

# EATON & ECCLESTON PARISH COUNCIL

Meeting held on Tuesday 4<sup>th</sup> July 2023

Village Hall, Eccleston at 7.15pm

## Minutes

### 1. Apologies

Present: Cllr Tony Deakin, Cllr Janet Middlehurst, Cllr Dean Shepherd, Cllr Lee Hobson, Cllr Greg Vickers, Annabel Farbon

Apologies: Richard Huxley (Clerk)

### 2. Declarations of Interest

None

### 3. Minutes of the last meeting

The minutes of the previous meeting held on 17<sup>th</sup> May 2023 were reviewed. Cllr Middlehurst commented that the pay increase for street orderly should be backdated to 6<sup>th</sup> April.

### 4. Matters Arising

1. Speed Limit on Rake Lane. Letter from Glenys Wilson was discussed. PC agreed to allow CWAC to proceed with the investigation process. **Action:** The Clerk should respond to Glenys Wilson.

2. Response from Stuart Parker Councillor to say that he couldn't attend the meeting on Tuesday 4<sup>th</sup> July 2023. General agreement that the PC are unhappy with the support provided by CWAC councillors. Annabel Farbon made the point that the Councillors should be sending apologies if they cannot attend the PC meeting. CWAC councillors should receive papers from the PC meeting. **Action:** a) Councillor Hobson agreed to investigate where the CWAC councillors have attended PCs in the past few months and report back at the next meeting. B) Also to check that the CWAC councillors have received the dates of the meeting. C) Also to check how the invitation was put ie in what terms. D) Also to check whether the CWAC councillors have received minutes of previous meetings.

### 5. Financial Matters including

Councillor Hobson had reviewed the standing orders. Councillor Hobson proposed that the new standing orders were adopted. **Unanimously accepted.**

Financial accountability management: Councillor Hobson proposed that the new FCM is adopted. **Unanimously accepted.**

Audit report: Councillor Hobson went through the audit report in detail. Refer to audit report and Councillor Hobson's notes. Note that limit of £3000 for contract approval by PC without tendering increased to £4000. **Unanimously accepted.**

AGAR report listed on website has 3 errors. Now resolved. See notes from Councillor Hobson.

Annual risk assessment- requires a risk policy and then the annual risk assessment assesses the risk against this policy. **Action:** Annabel Farbon asked to check village hall lease to make sure no risk against PC. Various other audit failings were discussed. Refer to notes made by Councillor Hobson. Councillor Hobson suggested that website shows councillors names and clerks contact details. Point made that email and telephone number should go on the website. Chairs email and number also to go on as secondary contact. **Action:** Councillor Hobson to look at each councillor having a PC email address.

Data protection act. Need a process.

Councillors thanked Councillor Hobson for all his work.

£932.40 for street orderly per quarter.

Councillor Hobson (not a signatory) verified that the bank accounts at year end are accurately reflected in the Clerks annual statement.

Spend to date this year.

Description	Credit	Debit	Date	Comment 1	Comment 2
Bank account at start of year	£ 5,461.79		01/04/2023	Bank Account at start of year	
Precept	£ 7,327.00		12/04/2023	As agreed by PC at Jan PC meeting	
CHALC membership		£ 66.23	07/05/2023	£1.79 increase based on inflation	
Council for Protection of Rural England				May 2023 PC, may get cancelled	
Audit Fee - JDH Business Services		£ 243.00	tbc	Based on invoice dated 21/6/23	This is a £27 increase over budget due to inflation. Budget based on FY22/23
Insurance - Zurich Insurance		£ 260.93	12/04/2023	As per budget	
Street Orderly Service - Q1		£ 888.03	17/05/2023	May 2023 PC agreed a review of Funding	Will increase to £3,729.72 for FY23/24
Street Orderly Service - Q2					
Street Orderly Service - Q3					
Street Orderly Service - Q4					
Clerk - Salary and Expenses					
Web hosting - UK City Images					
Traffic signage Rake Lane - tbc					
<b>Totals</b>	<b>£ 12,788.79</b>	<b>£ 1,458.19</b>			

## 6. Planning Matters

None.

## 7. Any Other Business including Correspondence

Suggested that bin etiquette to go on website. **Accepted.**

Chris Burne, traffic management with CWAC sadly passed away a couple of weeks ago. Chris gave the PC a great deal of help.

**Action:** Clerk to invite Andy Jones CWAC traffic management to a future PC meeting.

**Action:** Clerk to invite PCSO to next meeting. If PCSO cannot attend, then a written report to be submitted. Regular open invite.

**Action:** Councillor Hobson will contact Churton Parish Council about their speed reduction measures.

There are three people who have expressed an interest in joining the PC. There are two places. The official process hasn't been followed. **Action:** Councillor Hobson to investigate.

Councillor Vickers raised the issue of the Clerk's proffered resignation. Discussion on Richard Huxley's second resignation. Councillors considered the resignation. All documents and processes are in order, so the council feels it is an appropriate time to accept Richard's resignation and seek another Clerk. Councillor Hobson agreed to act as Responsible Finance Officer on a temporary basis. Councillors voted on whether to accept the resignation and **unanimously agreed** to accept Richards's resignation.

Richard will need to maintain input as a bank signatory until hand over of control of the bank account is passed to others on the PC.

Councillor Tony suggested a gift be purchased for Ex Councillor Richard's service. **Unanimously accepted.**

8. Confirm date of next meeting as 3 October 2023