

**Pre-Meeting Announcement**

Good Evenings everyone and welcome to the June Parish Council Meeting.

I'd just like to start by making you all aware of some procedural tightening up that we're going to enforce at our meetings to make them more productive and to prevent any un-necessary disruption.

Have you all signed our sign in sheet? Thank You.

By doing so you have agreed to abide by the parish councils standing orders, and on our table, we have set out some important extracts from our standing orders regarding conduct from both councillors and the public within our meetings for you to view.

You are not permitted to take photos of or take away of document away unless it is documentation which was placed on your chair. If you would like a copy of any policies, please email your request to the clerk, who will be happy to supply.

We've also colour coded the agenda to make things clearer.

Please note that only the section marked **green** is for public participation. Please do not interrupt in any other parts of the meeting, unless asked to do so by the chair.

If you have any procedural comments or questions, please could you put them in an email to the clerk/acting clerk and we will respond in a timely manner.

With regard to recording our Parish Council meetings we have checked with NALC and our standing orders. Meetings can be recorded by both public and the council itself.

However, the meeting must be recorded in its entirety, and not edited to give an unbiased and out of context account.

Members of the public must be consulted before any recording takes place and individuals can opt out, not recorded if they so wish.

Going forward in order to be as transparent as possible, we the parish council will record our meetings.

Thank You for your co-operation.



To be confirmed on 4<sup>th</sup> December 2023

Minutes of the meeting held on Monday 02 October 2023 at Carus Centre, Hoddlesden.

**Welcome:** Chair (Cllr HK) Welcomed all in attendance.

**Present:** Councillors H Kershaw (HK), C Tyrie (CT), M Egan (ME) & L Taylor (LT)

**Officers:**

**Members of the Public:** A member of the public

### RESOLUTIONS

<b>1078</b>	<b>Apologies</b>	Cllr J Slater
<b>1079</b>	<b>Declarations of Interest and Dispensation considerations</b> There were no declarations of interest.	None
<b>1080</b>	<b>Co-opt New Councillor</b> Following the procedures being undertaken Mark Egan has been nominated to become Parish Councillor. A secret vote was undertaken and unanimously co-opted onto the Parish Council	Action: Clerk Notify BwD of the new appointment Action Cllr ME to complete declaration of interest. Action : Clerk to forward to Declaration of Interest to BwD.
<b>1081</b>	<b>Minutes of last Meeting</b> Resolved that the minutes of the last meeting held on 4 <sup>th</sup> September 2023 confirmed as a correct record Prop: Cllr Kershaw Sec: Cllr Tyrie.	
<b>1082</b>	<b>All Other Parish Business</b>	
A	<b>Employment of New Clerk &amp; Qualifications.</b> Ongoing	Deferred to next meeting.
B	<b>Defib/CPR training</b> Trainer is busy	Deferred to next meeting.
C	<b>Website/Newsletter</b> Newsletter in process of being delivered.	Summer Newsletter delivered. Autumn Edition in draft mode.
D	<b>Bus Stop Eccleshill</b> Suggested land to use for new bus stop is showing is unregistered. BwD is seeking advice to see whether they could take ownership.	Action: Clerk to pursue.
E	<b>Victoria Buildings/UU</b> Lamppost signs and stencils will be provided through Cllr J Slater	Action: Clerk to contact Cllr Slater to chase up signage.
F	<b>Rubbish Amnesty</b> Resident who occupies the bottom house on Victoria Buildings has cleared fly tipping from the side of the property, but there is now a caravan in situ.	Action: Cllr HK to monitor & speak to landlord if needed. Action: Clerk pass on info about caged wagon when any updates are received.
G	<b>Potholes/Speeding/Flash Corner</b> <b>#8396</b> 30th May 2023 17:37 pm. Johnson Road, Grimshaw, Eccleshill, Hoddlesden, Blackburn with Darwen, BB3 3PG <b>#8413</b> 31st May 2023 18:11 pm Hoddlesden Road, Blacksnape, Darwen, Blackburn with Darwen, BB3 3LR <b>#8484</b> 12th Jun 2023 09:37 am. Roman Road, Knowle	Action: Clerk to pursue.



	Fold, Eccleshill, Darwen, Blackburn with Darwen, BB3 3BL. All under investigation	
H	<b>Asset Maintenance/Procurement</b> BwD have sent an operative out to check the area. No further replies. EPC to purchase from school furniture direct £575.85	Action: Clerk to order new bench and floor fixings
I	<b>Events</b> Family Quiz Night, Saturday November 11 <sup>th</sup> . £5 per person. Quiz Questions Quiz Master Potato/cheese pie supper Raffle Door Prize <b>Possible Events for 2024</b> 3 coffee mornings Scarecrow Competition Family Walk Cake Making Competition	Action: Clerk design poster
<b>1083</b>	<b>Public Participation</b>	
.1	Speeding Traffic on Roman Road. Refer to 1072G	
<b>1084</b>	<b>Correspondence</b> None	
	<b>Accounts</b>  Our account is now at £11571.40 of which £1250.39 is held in trust for Victoria Buildings and earmarked for signs.  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.  AGAR for the period 22/23 is complete.	Action: Finance information, including income and expenditure, to be provided at each meeting by Clerk.
<b>1085</b>	<b>Planning</b> Non received	
<b>1086</b>	<b>AOB</b>	
1.	<b>Bark Chippings</b> K T Simpson could be supplying bark chippings for free	Action: Clerk to pursue
2.	<b>Roman Road</b> Ask BwD if Roman Road will now become a 30 mile per hour zone.	
3.	<b>Eccleshill play area and open green space.</b> EPC along with Cllr J Slater have a meeting with BwD to discuss the play area and open green space at Eccleshill Gardens. Questions to be asked: How can we secure that the area is safe from development? What has happened to the S106 monies from the Daisy Field development? Goal Posts – Condemned 30/40yrs ago but still in situ. Drainage Current expenditure BwD Proposal	Action: Clerk to draft an agenda and forward to Cllr Slater.
<b>1087</b>	<b>Statutory Business</b>	



1.	<p><b>Approval of Expenditure for this month, and any submitted after the agenda.</b></p> <p>Lengthsman £85 (PO: 005/23)</p> <p>New Auditor £247.50 (PO 006/23)</p>	Action: Cllr CT
2..	<p><b>Bank Account</b></p> <p>Cllr Kershaw now added to bank acct but still waiting for bank card</p> <p>Mandate to remove all old signatories has been completed.</p>	Cllr Kershaw now added to bank acct but still waiting for bank card
3.	<p><b>Internal Audit Report Recommendations</b></p> <p>1. The financial regulations for the Council need to be updated and aligned for Eccleshill Parish Council as recommended in 2021-22 audit report; These also need to be updated to take into account Bacs payments and published on the website.</p> <p>Financial Regulations updated and aligned for EPC Prop: Cllr HK Sec: Cllr CT</p> <p>2. Consider making a VAT126 claim to HMRC to recover VAT incurred during 22-23. In addition to this, examination of the last 6 years should be made to determine if VAT has been recovered and any backdated claims be submitted.</p> <p>3. Prior to engaging a clerk, HMRC toolkit should be checked to determine their tax status.</p> <p>4. The fixed asset register should be updated where necessary.</p> <p>Fixed asset register adopted Prop: Cllr CT Sec: Cllr LT</p> <p>5. The public rights notice should be placed on the website allowing 30 working days for inspection of the Council's accounts as per the Accounts and Audit Regulations 2015 (Part 5). It is understood that notices were placed in the notice boards for 30 days. It is recommended that this is reported and in the minutes in future.</p> <p>6. The published ARG return for 2021-22 is not the final version signed by the Auditor. Recommend replacing this with the latest version.</p> <p>7. It was noted that the last agenda on the website was 4th April 2023. The agendas and minutes are missing from</p>	<p>Action: Clerk</p> <p>Action: Clerk</p> <p>Action: Clerk to chase up BwD</p> <p>Action: Clerk to chase up BwD</p>



	<p>the website for May23 to September 23.It is recommended that these are placed onto the website as soon as available.</p> <p>8. I am aware that there are substantial housing developments being carried out in and around Eccleshill Parish Council. As part of granting planning permission for these, S106 monies would most certainly have been paid by the developers to Blackburn with Darwen Borough Council. The S106 agreements are used to support the provision of services and mitigate the impact of developments. From past experience, many Local Authorities place these in earmarked reserves. It is highly recommended that the Parish explores the amounts held by Blackburn with Darwen and to the extent that these are made available to be used within the Parish.</p>	<p>Action: Clerk to chase up BwD</p> <p>Action: Clerk to make enquiries.</p>
	<p><b>Close of Meeting</b> 8.35pm</p>	
	<p><b>Date and time of next meeting</b> 05/02/24. 7pm. Carus Centre (Downstairs)</p>	



**Eccleshill Parish Council Accounts 1st April 2023 - 31st March 2024**

<b>Transactions</b>	<b>Date</b>	<b>Credit (£)</b>	<b>Debit (£)</b>	<b>Balance (£)</b>
Balance c/d	1st April 23	10181.96		10181.96
BwD 23/24 Precept	16th May 23	2842.50		13024.46
L Taylor - Ink	6th June 23		49.99	12974.47
ERYCA	6th June 23		135.00	12839.47
D Rowley - Lengthsman	6th June 23		85.00	12754.47
LALC	6th June 23		61.97	12692.50
Zurich Insurance	6th June 23		289.10	12403.40
Edmond Procter Skip	6th June 23		276.00	12127.40
M Adams Lengthsman	6th June 23		80.00	12047.40
Edmond Procter Skip	6th June 23		276.00	VOID
The Venue	14 <sup>th</sup> June 23		50.00	11997.40
Edmond Procter Skip	3 <sup>rd</sup> July 23		276.00	11721.40
M Adams Lengthsman	3rd July 23		65.00	11656.40
M Adams Lengthsman	14 <sup>th</sup> Aug 23		85.00	11571.40
K Kclnery Auditor	4 <sup>th</sup> Sept 23		247.50	11323.90
Office Needs Direct	3 <sup>rd</sup> Oct 23		587.84	10736.06
M Adams Lengthsman	16 <sup>th</sup> Oct 23		85.00	10651.06