corner – it was resolved to approve this proposal with a budget of £600. Works to commence as soon as practicable.</p>
709/20	10.	<p>Planning and Licensing</p> <p>No planning applications had been submitted for consideration by the Parish Council.</p> <p>For information only - the following application which was received in-between meetings and has been actioned by the clerk using delegated powers (Ref 388/17) 20/0328 Hillside Farm, Well Lane, Little Eccleston with Larbreck, PR3 0XR Demolition of existing single storey rear extension and erection of two storey rear extension</p> <p>The planning decisions awaited/granted from Fylde Borough Council on previously circulated planning tracker were noted.</p>
710/20	11.	<p>Items for the Next Agenda (for information only)</p> <p>Defibrillator</p>
711/20	12.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Thursday 10th September 2020
<p>Public Participation</p> <p>No members of the public joined the meeting.</p>		