

**LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**

Thursday 18th May 2023, 7.00pm at Elswick Village Hall, Roseacre Road, Elswick.

PRESENT: Cllr P Bull (Chair)
Cllr G Stead (Vice Chair)
Cllr Sandra Milton
Cllr A M Bull
Cllr N Smith
Cllr Steve Milton

IN ATTENDANCE: Jane Lingings (Clerk)

Public Participation

No members of the public attended.

- 1048/23 1. **Welcome**
The outgoing Chair, Cllr P Bull welcomed all the newly elected Councillors. All Councillors signed and returned their Acceptance of Office to the Proper Officer of the Council, J Lingings.
- 1049/23 2. **Election of Chair**
Cllr P Bull was elected as Chair for the next 12 months duly signed the "Acceptance of Office".
- 1050/23 3. **Election of Vice Chair**
Cllr G Stead was elected as Vice Chair for the next 12 months duly signed the "Acceptance of Office".
- 1051/23 4. **Acceptance of Apologies**
Nil
- 1052/23 5. **Appointments to Outside Bodies**
It was resolved to agree subject leads to the following areas:
- Maintenance/Village Inspection: Cllrs Smith, Milton & Milton
 - Contractors: Cllrs P Bull & Stead
 - Human Resources: Cllr A M Bull
 - FBC Planning: Cllr Steve Milton & AM Bull
 - FBC District Parish Liaison Committee: Cllr Stead
 - LALC: Cllr Stead
 - Responsible Financial Officer: J Lingings
 - Elswick Village Hall: Chair
 - In-Bloom Group: Cllr P Bull
 - Risk Assessment: Cllrs P Bull & Stead
 - Showfield Liaison: Cllrs P Bull & Stead
 - National Events: Cllr A M Bull
- 1053/23 6. **Calendar of Parish Council Meetings for 2023 24**
It was resolved to approve the dates of the meetings as below:
- Thursday 8th June 2023
 - Thursday 20th July 2023
 - **No meeting in August 2023**
 - Thursday 14th September 2023
 - Thursday 12th October 2023
 - Thursday 9th November 2023
 - **No meeting in December 2023**
 - Thursday 11th January 2024
 - Thursday 8th February 2024
 - Thursday 14th March 2024
 - Thursday 11th April 2024
 - Thursday 9th May 2024

1054/23 7. **Declaration of Interests and Dispensations**
Cllr Sandra Milton & Cllr Steve Milton Agenda item 11 (pecuniary)
Cllr P Bull Agenda item 11 (pecuniary)

1055/23 8. **General Power of Competence**
Councillors reviewed the General Power of Competence paper as submitted by the Clerk and acknowledged that the Parish Council meets the criteria:

- I. Following the May 2023 elections, where 6 Councillors were elected
- II. The Clerk is qualified in the Certificate in Local Council Administration (CiLCA)

It was resolved that the Parish Council meets the eligibility criteria to exercise the General Power of Competence as defined in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 and therefore adopt the power for coming term of office of the Council.

The council is required to revisit this decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria. A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place

In consequence, eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next 'relevant' meeting.

1056/23 9. **Minutes of the Previous Meeting**
It was resolved to approve the minutes of the meeting 13th April 2023 as an accurate record and were signed by the Chair.

1057/23 10. **Action Tracker**
The action tracker of previous decisions of the council was noted and updated.

1058/23 11. **Finance**
i. **It was resolved to approve** the monthly bank reconciliation.
ii. **It was resolved to approve** the cumulative budget report.
iii. **It was resolved to approve** payments as below:

Payee	Details	Net	VAT	Gross
Salaries/PAYE	Staff costs	455.29	0	455.29
J Lingsings	Admin Reimburse	40.00	0	40.00
Mr S Milton	Amenity Cleansing	390.00	0	390.00
PP Contracts Ltd	Water bowser modifications	740.00	148.00	888.00
PP Contracts Ltd	Bowser engine cover	45.00	9.00	54.00
K Coleman	In bloom reimbursement	13.12	2.63	15.75
L North	In bloom reimbursement	89.42	0	89.42
A J Gallagher Insurance	Council insurance	611.74	0	611.74
K Sudlow	In bloom reimbursement	130.49	26.10	156.59
F Porter	In bloom reimbursement	286.96	26.39	313.35
P Bull	In bloom reimbursement	48.33	9.67	58.00
J Smith	Bus shelter paint	16.56	3.32	19.88
J Smith	In bloom reimbursement	10.43	2.09	12.52
HSBC	Bank Charges	16.00	0	16.00

Income: FBC Amenity Cleansing Grant £2193.00
FBC Bus Shelter Grant £35.00
VAT Refund £1662.00
FBC Precept 1st Installment £9134.00
LCC Gillow Shrub Payment for 21/22 £890.00
Donation of plants to the value of £41.91 by resident.

1059/23 12. **Bank and Mandate**
It was resolved to request all Councillors and the Clerk are signatories on the bank mandate.
It was resolved to apply to transfer from HSBC to Unity Trust Bank continuing with the 2 person authorisation.

- 1060/23 13. **Audit: Annual Return for the year ending 31st March 2023**
- i. **It was resolved** to approve the Internal Auditors Report and recommendations will be put into practice where required.
 - ii. **It was resolved** to approve and authorise the Chair and RFO to sign Section 1 (Annual Governance Statement)
 - iii. **It was resolved** to approve and authorise the Chair and RFO to sign Section 2 (Statement of Accounts)
 - iv. **It was resolved** to action the Electors Rights to view annual return documentation commencing on Monday 5th June 2023 and ending on Friday 14th July 2023
- 1061/23 14. **Monthly Health and Safety Risk Assessment**
Finance: **It was resolved** that all expenditure claims from the In Bloom group must be forwarded to Peter Bull, lead liaison for the group, to ensure the groups budget is managed. These will then be forwarded to the Clerk.
- 1062/23 15. **Planning and Licensing**
Nil planning applications at time of agenda.
- 1063/23 16. **Amenities/Maintenance/Environment**
- Open Spaces Assets – Annual Risk Assessment: **it was resolved** that the Clerk will draft this risk assessment and forward to Cllrs P Bull & Stead
 - Notice Boards – magnetic options: **it was resolved** to await the outcome of additional funding offer before proceeding.
- 1064/23 17. **County & Borough Council**
It was resolved that the clerk will contact Mark Evans at FBC to request that the Parish Councillors be included in FBCs planning training for their newly elected Borough Councillors, and that this is provided as soon as possible.
It was resolved that the Clerk will contact Cllr J Singleton for an update on the utility pipework which is progressing along the A586.
- 1065/23 18. **Parish Council Insurance Renewal**
It was resolved to accept the insurance renewal, which is in a 3 year long term agreement. This agreement expires after this renewal.
- 1065/23 19. **Items for the Next Agenda**
- 1066/23 20. **Date of Next Meeting**
Thursday 8th June 2023