

LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL NOTICE OF MEETING

You are hereby summoned to attend the Meeting of Little Eccleston with Larbreck Parish Council to held be on Thursday 13th February 2025, 7.00pm at Elswick Village Hall, Roseacre Road, Elswick, PR4 3UD

Diane Baker

Diane Baker, Clerk to Parish Council 7th February 2025

AGENDA

Public Participation

1. **Apologies for Absence**
To receive apologies for absence
2. **Declaration of Interests and Dispensations**
To receive declarations of interest from Councillors on items on the agenda
To receive written requests for dispensations for disclosable pecuniary interests (if any)
To grant any requests for dispensation as appropriate
3. **Minutes of the Previous Meeting**
To resolve to approve as a correct record the Minutes of the Council Meeting held on the 9th January 2025.
4. **Action Tracker**
To review the action tracker (for information only)
5. **Finance**
 - i. To receive and approve the monthly bank reconciliation.
 - ii. To receive and approve the cumulative budget report.
 - iii. To authorise payments.
 - iv. To acknowledge receipt of income
 - v. Pensions Enrolment

PAYMENTS - JANUARY 2025

DATE	PAYEE	DETAILS	NET AMOUNT £	VAT £	GROSS AMOUNT £
16.01.25	EDF Energy	Unmetered electric supply	11.33	0.59	11.92
22.01.25	Expenses	Staff Costs working from home	40.00	0.00	40.00
23.01.25	Mr S Milton	Amenity Cleansing	390.00	0.00	390.00
23.01.25	EE Limited	Mobile Phone	13.00	2.60	15.60
23.01.25	HMRC	Staff contributions	580.73	0.00	580.73
31.01.25	Employees	Salary payments	382.57	0.00	382.57
31.01.25	Bank	Service Charge	6.00	0.00	6.00
Bank balance at close of business 31.01.25 a)					22,884.72
					b) 10,072.73

6. **2025/26 Budget**
 - i. To discuss and consider the Parish Council draft budget proposals for 2025/2026.
 - ii. To discuss and agree the Precept amount to be requested for 2025/2026
7. **Monthly Health and Safety Risk Assessment**
To discuss and consider additional risks to be documented on the risk register

8. Planning and Licensing

- i. To consider Planning Application 24/0754
Larbreck Hill Farm PR3 0XS. Conversion of existing hay barn and shippon to form 3 no. residential dwellings to be built and occupied as self-build/custom dwellings.
- ii. To discuss Licensing Lists

9. Amenities/Maintenance/Environment

To discuss and consider any issues and resolve actions required

- i. To discuss proposed revisions to the Open Spaces contract.
- ii. To discuss proposed revisions to the Watering contract.
- iii. To discuss proposed revisions to the Amenity Cleansing contract.
- iv. To receive updates on the Christmas Plaque and supply of electricity for the seasonal period.
- v. Planter at East End

10. Standing Orders

To discuss and consider any revisions to the existing document

11. County & Borough Council

To receive updates from County and Borough Councillors

12. Organisational Risk Management Plan

To resolve to approve the annual Organisation Risk Management Plan prepared by the Clerk

13. Asset Register

To resolve to approve the updated Asset Register prepared by the Clerk.

14. Business Continuity Plan

To discuss and consider amendments to the Business Continuity Plan

15. Internal Audit

To resolve to review and approve the Internal Audit Terms of Reference.

16. Items for Next Agenda:

- i. Review suite of policies and procedures
- ii. Review of Annual Governance Statement

17. Date of Next Meetings:

Thursday 13th March 2025

Thursday 10th April 2025

Thursday 8th May 2025