

LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL
Minutes of the remote Parish Council Meeting, Thursday 11th March 2021, 7.00pm.

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

Ref	No.	Item																																										
785/21	1.	Apologies for Absence																																										
786/21	2.	Declaration of Interests Cllrs Milton, Bull & Coleman declared pecuniary interest Agenda Item 5.																																										
787/21	3.	Minutes of the Previous Meeting It was resolved that the minutes of the previous meeting held on the 11 th February 2021 were ratified as an accurate record and will be signed by the Chairman via the clerk.																																										
788/21	4.	Action Tracker The action tracker was reviewed and completed actions updated.																																										
789/21	5.	<p>Finance</p> <p>i. It was resolved to approve the monthly bank reconciliation for February 2021. ii. It was resolved to approve the cumulative budget report for February 2021. iii. It was resolved to approve payments for March 2021.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Details</th> <th>Net Amount</th> <th>VAT</th> <th>Gross Amount</th> </tr> </thead> <tbody> <tr> <td>11.3.21</td> <td>Salary/PAYE</td> <td>Staff costs</td> <td style="text-align: right;">£ 324.82</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£ 406.02</td> </tr> <tr> <td>11.3.21</td> <td>J Lingings</td> <td>Admin Expenses</td> <td style="text-align: right;">£39.50</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£ 39.50</td> </tr> <tr> <td>11.3.21</td> <td>Mr S Milton</td> <td>Amenity Cleansing Contract</td> <td style="text-align: right;">£320.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£ 320.00</td> </tr> <tr> <td>11.3.21</td> <td>LALC</td> <td>Subscription</td> <td style="text-align: right;">£ 110.09</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£ 110.09</td> </tr> <tr> <td>11.3.21</td> <td>J Coleman</td> <td>Reimbursement (VAP)</td> <td style="text-align: right;">£ 57.75</td> <td style="text-align: right;">£11.55</td> <td style="text-align: right;">£ 69.30</td> </tr> <tr> <td>11.3.21</td> <td>P Bull</td> <td>Reimbursement BIB Entry</td> <td style="text-align: right;">£ 50.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£ 50.00</td> </tr> </tbody> </table> <p>iv. Income received: VAT £569.95</p>	Date	Payee	Details	Net Amount	VAT	Gross Amount	11.3.21	Salary/PAYE	Staff costs	£ 324.82	£0.00	£ 406.02	11.3.21	J Lingings	Admin Expenses	£39.50	£0.00	£ 39.50	11.3.21	Mr S Milton	Amenity Cleansing Contract	£320.00	£0.00	£ 320.00	11.3.21	LALC	Subscription	£ 110.09	£0.00	£ 110.09	11.3.21	J Coleman	Reimbursement (VAP)	£ 57.75	£11.55	£ 69.30	11.3.21	P Bull	Reimbursement BIB Entry	£ 50.00	£0.00	£ 50.00
Date	Payee	Details	Net Amount	VAT	Gross Amount																																							
11.3.21	Salary/PAYE	Staff costs	£ 324.82	£0.00	£ 406.02																																							
11.3.21	J Lingings	Admin Expenses	£39.50	£0.00	£ 39.50																																							
11.3.21	Mr S Milton	Amenity Cleansing Contract	£320.00	£0.00	£ 320.00																																							
11.3.21	LALC	Subscription	£ 110.09	£0.00	£ 110.09																																							
11.3.21	J Coleman	Reimbursement (VAP)	£ 57.75	£11.55	£ 69.30																																							
11.3.21	P Bull	Reimbursement BIB Entry	£ 50.00	£0.00	£ 50.00																																							
790/21	6.	On-Line Banking The Clerk provided an update on the logistics of two signature authorisation online banking having consulted both the bank and other clerks. Online banking with two signature authorisation works well for larger parish councils with multiple signatories available to authorise either on evening of the meeting or on the next morning, as there cannot be a delay in issuing payments. The experience of clerks working for similar sized councils as LEWL has been to continue with cheque payment. It was resolved that the council will remain with the cheque payment system for the time being.																																										
791/21	7.	Monthly Health and Safety Risk Assessment Nil reported.																																										
792/21	9.	<p>Planning and Licensing</p> <p>The following planning application was discussed and considered by the Parish Council:</p> <ul style="list-style-type: none"> • 21/0149 2 The Rushes, Little Eccleston with Larbreck, Preston, PR3 0BZ Single storey front and side extension to dwelling with conversion of existing garage to form swimming pool. Replacement canopy and windows to south east rear elevation. <p>It was resolved that the Council have no specific observations to make upon the proposal.</p> <p>The planning decisions awaited/granted from Fylde Borough Council on previously circulated planning tracker were noted.</p>																																										

Chairman Date

793/21	10.	<p>Amenities/Maintenance/Environment</p> <p>Defibrillator – Cllr Stead provided an update from LCC regarding an electricity supply for a defibrillator on the “highway”, as the Parish Council had been unsuccessful in identifying an alternative location.</p> <p>LCC assess external applications for installations on the highway to install a pillar and defibrillator. This requires applying for a Section 50 licence via the street works team. LCC would then quote for the supply and installation of a pillar and suitable support for a defibrillator and advise on obtaining a metered electrical supply. It was resolved that Cllr Stead will bring this back to a future meeting once more information/costings have been received.</p>
794/21	5.	<p>County and Borough Council</p> <p>Cllr Hayhurst provided an update on the repeated requests for this road to be resurfaced. The response from LCC noted that due to the strategic importance of the road, highway safety inspections are carried out every 3 months. During the work to develop the LCC capital programme, LCC analysed a proposed scheme to resurface the road but this scheme has not been ranked high enough to be included in the Urban Unclassified Capital Programme 21/22 based on the data that underpinned analysis. The road will continue to be monitored to ensure it remains in a safe and serviceable condition.</p>
795/21	11.	<p>Annual Governance Statement</p> <p>It was resolved to approve annual governance statement prepared by the clerk.</p>
796/21	12.	<p>Policy Review – Part 2</p> <p>The Clerk and Cllr Stead had reviewed and where necessary developed new policies/internal protocols for the Council which will be an ongoing piece of work during the next few months.</p> <p>Policies were circulated prior to the meeting for comments. It was resolved to approve the following new/reviewed policies:</p> <ul style="list-style-type: none"> • Code of Conduct • Co-option Procedure • Disciplinary Procedure • Equality and Diversity Policy • Grievance Procedure • Health and Safety Policy • Home Worker Policy • Recruitment Policy • Social Media and Electronic Communications Policy <p>It was resolved that the Grant Awarding policy would be finalised by Cllrs Stead and Coleman for approval at the next meeting.</p>
797/21	13.	<p>Items for the Next Agenda (for information only)</p> <p>Finance end of year Preparation for Audit Final Policy Review Part 3</p>
798/21	14.	<p>Date of Next Meeting</p> <p>Thursday 8th April 2021</p> <p>Please note that notification of Zoom meetings will be sent during the day of the next meeting.</p>
<p>Public Participation</p> <p>No members of the public joined the meeting.</p>		