

LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL
MINUTES OF THE MEETING

Thursday 9th January 2025, 7.00pm at Elswick Village Hall, Roseacre Road, Elswick.

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

IN ATTENDANCE: Diane Baker (Clerk) FBC Cllr P Hayhurst (Item 5 onwards)

Public Participation
No public attendance.

- 1000/25 1. **Apologies for Absence**
Cllr John Singleton, LCC
- 1001/25 2. **Declaration of Interests and Dispensations**
Cllrs S and S Milton Agenda item 5 (pecuniary).
Cllr Stead item 6 (pecuniary).
It was resolved that Cllr Stead would be allowed to stay in the meeting with the Village In Bloom Budget was discussed.
- 1003/25 3. **Minutes of the Previous Meeting**
It was resolved to approve the minutes of the meeting held on 14th November 2024 as an accurate record. The Chair signed a draft copy.
- 1004/25 4. **Action Tracker**
The action tracker of previous decisions of the Council was noted.
- 1005/25 5. **Finance**
a) **It was resolved to approve** the monthly bank reconciliation.
b) **It was resolved to approve** the cumulative budget report.
c) **It was resolved to authorise** payments.
d) There was no income received.
e) **It was resolved** to approve the appointment of the Internal Auditor and review the Internal Audit Terms of Reference at February's Parish Council meeting.
- 1006/25 6. **2025/26 Budget**
To discuss and consider the Parish Council draft budget proposals for 2025/2026
It was resolved that some amendments were necessary, and the amended version would be approved at the February Parish Council meeting.
To review the Village in Bloom budget 2025/2026
It was resolved to approve the 2025/2026 Village in Bloom budget.
- 1007/25 7. **Monthly Health and Safety Risk Assessment**
To discuss and consider additional risks to be documented on the risk register.
It was resolved that there were no issues.
- 1008/25 8. **Planning and Licensing**
To agree a representative on the Planning Parish Forum
It was resolved that Cllr May would represent the Parish Council.
- 1009/25 9. **Amenities/Maintenance/Environment**
To discuss and consider any issues and resolve any actions required.
a) To discuss proposed contract revisions
- The Amenity Cleaning Contract was approved with a small weekly increase.
It was resolved to approve the Amenity Cleaning Contract.
- The Watering Contract was reviewed and needed further discussion at the February Parish Council meeting.

- The Open Spaces Contract, with the inclusion of grass cutting into the contract of the mound at Maltkiln, was discussed at length and Cllr Stead requested a recorded vote:
Six Councillors approved
Cllr Stead objected
Cllr Steve Milton requested additional work could be included
Cllr Steve Milton to submit a proposal for the week killing to February's Parish Council meeting.

It was resolved that Cllr P Bull would contact Environcare to discuss additional works and amendments to the 2025 contract.

- b) To discuss the Christmas Tree lights

It was resolved that the Clerk would formally contact EDF to ask that a low-cost supply could be made available.

- c) To discuss a Christmas plaque

It was resolved that a budget of £50 be approved. Councillor P Bull to organise a plaque.

1010/25 10.

Standing Orders

- a) To discuss and consider any revisions to the existing document

It was resolved to defer until the February Parish Council meeting.

- b) To update Councillor duties and responsibilities

It was resolved to approve the following Councillor responsibilities:

2025

Councillor Lead Areas	
Councillor	Area
Peter Bull	Contracts Elswick Village Hall Showfield Committee Liaison
Ann-Marie Bull	Contractors Human Resources National Events
Glyn Stead	Defibrillator LALC FBC District Liaison Committee
Sandra Milton	Risk Assessment
Steve Milton	Showfield Committee Liaison
Dawn May	Risk Assessment Planning Liaison Group Maintenance/Village Inspection
Janet Smith	Maintenance/Village Inspection

1011/25 11.

County and Borough Council

To receive updates from County and Borough Councillors

It was resolved that Cllr Stead would contact Cllr Singleton to ascertain when the proposed 'slow' signs would be installed.

It was resolved that Cllr Stead would determine if pruning had taken place at the West End of Blackpool Old Road and contact Cllr Singleton.

1012/25 12.

Organisational Risk Management Plan

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

It was resolved to defer until February's Parish Council meeting.

1013/25 13.

Asset Register

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

It was resolved to defer until February's Parish Council meeting.

1014/25 14.

Business Continuity Plan

To discuss and consider amendments to the Business Continuity Plan and resolve to continue to review on a monthly basis.

It was resolved that this was a live document and would be a standing item on future agendas.

- 1015/25 15. **Items for the Next Agenda**
- a) Internal Audit Terms of Reference
 - b) Proposed Budget revisions 2025/26
 - c) Precept discussion and setting for 2025/26
 - d) The Watering contract revisions
 - e) The Open Spaces contract revisions
 - f) Standing Orders review
 - g) Organisational Risk Management Plan review
 - h) Asset Register review

- 1016/25 16. **Date of Next Meeting**
- Thursday 13th February 2025
Thursday 13th March 2025
Thursday 10th April 2025
Thursday 8th May 2025
Thursday 12th June 2025
Thursday 10th July 2025