

ECCLESHILL PARISH COUNCIL

MINUTES

To be confirmed on 3rd April 2023

Minutes of the meeting held on Monday 06th March 2023 at the Carus Centre, Hoddlesden.

Welcome: Chair (Cllr HK) Welcomed all in attendance and introduce the councillors and himself to all present. Cllr HR then proceeded to read out a small statement.

Present: Councillors H Kershaw (HK), M Smalley (MS), & C Tyrie (CT) L Taylor (LT) acting Clerk.

Officers:

Members of the Public: A number of residents & Darwen South Ward Cllr Mr M Jackson

RESOLUTIONS

1018	Apologies Non received before the start of the meeting.	
1019	Declarations of Interest and Dispensation considerations There were no declarations of interest.	None
1020	Minutes of last Meeting Resolved That the minutes of the last meeting held on 6th February 2023 confirmed as a correct record Prop: Cllr MS Sec: Cllr CT.	Darwen South Ward Cllr Mr M Jackson interrupted the meeting at this point. Cllr HK asked Darwen South Ward Cllr Mr M Jackson to please wait until the public participation section of the meeting to which he agreed.
1021	All Other Parish Business	
A	Employment of New Clerk & Qualifications. Actively looking for new clerk. Acting clerk does not need qualifications. Clerk training is not a necessity but is advised but to wait until you have been in the position for 12 months. Clerks can qualify in a number of ways. There is the CiLCA and forerunner course iLCA and then there are higher qualifications. Tues 28th Feb, Thurs 20th April, Mon 12th June, 2023 7-9pm	Action: Clerk to advertise Notice boards, community social media groups, BwD & LALC.
B	Chair Appointment Cllr HK confirmed it is within our remit to appoint a chair as stated on page 5 of the LALC Whistle Stop Tour, An Introduction to The Parish/Town Council document.	Take off agenda
C	Vacancy Notice for a new parish councillor. Co-Option initiated. Notices will be placed in noticeboards, on the community social media groups and the BwD Website for a period of 4 weeks. After which applicants will be required to attend a meeting of the full council. Followed by a brief discussion about the applications in private. Then voting will be according to the statutory requirements	Action: Clerk to oversee
D	Waterside Terrace. Back Street Work being undertaken by Mick Cooper. Causing obstruction for neighbour who uses mobility scooter.	Action: Cllr HK to speak to Mr Cooper Action: Cllr MS to look at land registry.

	Cllr HK to speak to Mr Cooper, Cllr MS to look at land registry.	Clerk: To retain on agenda for next meeting
E	<p>Discussion regarding Asset Register and assets within the PC:</p> <p>Notice Boards -Waterside, Eccleshill, Roman Road Benches</p> <p>Benches -</p> <p>Eccleshill Gardens x 2 wooden benches Eccleshill Play Area x 1 wooden bench – needs replacing Waterside x1 wooden bench – needs replacing/ removing Top of Mill Lane x2 wooden benches – quote for adding to insurance</p>	<p>Needs replacing</p> <p>Needs replacing/removing</p> <p>Quote for adding to Insurance</p>
F	<p>Lengthsman</p> <p>Discussion around whether contract has been effective and to continue in 2023. David Rowley Landscapes Previous Year £75/80 every 3 weeks Proposed: Seconded:</p>	Action: Clerk to confirm for 2023.
G	<p>Defib/CPR training</p> <p>We have a paramedic on hand to deliver training. Need to supply him with a few possible dates & publicise.</p>	Action: Clerk to confirm dates and publicise
H	<p>Victoria Buildings</p> <p>Residents have requested the road be resurfaced especially in relation to the new build and the impact it may have on the private road. The residents expect that as part of the development the developer would have to resurface the road. However, this has not been a condition of the planning approval.</p>	Action: Clerk to contact Cllr J Slater and ask her to liaise with the planning dept.
I	<p>Notice Boards</p> <p>Following an inspection of the notice boards the following maintenance was agreed. Waterside (needs cleaning) Eccleshill (Needs Handles) Roman Road (needs a bit of TLC) Davyfield Gardens (New Request)</p>	<p>Action: Cllr MS to arrange cleaning</p> <p>Action: Cllr L Taylor to replace handles</p> <p>Action: Cllr HK to refurbish</p> <p>Action: Clerk to acquire a quote for new board</p>
J	<p>Website/Newsletters</p> <p>Look at launching a website when we are a more established.</p> <p>At the moment keep using social media, notice boards and quarterly newsletters</p>	Action: Clerk to develop a newsletter to distribute to all residents.
K	<p>Suez Planning</p> <p>Planning Passed</p>	Take off Agenda
1022 A	<p>Public Participation</p> <p>Darwen South Ward Cllr Mr M Jackson addressed the council expressing his concern about the minutes calling them a 'disgrace'. He was standing and using a raised voice. Cllr HK asked Darwen South Ward Cllr Mr M Jackson to calm down. Cllr HK reminded Darwen South Ward Cllr Mr M Jackson about the statement read at the beginning of the meeting regarding how to raise concerns. He continued speaking over Cllr HK in a raised voice referring to previous incidents and referred to the council as a 'micky mouse show'. Cllr HK repeated the request for Darwen South Ward Cllr Mr M Jackson to sit down and calm down. Darwen South Ward Cllr Mr M</p>	

	<p>Jackson then approached the council and addressed members individually with personal comments. A member of the public also directed some personal comments towards Darwen South Ward Cllr Mr M Jackson. At 7.20pm Cllr HK asked Darwen South Ward Cllr Mr M Jackson to leave the meeting. Darwen South Ward Cllr Mr M Jackson then, with a raised voice, waving his arms around stated, 'this is a joke' and 'is this your way of shutting me up'. Cllr HK advised all present that he was temporarily halting the meeting until Darwen South Ward Cllr Mr M Jackson left the meeting and proceeded to repeatedly say 'please leave the meeting'. Heading towards the door Darwen South Ward Cllr Mr M Jackson carried on was muttering, 'it's a joke' it's embarrassing', 'you're embarrassing'</p>	
B	<p>Bus stop at Eccleshill Gardens. This bus stop is a small area on the roadside. No shelter, hawthorn bushes, small standing area. With more homes being built there would be a great possibility of more children catching school busses. A more suitable location for the bus stop would be at the top of the mill lane.</p>	<p>Action: Clerk to contact Cllr J Slater</p>
C	<p>A resident questioned the actions regarding the hampers and selection boxes and how it had been funded. Cllr HK apologised for the oversight. Applethwaite Homes who are the developers for Davyfield Gardens generously made a donation of £500 to the Parish Council to allow us to procure the hampers and selection boxes.</p>	<p>Action: Clerk. Newsletter to be produced in the near future to ensure residents are informed.</p>
D	<p>Cllr HK gave a brief insight into the past 9 months and explained outgoing Councillors/Clerks not undertaking handovers which meant yet more hard work and stress for the acting clerk and councillors. We are now approaching the final hurdle. Then finally we can draw a line under the past 9 months and look to the future. For transparency greater details of expenditure will be included on the clerk's report.</p> <p>Residents present so kindly offered their thanks to the Parish Council for their dedication and perseverance and look forward to a bright productive future.</p>	
E	<p>2 residents from Hoddlesden brought 3 items to us, asking if the Parish council could help or point them in the right direction.</p>	
F	<p>Item one. The new development on the top estate. The muddy state the road is being left in by the wagons not entering the site via the correct entrance.</p>	
G	<p>Parking around the school. No staff parking and 22 teachers' vehicles is causing a problem.</p>	<p>Action: Clerk to look into previous years to look for a pattern.</p>
H	<p>Brown Bins. Certain areas have 20 brown bin collections, whilst other/s only have 19 brown bin</p>	<p>Action: Clerk to contact BwD regarding</p>

	<p>collections. All areas pay the same fee.</p> <p>Hoddlesden residents asked why they were not part of a parish. It was explained the idea was put to Hoddlesden residents years ago, but the residents declined. Since this was last looked at a great time has lapsed.</p>	<p>procedures if Hoddlesden wanted to join PC.</p>
<p>1023 A</p>	<p>Correspondence Points received by Darwen South Ward Cllr Mr M Jackson.</p> <p>Q Has there has not been one(1) set of accounts completed since the resignation of Mr Needham, February 2022.?</p> <p>A As already answered once the afore mentioned accounts are finalised, they will be published.</p> <p>Q As a legal public entity-can you advise how the public is to contact a Parish Council member or clerk,</p> <p>A Again, as previously answered. If a councillor only provides a personal email address, under GDPR the clerk/acting clerk nor borough council are not permitted to disclose said information. As you know Cllr L Taylor has a designated email address which is published and you are aware of as you send emails to said email address.</p> <p>Q Are you suggesting that as a Parisher, I'm allocated only one question to the clerk, as to enquire where the financial accounting literature is, to ascertain if the monies paid from my bank account to the Parish Council by way of the pre-cept is being handled in a safe and trusted manner?</p> <p>A Members of the Parish are of course permitted to ask questions. If more than 1 question, residents are requested to direct to the clerk via email. Precept is paid direct to the Borough Council which in turn filters to the Parish Council. But again, once the afore mentioned accounts are finalised, they will be published.</p> <p>Q And that if I ask more than once, this is harrasment? Can you explain how this would be so?</p> <p>A After asking a question, with the answer being given. Repeating the question, via email, asking the question on social media community groups and sending messages to councillor's personal social media accounts can be construed as harassment.</p> <p>Q I'm really struggling to locate any information on the BwD website or indeed within any minutes from the previous submitted minutes, 14/12/22, 7/10/22, showing how the position of Clerk was advertised, following the resignation of Mr Cooper.</p>	<p>All questions answered</p>

	<p>Would it be possible for you to direct me to the relevant information for my perusal?</p> <p>A This was done under the previous chair and he has left no details of his process.</p>	
B	<p>Email received from PC Eddleston to notify us of the reshuffle. Our new Community officers are PC Cookson & PCSO John Kirk.</p> <p>As with Stuart and Ryan, our two new community officers will be given an open invite to Parish Council meetings. We wish Stuart and Ryan good luck for the future.</p>	
1024 A	<p>Accounts £10251.54 of which £1250.39 is held in trust for Victoria Buildings and earmarked for signs.</p> <p>Clerk Salary £0 since last meeting As our acting clerk is one of our councillors, she is not permitted to be paid the monthly salary.</p> <p>Expenditure - February 2023 Room Hire £15</p>	Action: Finance information, including income and expenditure, to be provided at each meeting by Clerk.
1025	<p>Planning No planning applications received. Planning Applications will be passed onto the Cllr HK who will explain them in layman's terms.</p>	<p>Action: Clerk to contact BwD To ensure planning is sent to clerk</p> <p>Cllr HK</p>
1026	Statutory business	
A	<p>Approval of Expenditure for this month, and any submitted after the agenda.</p> <p>Agreed to pay Room Hire Feb 23</p>	
B	Remove S Pendry & G Cooper Add Cllr HK to bank asap	Action: Cllr CT & Cllr HK
C	Reimburse Cllr CT for selection boxes	Brocklehead Caravan Park has kindly donated the selection box's. Take off Agenda
D	<p>Annual governance form 2 Prop Cllr MS Sec Cllr CT. Approved & Signed</p>	Action: Clerk to email p.3 of form 2 to SBA
E	<p>Notice of public rights Prop Cllr MS Sec Cllr CT. Approved</p>	Action Clerk: Print 2 more for notice boards. Send BwD
F	<p>Variance Prop Cllr MS Sec Cllr CT. Approved</p>	
G	<p>Reconciliation Statement Prop Cllr MS Sec Cllr CT. Approved</p>	
H	<p>Expenditure Items Prop Cllr MS Sec Cllr CT. Approved</p>	
I	<p>Internal Audit Report Prop Cllr MS Sec Cllr CT. Approved</p>	
J	Vexatious Complaints Procedure	Deferred until next meeting
K	Code of Conduct	Deferred until next meeting
L	Standing Orders	Deferred until next meeting
M	VAT126	Deferred until next meeting
N	Financial Regulations	Deferred until next meeting
O	Risk Assessment	Deferred until next meeting
P	<p>Victoria Buildings/UU £1250.39</p>	Action: Clerk to locate any documentation

	<p>All expenditure has ceased at Victoria Buildings and the above balance is earmarked for signs.</p> <p>Locate any documentation relating to this pot of money and ascertain what signs are earmarked</p>	<p>relating to this pot of money and ascertain what signs are earmarked</p>
<p><u>AOB</u></p> <p><u>A</u></p>	<p>Victoria Buildings Road</p> <p>A resident has requested the parish Council release funds (£250) for materials for part of the road.</p> <p>Aa all expenditure has ceased at Victoria Buildings and the above balance is earmarked for signs. There are no available funds left. As the road is a private road unfortunately the Parish Council are not permitted to offer any monetary assistance.</p>	<p>Take off agenda</p>
<p><u>B</u></p>	<p>Event Planning</p> <p>Kings Coronation</p> <p>Coffee mornings</p> <p>Quiz nights</p> <p>Easter</p> <p>Halloween</p> <p>Bonfire</p> <p>Christmas</p> <p>Engage with Residents, Church, School & Local Businesses</p>	<p>Action: dates to be agreed and produce a save the date flyer.</p>
	<p>Close of Meeting</p> <p>9pm</p>	
	<p>Date and time of next meeting</p> <p>03/04/23. 7pm. Carus Centre (Downstairs)</p>	