



Aintree Village Parish Council

Minutes of Parish Council meeting

held on

Monday 21st January 2019

Present	Cllrs. Carter, Bennett, Harris, Wykes, Preston, Downey, Honeyman, Kelly and Gent.	
In attendance	M. Kundi (Council Manager & Parish Clerk) K. Ellis (RFO) Zena Benson, Mike Scully, and Dave Regan	
Agenda items deferred from Parish Council meeting held on 14th January 2019		
6878	<p>Clerk's reports</p> <p>Ground Maintenance Contract</p> <p>Installation of a defibrillator</p>	<p>6. Members considered the report on Ground Maintenance Contract and AGREED that:-</p> <p>a) The Park Committee be given delegated powers to oversee the tendering process, and to appoint the successful contractor for a period of 12 months,</p> <p>b) The Council Manager and Parish Clerk be authorised to enter into an ad hoc agreement with ground maintenance contractors to cover any intermediate period between Maghull Town Council contractors ceasing operation in March 2019 and the commencement of the approved contractor,</p> <p>c) That the above arrangements be reported and approved by the Park Committee, and</p> <p>d) The Park Officer attend Ground Maintenance Work Equipment - Operator Training course on 23rd February 2019 at a cost of £74.00 and Turf and Lawn Maintenance course on 2nd March 2019 at a cost of £54.00, both at Myerscough College, Preston. (Cost code:- SUN-13)</p> <p>7. Members considered a report on the installation of a Defibrillator in the Parish Council park, and AGREED that:-</p> <p>a) The organisations that have financially contributed towards the cost of the defibrillator be acknowledged and thanked,</p> <p>b) Oliver King Foundation be authorised to install the defibrillator in the park at a cost of £1,905.00, and the Council Manager and Parish Clerk be authorised to facilitate and approve any associated electrical work that may be necessary, including costs.</p>

6880	Financial Matters	Members considered the various financial reports and RESLOVED, subject to some amendments, to approve the following:- <ol style="list-style-type: none"> 1. Budget monitoring report as shown in annex 6880 (A) 2. Payments for authorisation as shown in annex 6880 (B) 3. Bank reconciliation for December 2018 as shown in annex 6880 (C)
6881	Planning Matters	RESOLVED to note the current Planning Applications and those already approved
6882	Correspondence	<ol style="list-style-type: none"> 1. The Parish Council considered an email from Mr Fallon regarding his concerns about a long outstanding street light repair for post 78 and the poor street lighting in Ormskirk Road by the ASDA store, and noted that Cllr, Harris had contacted Sefton Council about the matters and had informed Mr. Fallon that Sefton Council: <ol style="list-style-type: none"> a) was encountering safety issues around the repair of street light 78 due its location and which were yet to be solved b) had started planning for the improvement of the street lighting of the A59 from the railway bridge to 'switch Island'. 2. The email from the secretary of Maghull & District Lions was noted as the matter raised has already been addressed in a separate meeting with Members.
6883	Promoting forthcoming elections	<p>Cllr. Harris referred to the publicity material issued by NALC, and indicated that steps should be taken to inform and encourage more local people to become Parish Councillors. Members AGREED that</p> <ol style="list-style-type: none"> 1. The Council Manager and Parish Clerk takes considered actions to promote the forthcoming local elections, 2. This matter be a standing item on all agendas until the elections.
Agenda items considered at the Parish Council meeting on Monday 21st January 2019		
6886	Apologies for absence	Cllrs. Colbert and Grosart
6887	Declaration of interest	Cllr. Honeyman is the father of Zena Benson
6888	Public participation	<ol style="list-style-type: none"> 1. Zena Benson, who has lived in the Parish for over 40 years, indicated that the volume of vehicular traffic has increased to such a level over the years that it is becoming increasingly dangerous for pedestrians, particularly children to cross main roads. She stated that with the help of a number of colleagues she is raising a petition to present to Sefton Council to get School Crossing Patrols on Bullbridge Lane, and Wango Lane. Members agreed with her statement and offered her full support in getting School Crossing Patrols. 2. Mike Scully and Dave Regan have been instrumental in gathering local community support in considering the impact of the housing development on Wango Lane.

		They expressed a number of concerns regarding the housing development, including the way the planning application has been dealt with by the Planning Authority, and its overall impact on the area. Both Mike and Dave put forward some options that they are currently considering, which they hope to pursue in the very near future with Sefton Council.
6889	Matters arising and action list	None
6890	Clerk's reports Budget and Precept 2019/20	1. Members considered the report on the proposed budget and precept for the financial year 2019/20, and AGREED to:- a) Approve the budget of £183,849.00 for the financial year 2019/20 as set out in Annex A and B of the said report. b) Approve the proposed precept of £114,100 for the financial year 2019/20, and c) Instruct the Council Manager and Parish Clerk to inform Sefton Council of the proposed precept for 2019/20.
	Correction of previous payments schedules	2. Members considered a report on previous Payments schedules dated 21 st May 2018 and 19 th June 2018, and AGREED to:- a) Note and retrospectively approve the schedule of payments for 21 st May 2018 as shown in the said report, and b) The Council Manager and Parish Clerk making some annotation in the minutes of 21 st May 2018 and the 19 th June 2018 meetings that are uploaded on the Parish Council website.
	Procurement policy	3. Members considered a report on the proposed Procurement policy and AGREED to formally adopt the Procurement policy as attached to the said report and to include it as part of the Financial Regulations.
	Appointment of energy supplier	4. Members considered a report on the appointment of a preferred energy supplier and AGREED to appoint EDF to provide electricity for the next three years, and to increase the utility budget for electricity to reflect the increased charges.

6891	Chairman's reports	The Chairman stated that Civic Service and Civic Event for 2018, that took place on Sunday 20 th January 2019 at St. Giles Church was extremely successful and well received with over 100 local residents and guests attending. He thanked everyone for their hard work and for making the event into a memorable occasion.
6892	Financial Matters	Members considered the report from the Internal Auditor relating to the Section 137 Payments. Members NOTED the report and AGREED to include an additional form for successful applicants to receive written confirmation of their award, and for them to complete as acceptance of the terms and conditions of the grant.
6893	Correspondence	None
6894	Planning Matters	Members considered the Planning Consultation – DC/2018/02287 Land Bounded by Wango Lane, River Alt and Leeds and Liverpool Canal, Aintree and INSTRUCTED the Council Manager and Parish Clerk to write to Sefton Planning Department reiterating Parish Council's concerns relating to road safety, strain on existing infrastructure, and drainage infrastructure.
6895	Accessibility Regulation	Cllr. Harris referred to the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018, which aims to improve the accessibility of public sector websites/mobile apps so than they can be used by as many people as possible needs to be complied with by September 2019. Members AGREED that the Council Manager and Parish Council take all necessary actions to ensure compliance.
6896	Road Safety Issues	Cllr. Honeyman reiterated the road safety concerns expressed earlier by Zena Benson, and need for School Crossing Patrols. Members AGREED that the Council Manager and Parish Clerk request Sefton Council to provide data on traffic volumes and accidents over the last three years for the whole parish.
6897	Dates of next meetings	<ol style="list-style-type: none"> 1. Monday 18th February 2019 2. Monday 18th March 2019 3. Monday 15th April 2019 4. Monday 13th May 2019 (Annual Parish meeting) 5. Thursday 16th May 2019 (Annual Parish Council meeting)

The meeting closed at 9.04pm

Minutes 6878 (partly considered at 14th January 2019 meeting), 6879, 6880 (partly considered at 14th January 2019 meeting), 6881, 6882, 6883, and 6886 to 6897 received as a correct record on 18th February 2019

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Chairman
Cllr. Carter

Budget Monitoring Report - April 2018 – December 2018

Annex 6880 (A)

	Payments	-	New Budget (from Sep-March)	October	November	December	April-Dec
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}		£2,000.00	£0.00	£0.00	£0.00	£0.00
2	PAYROLL {PRL-01 to PRL-06}		£44,000.00	£2,969.32	£2,915.83	£3,620.07	£23,009.22
3	PARK EXPENSES						
	Skip hire/Waste Collection (Sefton Council) {PEX-01}		£1,380.00	£0.00	£0.00	£0.00	£417.00
	Sefton Council-Park open/close {PEX-02}		£5,315.00	£1,022.00	£0.00	£0.00	£3,066.00
	Maghull TC- Grounds maintenance {PEX-03}		£13,800.00	£1,300.00	£0.00	£2,000.00	£9,800.00
	Sefton Council-Alarm maintenance {PEX-04 to PEX-06}		£1,065.00	£0.00	£0.00	£38.00	£915.97
	Health/Safety {PEX-07 to PEX-09}		£2,605.00	£50.00	£0.00	£651.50	£2,294.00
	Maintenance-Play Equipment {PEX-10}		£8,000.00	£0.00	£695.00	£1,983.00	£4,632.04
	Maintenance-Buildings {PEX-14 to PEX-18}		£12,500.00	£642.39	£0.00	£26.00	£852.89
	Grounds maintenance (Community Participation Garden) {PEX-11 to PEX-13}		£500.00	£0.00	£0.00	£0.00	£0.00
	Total		£45,165.00	3014.39	£695.00	£4,698.50	£21,977.90
4	SUNDRY EXPENSES						
	Postage/Stationery/Printing/Computer costs {Sun-01 to SUN-02}		£1,275.00	£301.84	£0.00	£151.51	£1,372.96
	Refreshments/Cleaning Materials {SUN-03}		£150.00	£0.00	£0.00	£0.00	£97.46
	I T Commission (Data Protection/Website) {SUN-04 and SUN-17 to SUN-18}		£2,710.00	£0.00	£0.00	£0.00	£135.00
	Audit fees {SUN-05 to SUN-06}		£850.00	£300.00	£0.00	£0.00	£416.67

	Subscriptions {SUN-07 to SUN-12}	£1,525.00	£0.00	£0.00	£0.00	£36.00
	Training/others {SUN-13 and SUN-19}	£1,000.00	£0.00	£0.00	£0.00	£150.00
	Advance on Chairman's Expenses {SUN-14}	£300.00	£0.00	£0.00	£0.00	£0.00
	Others staff costs {SUN-15}	£400.00	£0.00	£0.00	£0.00	£393.50
	Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16} +{COM-01 to03}	£2,450.00	£0.00	£1,500.00	£0.00	£2,052.47
	Total	£10,660.00	£601.84	£1,500.00	£151.51	£4,654.06
5	LOAN REPAYMENTS	£14,200.00	£7,099.26	£0.00	£0.00	£14,198.52
6	UTILITIES					
	Gas {UTI-01}	£540.00	£0.00	£38.65	£0.00	£120.36
	Electric {UTI-02}	£1,500.00	£113.71	£4.12	£0.00	£1,097.66
	Water {UTI-03}	£1,900.00	£0.00	£0.00	£0.00	£1,174.90
	Telephone {UTO-04}	£680.00	£178.05	£13.25	£17.18	£576.69
	Total	£4,620.00	£291.76	£56.02	£17.18	£2,970.61
7	INSURANCE	£3,500.00	£0.00	£3,775.01	£0.00	£3,775.01
8	SECTION 137 GRANTS	£2,500.00	£0.00	£0.00	£0.00	£2,177.10
9	ELECTION COSTS	£3,000.00	£0.00	£0.00	£0.00	£0.00
10	BANK CHARGES	£250.00	£39.51	£30.15	£33.41	£197.87
11	MILEAGE	£1,750.00	£41.40	£78.15	£81.00	£719.92
12	PROFESSIONAL FEES	£1,000.00	£0.00	£0.00	£0.00	£0.00
13	CONTINGENCY	£8,670.00	£0.00	£0.00	£0.00	£0.00
14	VAT PAID	£1,000.00	£685.25	£323.24	£929.52	£5,395.61
	TOTAL	£142,315.00	£14,742.73	£9,373.40	£9,531.19	£79,075.82

	Receipts	New Budget (from Sep-March)	October	November	December	April-Dec
15	PRECEPT	£113,000.00	£0.00	£0.00	£0.00	£113,000.00
16	BOWLS	£420.00	£0.00	£0.00	£0.00	£256.74
17	FOOTBALL	£400.00	£0.00	£0.00	£75.00	£208.32
18	BANK INTEREST (Deposit acc)	£30.00	£0.00	£0.00	£20.82	£36.98
19	SUNDRY	£250.00	£0.00	£0.00	£0.00	£160.00
19	VAT COLLECTED	£35.00	£0.00	£0.00	£15.00	£41.68
20	VAT - HMRC	£10,000.00	£0.00	£0.00	£0.00	£6,906.76
		£124,135.00	£0.00	£0.00	£110.82	£120,610.48

PAYMENTS FOR AUTHORISATION

Period Covered 18 December 2018 to 14 January 2019

Accounts payable – 14 January 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Cost Code
BACS	Future Water Ltd	December hygiene visit as part of contract	72.00	LGA1972s111	
Direct Debit	Epica	Monthly Health and Safety Support- January 2019	60.00	LGA1972s111	
Standing Order	Sefton Council	Opening and Closing Park	613.20	LGA1972s111	
Total			£745.2		
For information only - Contractual/Statutory payments (VARIABLE)					
BACS	NatWest	Salaries (06 January 2019)	2,566.97	LGA1972s111	
BACS	HMRC	Tax and National Insurance 06 January 2019	833.19	LGA1972s111	
BACS	British Telecom	Line rental 01 January-31 March 2019	206.83	LGA1972s111	
Total			£3,606.99		
For approval - Contractual/Statutory payments (VARIABLE)					

Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Cost Code
Total			0.00		
For approval - Invoice payments					
BACS	Royal British Legion	Donation	200.00	LGA1972 s137	
BACS	Jenkinsons	Ink cartridges £36.83/Paper £9.65/Treasury tags £13.26	71.69	LGA1972s111	
BACS	TCM Ltd	Tennis Court maintenance and cleaning	1,321.20	LGA1972s111	
BACS	C Price	Internal audit January 2019	116.67	LGA1972s111	
BACS	M Kundi	PC servicing & 2 hard-disks (£199.00), postage (£29.56), Mobile phone (£8.29), Mileage (£57.20)	256.20	LGA1972s111	
Total			£1965.76		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			£745.2		
For information only -Contractual/Statutory payments (VARIABLE)			£3,606.99		
For approval - Contractual/Statutory payments (VARIABLE)			0.00		
For approval - Invoice payments			£1965.76		
Total for 14 January 2019			£6317.95		

Bank Reconciliation**Period Covered ...01 to 31 December 2018**

CURRENT ACCOUNT - Bank reconciliation – as at 31 December 2018				
	Cheque No.	£ (-)	£ (+)	£
Balance brought Forward 30 November 2018				25,994.47
Add receipts			90	26,084.47
Add Direct Debits written back Trade Uk £730.67 Water Plus £36.08			766.75	26,851.22
Transfer To Reserve Account		0		26,851.22
Transfer From Reserve Account			0	26,851.22
Less Payments £9,738.19		-9738.19		17,113.03
Balance Carried Forward				17,113.03
Add Unpresented Cheques and Direct Debits not collected			0	
				17,113.03
Total				
		-7.31		17,105.72
Balance Agreed to Statement (813) 31 December 2018				17,105.72

RESERVE ACCOUNT - Bank reconciliation – as at 31 December 2018					
Balance brought Forward					122,567.25
Add Interest received			0		
Transfer To Current Account		0			
Transfer From Current Account			0		
Balance Carried Forward					122,567.25
SUMMARY OF BALANCES AS AT 31 December 2018					
Current Account (after deducting unpresented cheques)					17,105.72
Reserve Account					122,567.25
Total cash available (31 December 2018)					139,672.97