



Notice of Meeting

Aintree Village Parish Council

To all Members of Aintree Village Parish Council

You are hereby summoned to the meeting of the Parish Council to be held on **Monday 18th February 2019** in the Council Chamber, Harrow Drive, Aintree Village, commencing at **7.00pm**

Mo Kundi
Council Manager and Parish Clerk

AGENDA

6898	To receive apologies for absence	
6899	To receive declarations of interest	
6900	Public participation:-	
6901	To consider and approve the minutes of the Parish Council meetings held on 14 th & 21 st January 2019, and subject to being available the minutes of Park Committee meeting held on 14 th February 2019.	
6902	Matters arising and action list (attached)	
6903	Clerk's reports	<ol style="list-style-type: none"> 1. Report on post Civic Event (attached) 2. Report on changes in regulations for the provision of water and sewage disposal (attached) 3. Report on staffing matters. Confidential and not for publication (sent separately)
6904	Reports from external meetings and Chairman's reports	
6905	Financial Matters	<ol style="list-style-type: none"> 1. Budget monitoring report (attached as 6905 (A)) 2. Payments for authorisation (attached as 6905 (B)) 3. Bank reconciliation (attached as 6905 (C)) 4. Report on annual review of charges for leisure activities in the Park (attached as 6905 (D)) 5. Report of External Audit for 2017/18 (attached as 6905 (E)) 6. Review of financial signatories 7. Update on Unity Bank 8. Verbal report on EDF Energy Supplier Contract
6906	Correspondence	None
6907	Promoting the May 2019 parish council elections	To consider any issues, this being a standing agenda item as agreed at the last meeting
6908	Planning Matters	1. See attached, and

		2. To note early proposals for the land owned by Liverpool City Council and bounded by Aintree Lane/Longmoor Lane which affects the parish	
6909	Civic Event	To reflect on the Civic Service and Civic Event that took place on 20 th January 2019	Cllr. Colbert
6910	Flood plain training	To report back on the flood plain training held in Melling on 31 st January 2019	Cllr. Honeyman
6911	Wango Lane, housing development	To provide further update on Wango Lane housing development	Cllr. Preston
6912	Aintree Youth and Community Centre	To consider assisting Aintree Youth and Community Centre an application for 'Friends of...' to Sefton Council	Cllr. Honeyman
6913	Dates of next meetings	<ol style="list-style-type: none"> 1. Monday 18th March 2019 2. Monday 15th April 2019 3. Monday 13th May 2019 (Annual Parish meeting) 4. Thursday 16th May 2019 (Annual Parish Council meeting) 	

Council Meeting –18th February 2019

ACTION LIST

Item No.	Subject	Action	Priority (High or Medium)	Action By	Target Completion Date	Progress	Approved Cost £
6703	Revaluation of Assets	To undertake the completion of Revaluation of Assets exercise		Parish Clerk	November 2018	Completed 19 th November 2018	
6707 6736	GDPR	To undertake all necessary steps to comply with GDPR		Parish Clerk		Policies - completed Mapping exercise - not started	910.00
6731 6763	Policies	To undertake a review of the following existing policies:- 1) Asset Register 2) Risk Register 3) Standing Orders 4) Financial Regulations 5) Cash Handling Policy To develop and update relevant policies		Parish Clerk	November 2018	Completed 19/11/18 Completed 19/11/18 Completed 17/12/18 Completed 17/12/18 Completed 19/11/18	
6738	Website	To get The Champion Newspaper for upgrading and refreshing the Aintree Village Parish Council website for the sum be accepted, and		Parish clerk		New Website now operational 29/11/2018	£300.00 + VAT and hosting charge of £100 +VAT per annum Clerk delegated additional £500.00 to enable any changes that

							may be necessary.
6763	Health and Safety	Cllr. Bennett to arrange appropriately trained person to undertake visual PAT Testing at no cost to the Parish Council.		Cllr. Bennett		Currently working with Park Officer	
6767	East Sefton Crime Alert	To explore greater use of social media to raise awareness of crime related incidents on completion of Parish Council website		Parish Clerk		Police Crime Stats now bedded into the new Parish Council Website 29/11/2018	
6769	Promoting Parish Council	To look at social media and Parish Council website as a means of achieving these objectives		Parish clerk		Parish Council website now more user friendly and with links to other social media sites	
6775 6782	Internal Audit	To ask the internal auditor to review the activities listed below, with one topic being selected every three months be delegated to the Parish Clerk. a) the fees for leisure activities in the park b) section 137 payments over the last two years c) the chairman's allowance d) the financial regulations e) payments for expenses made to parish councillors and staff f) level of cash reserves		Parish Clerk		Internal Auditor to undertake 3 audits from the list every four months	

		<p>g) budget and precept setting process</p> <p>h) insurance cover</p> <p>i) risk management arrangements</p> <p>processes for the review of the asset register and the inventory of small equipment.</p>					
6783	Recent and pertinent comments on the parish council's website for discussions and action	Cllr. Bennett to contact the Disability Employment Adviser based in Bootle Job Centre.		Cllr. Bennett		Cllr. Bennett has rang the office on three occasions but not been able to speak directly to the person in question.	
6823	Matters arising	Parish Clerk to write to the Disability Employment Adviser		Parish Clerk	October 2018	Completed	
6792	WiFi	To enter into contract with Talk Talk for the provision of Internet/WiFi at Council premises		Parish Clerk	July 2018	Issue of requiring a letter box before TalkTalk would install the equipment	£17.46/month plus £8.99 setup cost
6823		Budget allocation increased by £10.00 to £27,46/month and £8.99 setup cost				Total Monthly Charges (exc VAT): £24.50 + Total One Off Charges (exc VAT): £8.99	

6802	Public participation	Parish Clerk to write to Sefton Council, and other relevant organisations with the aim of securing funding for Defibrillators in Harrow Park on other convenient locations in Aintree Village		Parish Clerk		Emailed Kerry Pavey, at Sefton Council, and awaiting response	
6823	Matter arising	Parish Clerk to write to Sefton Council asking if any funding available from the Mayor of Sefton Charity Fund		Parish Clerk	November 2018	Completed 19/11/18	
6803	Christmas Tree	Parish Council Working Group established to work with other community led working groups to facilitate successful Christmas event		Cllrs. Colbert and Honeyman		Completed December 2018	
6822 (PK0076)	Canopy/ Awning (PK0079)	Parish Clerk to undertake all necessary steps to facilitate the development of relevant plans and the submission of a Planning application for the erection of a permanent canopy along the building housing the Tuck Shop.		Parish Clerk		Progressing	
6822	ROSPA Report (PK0076)	i) The Park Committee continue to investigate the findings of the RoSPA report, including asking Playsafety Ltd for their comments on the outcomes which the Park Committee had questioned		Park Committee & Cllr Bennett		Please see Park Committee Minutes of 8 th November 2018	

		<ul style="list-style-type: none"> ii) Cllr. Bennett to examine the validity of the recommendations contained in the RoSPA report, and iii) The Park Committee to seek any specialist advice where necessary. 					
6824	Scheme of delegation	<p>Parish clerk to:-</p> <ul style="list-style-type: none"> i) Review , and where necessary amend and submit to the Parish Council for its consideration the revised Standing Orders, and Financial Regulations, and if required the Internal Control Policy, ii) Submit a report outlining the frequency and the sequences of Parish Council, Finance & General Purposes Committee, and Park & Amenities Committee meetings that would ensure that it meets the requirements of the new Parish Council structure, iii) Submit a report outlining how monthly payments made can be approved within a specified period of time under the new structure iv) Submission of proposals by Members, including costs to the Parish Clerk for inclusion in the next (2019/2020) year's budget 		Parish Clerk		Completed 17/12/18	
					November 2018	Completed 19/11/18	
					November 2018	Completed 19/11/18	

	Midyear financial review Community Right to Buy Bid	The Parish Clerk to take all necessary steps to complete the application form and to bring it to the Parish Council meeting for its consideration and formal submission to Sefton Council.		Members	November 2018	Completed 19/11/18	
6831	Civic awards	Parish Clerk in conjunction with the Chairman and the Vice-chairman to seek nominations for Civic Service, and Civic Awards, including Youth Awards from the local community using the local media, notice boards, and Facebook		Parish Clerk		Completed December 2108	£500
6832	Staffing issues	Parish Clerk to:- i) Issue a permanent employment contract to the Park Officer on the satisfactory completion of his probation period, ii) Issue a permanent employment contract to the Assistant Park Officer, and iii) Undertake a review of all staff terms and conditions, with a report to be presented to the		Parish Clerk		Report attached Assistant Park Officer informed in writing but permanent contract to be reviewed and issued in February 2019	

		Parish Council in February 2019.			February 2019.		
6839	Civic Service and Civic Awards Timetable for Meetings 2019/2020	The Council Manager and Parish Clerk be instructed to re-examine the Civic Award nomination criteria, types, and the application form, and consult Members via emails if necessary. An updated report be presented at the next Parish Council meeting. A further report be presented at the next meeting that only includes meetings starting at no earlier than 7.00pm for Parish Council and the two proposed Committees		Parish Clerk Parish Clerk		Completed 19/11/18 Completed 19/11/18	£500.00
6844	Defibrillators and Christmas Trees/events	For the installation of defibrillator in the Park a) The Parish Council to contribute £500, subject to all the work being undertaken by the Parish Council, and receiving: i). £500 contribution from Aintree Ratepayers Association, ii). £500 contribution from Aintree Community Trust, and iii). £250 from Davenhill FC		Parish Clerk		Completed January 2018	
6849	Ground Maintenance Contract	Working Group consisting of Cllrs Wykes, Honeyman, Bennett and Grosart agreed to consider all		Cllrs and Parish Clerk	2019	Completed 21 st January 2019	

	(Park Committee)	options for the Ground Maintenance Contract		Parish Clerk	Early 2019		
	RoSPA (Park Committee)	Parish Clerk to seek quotes from other independent companies in order that an informed plan of action can be developed by the Park Committee		Parish Clerk			
	Christmas lights and decorations	Aintree Community Trust to be allocated, under LGA1972 S144, £650 towards the cost of Christmas lights and other Sundry costs (Cost Code COM-02)		Parish Clerk/ RFO		Completed December 2018	
6851	Civic Service and Civic Award	Reinstatement of the Civic Service element of the event to be considered at the next meeting of the Parish Council in line with SOs.		Parish Clerk	17 th December 2018	Completed 17/12/18	
	Safeguarding Awareness Training	Both nominated Member and relevant Officers to undertake the half day training course provided by Sefton Council at a cost of £30 per person		Parish Clerk		Training date being arranged	£30 per person
	Risk Management Policy Statement, Risk Management Plan, and	a) Agreed in principle to engaging an independent company in 2019 to determine for insurance purposes the valuation of items that were identified in the Asset Register,		Parish Clerk	2019		

6856	Asset Register	b) Agreed that additional items identified in the report be included in the Asset Register and the Insurance Company be informed				Completed 17/12/18	
		c) There may be some additional premium charge levied as a result of b) above				Completed 17/12/18	
	Community Right to Bid Application	1. Right to Bid application to be submitted to Sefton Council, 2. A report to be presented in 2019 setting out briefly the financial, legal and management implications		Parish Clerk	2019	Completed 27/11/18	
	Canopy Awning	Quotes received from Apex Shelters Company to be circulated via email to all Members		Parish Clerk		Completed 20/11/18	
	Vacancy	.Notices to be placed on Parish Council's notice boards and local Facebook group		Parish Clerk		Completed 06/12/18	
6857	Financing of Christmas trees, lights and decorations etc.	Parish Clerk to write to LALC requesting that consideration should be given to petitioning the Government to provide a more direct and specific power for Parish Councils to fund Christmas trees, lights and decorations in the parish areas		Parish Clerk		Completed 26/11/18	

6858	Grant to the Royal British Legion	To donate, under LGA S137, £200.00 to Royal British legion in lieu of a wreath for Remembrance Sunday, and in recognition of the centenary of the end of the Great War.		Parish Clerk/ RFO			£200.00
6865	Safeguarding awareness Training	To consider the effectiveness of any training received, and its application in the Park		Parish Clerk			
6866	Existing energy supplier	A report to be presented to the Parish Council exploring which energy company supplier would be most cost effective.		Parish Clerk/ RFO		Completed on 21 st January 2019	
	Replacement of damaged swing basket	To replace the damaged swing basket by purchasing a new basket from Active Garden.		Parish Clerk		Being ordered	£564.00 including VAT and delivery (Cost code PEX-10).
	Additional Insurance Premium Cost	To include two litter bins, a Union flag and a notice board in the asset list when seeking new insurance quotes next year		Parish Clerk	November 2019		
6868	Financial matters	To provide updated report on the progress for opening an account with Unity Bank		Parish Clerk/ RFO		On the Agenda	
6871	Set of keys for the Police	To provide a set of keys subject to the Police complying with all the Parish Council's key holder's procedures.		Parish Clerk		Email sent on 19 th December 2018 informing of the decision by the AVPC. Awaiting a response	
6878	Civic Service and Civic Award	1). To record Glyn Owen's name on the Civic Award's Board in the Council Chamber, and		Parish Clerk		Progressing	

		2). Council Manager and Parish Clerk to report back on the Civic Event				Report attached	
	Damaged timber boards, Bowling Green	To determine the need for timber boards around the perimeter of the Bowling Green and to report back.		Parish Clerk		Report to Park Committee meeting on 14th February 2019	
	Budget and precept for 2019/20	<ol style="list-style-type: none"> 1. To submit a report on 21st January 2019 meeting on the proposed budget with agreed amendments, which would result in an increase in precept of 1% for the financial year 2019/20. 2. To develop a Financial Reserve Policy for approval for the financial year 2020/21 		Parish Clerk/RFO		Completed on 21 st January 2019	
				Parish Clerk/RFO	Sep 2019		
	Awning Bowling Green building	<ol style="list-style-type: none"> 1. To purchase and install an awning from Gemini Blinds, and 2. To give the Ladies Bowls Club the opportunity to select the colour of the awning. 				Meeting arranged with the supplier on 19th February 2019	£1,460 plus VAT
	Ground Maintenance Contract	<ol style="list-style-type: none"> 1. To give Park Committee delegated powers to oversee tendering process and to appoint the successful contractor for a period of 12 months 2. Council Manager and Parish Clerk to be authorised to enter into an ad hoc agreement with ground maintenance to cover any intermediate period. 				On the Agenda for the Park Committee meeting on 14th February 2019	

	Defibrillator	<ol style="list-style-type: none"> 1. To install the defibrillator in the Park at a cost of £1,905.00 by Oliver King Foundation, and 2. To authorise the Council Manager and Parish Clerk to facilitate and approve any associated electrical work. 				External box installed on 30th January 2019, and defibrillator and training on 16th February 2019	
6880	Financial Matters	To transfer £20,000 from the reserve bank		RFO		Completed	
6883	Promoting forthcoming elections	Council Manager and Parish Clerk to promote the forthcoming local elections		Parish Clerk		Drop-in event on 27th February 2019 at Maghull Town Hall, with Neil Middlehurst and David McCullough from Sefton Council. Publicity campaign proceeding the event.	
6890	Budgets and Precepts	Council Manager and Parish Clerk to inform Sefton Council of the proposed precept for 2019/20		Parish Clerk		Completed 22 nd January 2019	
	Correction of previous payments schedule	Council Manager and Parish Clerk to make some annotation in the minutes of 21 st May 2018 and the 19 th June meetings that are uploaded on the Parish Council website		Parish Clerk			
6894	Planning Matters	Council Manager and Parish Clerk to write to Sefton Planning Department reiterating Parish Council's concerns relating to road safety, strain on existing				Completed 29 th January 2019	

		infrastructure and drainage infrastructure.					
6895	Accessibility Regulations	Council Manager and Parish Clerk to take all necessary actions to ensure compliance by September 2019 with the 2018 regulations.		Parish Clerk			
6897	Road Safety	Council Manager and Parish Clerk to request Sefton Council to provide data on traffic volumes and accidents over the last three years.		Parish Clerk		Email sent to Sefton Council 29 th January 2019	

PARISH COUNCIL POLICIES

PARISH COUNCIL POLICIES							
No.	Core Documents	Legal Reference	Position Prior to April 2018			Position post April 2018	
			Aintree VPC Policy?	Date Approved	Date to be reviewed	Date Policy approved	Proposed review date
1	Disciplinary Policy	Employment Act 2008 and the ACAS Code of Practice APR 2009	Yes	No date specified	No date specified		
2	Safe Guarding Policy	Children Act 1989 • United Convention of the Rights of the Child 1991 • Data Protection Act 1998 • Sexual Offences Act 2003 • Children Act 2004 • Protection of Freedoms Act 2012 • Relevant government guidance on safeguarding				August 2018	August 2020
3	Tree Policy	Open Space Act 1906					
4	GDPR Policy	<ul style="list-style-type: none"> •The Data Protection Act 1998 •The Freedom of Information Act 2000 •General Data Protection Regulations (EU) 2016/679 	No			May 2018	May 2020
5	Complaints Policy	Disciplinary and grievance procedure, and Code of Conduct					
6	Standing Orders	LGA 1972, Sch. 12, para 42	Yes	No date specified	No date specified	17 th December 2018	December 2019
7	Health and Safety Policy	Health and Safety at Work Act 1974	Yes	May 2017	No date specified		

8	Financial Regulations	<ul style="list-style-type: none"> Local Government Act 1972 Section 27 of the Audit Commission Act 1998 	Yes	July 2016	No date specified	17 th December 2018	December 2019
	Code of Conduct	"Nolan Principles" and the provisions of S29(1) Localism Act 2011	Yes	May 2018	No date specified	July 2018	July 2020
10	Lone Working Policy	Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.	Yes	23 rd February 2015	No date specified	17 th December 2018	December 2020
11	Whistleblowing Policy	Code of Conduct and Public Interests Disclosure Act 1998					
12	CCTV Policy	<ul style="list-style-type: none"> CCTV Code of Practice issued by the Secretary of State under Section 30 of the Protection of Freedoms Act 2012 and released in June 2013. The Information Commissioner's Office CCTV Code of Practice 2008 					
13	H and S Policy – DSE Policy	Health and Safety (Display Screen Equipment) Regulations 1992					
14	Parish Plan	<p>Localism Bill</p> <p>National Planning Policy Framework</p>					
15	Pension Policy	LGPS Regulations 2013, effective from 1 April 2014					
16	Grant Awarding Policy	<ul style="list-style-type: none"> The General Power Section 1 of the Localism Act 2011 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 	Yes	2016	2016	August 2018	August 2020
17	Allotment Policy	<ul style="list-style-type: none"> Small Holdings and Allotments Act 1908 The Allotment Act 1925 					

		<ul style="list-style-type: none"> •Local Government Act 1972 					
18	Equal Opportunities Policy	<ul style="list-style-type: none"> •Equality Act 2010 (Specific Duties) Regulations 2011 •Section 149 of the Equality Act 2010 (the Public Sector Equality Duty.) 	Yes	Dec 2016	No date specified		
19	Dignity at Work Policy	<ul style="list-style-type: none"> •Employment Rights Act 1996 •Health and Safety at Work Act 1974. •Equality Act 2010 •The Criminal Justice Public Order Act 1994 •Protection from Harassment Act 1997 					
20	Flexible Working Policy	The Employment Rights Act 1996					
21	Openness and Transparency Policy	<ul style="list-style-type: none"> •The Openness of Local Government Bodies Regulations 2014. These regulations took effect on 6 August 2014 •Law of Defamation •Law on Public Order Offences [Crown Prosecution Service guidance on communication using social media.] •Localism Act 2011 •Accounts and Audit (England) Regulations 2011; Local Audit and Accountability Act 2014 •Freedom of Information Act 2008 •Public Bodies (Admission to Meetings) Act 1960 •Re-Use of Public Sector Information Regulations 2005 •Data Protection Act 1998 					
22	Recruitment and Management Policy	<ul style="list-style-type: none"> •The Sex Discrimination Act 1975, •The Race Relations Act 1976, The Disability Discrimination Act 1995, •The Employment Equality (Religion or Belief) Regulations 2003, •The Employment Equality (Sexual Orientation) Regulations 2003, •Data Protection Act 1998, • The Asylum and Immigration Act 1996) 	Yes	July 2016	No date specified		

23	Alcohol and Drug Policy	<ul style="list-style-type: none"> •The Health and Safety at Work Act 1974 •The Road Traffic Act 1988 •The Misuse of Drugs Act 1971 					
24	Procurement Policy	Public Contracts Regulations 2015				21 st January 2019	January 2020
25	Volunteer Policy	<ul style="list-style-type: none"> •Volunteer Recruitment Procedures •Data Protection •Health and Safety 					
26	Scheme of Delegation	Local Government Act 1972 s101	Yes	July 2008		17 th September and 17 th December 20182018	April 2020
27	Recruitment of ex-offenders Policy	<ul style="list-style-type: none"> •Rehabilitation of Offenders Act 1974 (Exceptions) Order •Code of Practice published under section 122 of the Police Act 1997 					
28	Co-option Procedure Policy	Local Government Act 1972, s79 as amended					
29	Risk Assessment	Health and Safety Act 1974					
30	Policy on Recording of Decisions Made By Officers	Openness of Local Government Bodies Regulations 2014					
31	a) Risk Management Statement Policy b) Risk Register	Health and Safety Act 1974 Health and Safety Act 1974	Yes	July 2017	No date specified	19 th November 2018	November 2019

32	Asset Register		Yes	July 2016	No date specified	19 th November 2018	November 2019
33	Flag Policy	<ul style="list-style-type: none"> • Plain English Guide to Flying Flags- the Department for Communities and Local Government (2012) •The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 •The Town and Country Planning (Control of Advertisements)(England)Amendment) Regulations 2022 	Yes	June 2017	No date specified	July 2018	July 2020
34	Sickness Absence Policy	<ul style="list-style-type: none"> •Health and Safety at Work Act 1974 •Employment Act 2008 and the ACAS Code of Practice APR 2009 •Equality Act 2010 					
35	Anti-fraud and Corruption Policy	The Public Interest Disclosure Act, 1998					
36	Cash Handling Policy	The Public Interest Disclosure Act, 1998				19 th November 2018	November 2020

Aintree Village Parish Council

Report on post 2018 Civic Event

1.0 Purpose of report.

1.1 The purpose of this report is to inform Members regarding the Civic Event that took place on 20th January 2019, and to agree the format for future Civic Events.

2.0 Background

2.1 The 2018 Civic Event, which included the Civic Service was held on Sunday 20th January 2019 in St. Giles Church, Aintree Village. Leading up to the event some 53 email and 19 letter invites were sent out to individuals and organisations as shown in Annex A of this report. Of the 72 invites that were sent out some 37 replied, with 12 indicating that they would not be able to attend, and the rest indicating that they will be attending and bringing some guests with them, totalling some 56 in number. Annex A (not for publication) to this report shows the invite list.

2.2 It was estimated that on the actual day of the event over 100 people attended the Civic Service and the Civic Event. The event was well received with the Mayor of Sefton, the Mayor of Maghull, and the local MP in attendance, together with representatives from all four local churches.

2.3 The Civic Award was presented to Glyn Owen, with the Community Environment award going to Mike Scully, and the Young Person's Award to 6 year old Grace Brady. Some photos taken during the event are shown in Annex B of this report.

2.4 The Church volunteers were very helpful, and were responsible for making and serving hot drinks, sandwiches and cakes, which appear to have been appreciated by those present at the event.

3.0 Moving forward

3.1 In terms of moving forward to the Civic Service and Civic Event for 2019 it is important to ensure that all procedures are in place and decisions are taken well before the actual date of the event.

3.2 Members at their meetings on 15th October 2018 and 19th November 2018 agreed the Civic Awards nomination criteria, types and the application form, together with the selection process.

3.3 Members also agreed that the venue for the Civic Service and Civic Award be rotated annually as shown in the table below:-

Year	Main Venue	Substitute Venue
2018	The Hope Centre/Old Roan Methodist	Aintree Village Family Church/Aintree Baptist Church
2019	Holy Rosary RC Church	St Giles Church of England
2020	St Giles Church of England	Holy Rosary RC Church
2021	Aintree Village Family Church/Aintree Baptist Church	The Hope Centre/Old Roan Methodist

3.4 However, Members had agreed to go with St Giles Church as the venue for 2018 because of the short time available. It is proposed that Members agree the revised table below for future venues:-

Year	Main Venue	Substitute Venue
2019	The Hope Centre/Old Roan Methodist	Aintree Village Family Church/Aintree Baptist Church
2020	Holy Rosary RC Church	St Giles Church of England
2021	Aintree Village Family Church/Aintree Baptist Church	The Hope Centre/Old Roan Methodist
2022	St Giles Church of England	Holy Rosary RC Church

3.5 In addition, Members at their meeting on 15th October 2018 considered a permanent date in the calendar for future Civic Service and Civic Events to enable a greater lead in time, and more importantly to enable sufficient publicity and advertising to generate greater awareness and participation by the local community. It is proposed that consideration be given to setting this date in the calendar.

3.6 It is also proposed that to provide some significance and gravitas to the event civic award trophies should be standardised for each category of award and these trophies be sourced prior to the event.

3.7 Finally, there was some debate as to whether sandwiches and cakes should be provided at the event. It is view of the Council Manager and the Parish Clerk that the serving of sandwiches and cakes was well received and appreciated by those attending and should become part of the event in future.

4.0 Financial implications

4.1 Members at their meeting on 19th November 2018 agreed to allocate £500 from the contingency budget for the Awards Ceremony, and the Council Manager and Parish Clerk to be given delegated powers to facilitate the organisation and delivery of the civic event, including incurring expenditure. To date the cost incurred are as follows:-

• St Giles Church (venue and catering)	= £160.00
• 8 A4 size picture frames for certificates	= £15.92
• Trophy from Timpson	= £9.99
• Engraving from Timpson	= £24.00
• Award Certificates produced and printed by Councillor Mike Carter	= £0.00
• Civic Award notice board lettering (approx.)	= £5.00
• Flowers for Mayoress of Sefton	= £25.00
Total	= £239.91

4.2 There are no additional financial implications as a result of this report.

5.0 Legal implications

5.1 There are no legal implications as a result of this report.

6.0 Recommendations

It is recommended that Members:-

6.1 Note the content of the report,

6.2 Agree the venue for Civic Service and Civic Event for the next four years as outlined in paragraph 3.4 of this report,

6.3 Consider and agree a fixed date in the calendar for Civic Service and Civic Events for the next four years,

6.4 Agree that sandwiches and cakes, together with hot and cold beverages be provided at future Civic Service and Civic Events,

6.5 Instruct the Council Manager and Parish Clerk to bring a report, which will enable the Parish Council to standardise Civic Award trophies for each category of award, together with cost implications.





Aintree Village Parish Council

Report on changes in regulations for the provision of water and sewage disposal

1.0 Purpose of report.

1.1 The purpose of this report is to inform Members of the changes in regulation for the provision of water and waste disposal for Parish Council premises.

2.2 Background

2.1 In April 2017, the largest competitive water retail market in the work opened for business, bringing the biggest change to the water sector since privatisation.

2.2 This new market means that 1.2 million business, charities and public sector organisations in England are no longer restricted to buying water services from their regional monopoly. Instead, they can shop around, renegotiate, and find the right deal for them. If customers don't like the service they get, they can take their business elsewhere.

2.3 This market can help to deliver lower bills, help people use less water, lead to improved services, and see new offers and bundles emerge. Along with the potential benefits, businesses and other organisations will have appropriate protection, in the form of Ofwat (Office for Water Services) which is responsible for economic regulation of the privatised water and sewerage industry in England and Wales

2.4 Ofwat closely monitors and regulates the market and if need be to intervene in the market to protect customers. Ofwat has also set limits on the price customers pay if they don't switch or renegotiate a new deal, to prevent them losing out.

3.0 How does the market work?

3.1 The market works like many other open utility markets (such as telecoms, electricity and gas). Retail suppliers buy wholesale services, (the physical supply of water and/or removal of wastewater), and offer a package to sell to eligible customers.

3.2 Regional water companies will continue to serve non-eligible and household customers.

4.0 Who's who in the market?

- **Customers** – There are 1.2 million non-household customers in England eligible to choose their supplier of retail services.
- **Retail suppliers** – Retail suppliers are able to compete for the custom of all eligible business customers.
- **Wholesalers** – Appointed companies that own and operate the network of pipes, mains and treatment works. They act as the wholesalers in the market, selling water and wastewater services to retail suppliers.
- **Open Water** – Open Water is the name given to the programme set up by UK Government to open the new business retail market. The programme is being led by three partner organisations – Ofwat, Defra and MOSL. Open Water shares information about the market with customers.
- **Defra** – the Department for the Environment, Food and Rural Affairs.

- **Ofwat** is the economic regulator for the sector. We are also the licensing authority for the market. In order to compete in the market, suppliers must be awarded a licence.
- **MOSL** – the Market Operator makes sure the market functions in a simple and efficient way. MOSL facilitates the transfer of customer information when they switch retail supplier.

5.0 Current position

5.1 The RFO is currently under taking a comparison exercise between the current water and sewage disposal provider and new suppliers, and it is proposed that a further report be presented to Members once this exercise is completed.

6.0 Financial implications

6.1 There are no financial implications as a result of this report.

7.0 Legal implications

7.1 There are no legal implications as a result of this report.

8.0 Recommendations

It is recommended that Members:-

8.1 Note the changes in the regulation for the provision of water and sewage disposal, and

8.2 Request a further report once the comparison exercise as outlined in paragraph 5 above is completed.

Budget Monitoring Report - April 2018 - 11 February 2019

	Payments	-	New Budget (from Sep- March)	April-Dec	January	February	March	Spend to date
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}		£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
2	PAYROLL {PRL-01 to PRL-06}		£44,000.00	£23,009.22	£3,435.69	£4,089.63	£0.00	£30,534.54
3	PARK EXPENSES							
	Skip hire/Waste Collection (Sefton Council) {PEX-01}		£1,380.00	£417.00	£0.00	£0.00	£0.00	£417.00
	Sefton Council-Park open/close {PEX-02}		£5,315.00	£3,066.00	£511.00	£0.00	£0.00	£3,577.00
	Maghull TC- Grounds maintenance {PEX-03}		£13,800.00	£9,800.00	£0.00	£0.00	£0.00	£9,800.00
	Sefton Council-Alarm maintenance {PEX-04 to PEX-06}		£1,065.00	£915.97	£0.00	£0.00	£0.00	£915.97
	Health/Safety {PEX-07 to PEX-09}		£2,605.00	£2,294.00	£50.00	£0.00	£0.00	£2,344.00
	Maintenance-Play Equipment {PEX-10}		£8,000.00	£4,632.04	£1,139.53	£0.00	£0.00	£5,771.57
	Maintenance-Buildings {PEX-14 to PEX-18}		£12,500.00	£852.89	£60.00	£0.00	£0.00	£912.89
	Grounds maintenance (Community Participation Garden){PEX-11 to PEX-13}		£500.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Total		£45,165.00	£21,977.90	£1,760.53	£0.00	£0.00	£23,738.43
4	SUNDRY EXPENSES							
	Postage/Stationery/Printing/Computer costs {Sun-01 to SUN-02}		£1,275.00	£1,372.96	£199.00	£0.00	£0.00	£1,571.96
	Refreshments/Cleaning Materials {SUN-03}		£150.00	£97.46	£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	£135.00	£0.00	£0.00	£0.00	£135.00
	Audit fees {SUN-05 to SUN-06}		£850.00	£416.67	£0.00	£116.67	£0.00	£533.34
	Subscriptions {SUN-07 to SUN-12}		£1,525.00	£36.00	£0.00	£0.00	£0.00	£36.00

	Training/others {SUN-13 and SUN-19}		£1,000.00	£150.00	£200.00	£0.00	£0.00	£350.00
	Advance on Chairman's Expenses {SUN-14}		£300.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Others staff costs {SUN-15}		£400.00	£393.50	£0.00	£0.00	£0.00	£393.50
	Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16} +{COM-01 to03}		£2,450.00	£2,052.47	£0.00	£0.00	£0.00	£2,052.47
	Total		£10,660.00	£4,654.06	£515.67	£0.00	£0.00	£5,169.73
5	LOAN REPAYMENTS		£14,200.00	£14,198.52	£0.00	£0.00	£0.00	£14,198.52
6	UTILITIES							
	Gas {UTI-01}		£540.00	£120.36	£0.00	£0.00	£0.00	£120.36
	Electric {UTI-02}		£1,500.00	£1,097.66	£0.00	£0.00	£0.00	£1,097.66
	Water {UTI-03}		£1,900.00	£1,174.90	£0.00	£0.00	£0.00	£1,174.90
	Telephone {UTO-04}		£680.00	£576.69	£0.00	£0.00	£0.00	£576.69
	Total		£4,620.00	£2,970.61	£0.00	£0.00	£0.00	£2,970.61
7	INSURANCE		£3,500.00	£3,775.01	£0.00	£0.00	£0.00	£3,775.01
8	SECTION 137 GRANTS		£2,500.00	£2,177.10	£0.00	£0.00	£0.00	£2,177.10
9	ELECTION COSTS		£3,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
10	BANK CHARGES		£250.00	£197.87	£50.13	£0.00	£0.00	£248.00
11	MILEAGE		£1,750.00	£719.92	£57.20	£0.00	£0.00	£777.12
12	PROFESSIONAL FEES		£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
13	CONTINGENCY		£8,670.00	£0.00	£0.00	£0.00	£0.00	£0.00
14	VAT PAID		£1,000.00	£5,395.61	£399.49	£0.00	£0.00	£5,795.10
		TOTAL	£142,315.00	£79,075.82	£6,218.71	£4,089.63	£0.00	£89,384.16

	Receipts	New Budget (from Sep- March)	April-Dec	January	February	March	Spend to date
15	PRECEPT	£113,000.00	£113,000.00	£0.00	£0.00	£0.00	£113,000.00
16	BOWLS	£420.00	£256.74	£0.00	£0.00	£0.00	£256.74
17	FOOTBALL	£400.00	£208.32	£83.34	£0.00	£0.00	£291.66
18	BANK INTEREST (Deposit acc)	£30.00	£36.98	£20.82	£0.00	£0.00	£57.80
19	SUNDRY	£250.00	£160.00	£1,668.61	£0.00	£0.00	£1,828.61
19	VAT COLLECTED	£35.00	£41.68	£58.33	£0.00	£0.00	£100.01
20	VAT - HMRC	£10,000.00	£6,906.76	£1,412.97	£0.00	£0.00	£8,319.73
		£124,135.00	£120,610.48	£3,244.07	£0.00	£0.00	£123,854.55

PAYMENT FOR AUTHORISATION

Period Covered 15 January 2019 - 11 February 2019

Accounts payable – 18 February 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Cost Code
1.BACS	Future Water Ltd	Monthly Hygiene Visit as part of a contract – January 2019	72.00	LGA 1972s111	
2.Direct Debit	Epica ltd	Monthly Health and Safety Support as part of a contract – February 2019	60.00	LGA 1972s111	
3.Standing Order	Seton Council	Contract to Open and Close the Park	613.20	LGA 1972s111	
For information only - Contractual/Statutory payments (VARIABLE)					
4.BACS	Natwest Autopay	Monthly payroll paid 06 February 2019	2,989.84	LGA 1972s111	
5.BACS	HMRC	Tax/Ni February 2019	1,045.21	LGA 1972s111	
6.BACS	Hive Telecom	Telephone calls January 2019	5.59	LGA 1972s111	
7.BACS	British Gas	Estimated reading October 2018-January 2019	48.06	LGA 1972s111	
8.BACS	Maghull Town Council	Grounds maintenance Contract December 2018	1,200	LGA 1972s111	
9..BACS	Talk Talk Business	Line rental and Broadband 22 January 2019-21 February 2019	47.99	LGA 1972s111	
Total			6,081.89		

For approval - Invoice payments					
10..BACS	D Hinton	Petrol for Mower	11.36	LGA 1972s111	
11..BACS	K Ellis	Flowers £25/Refreshments £6.97/Stamps £4.02/Stationery £1.49/Printing £3.00	40.48	LGA 1972s111	
12..BACS	Industrial Cleaning Supplies Ltd	Cleaning materials for Cleaner returning to work	127.94	LGA 1972s111	
13..BACS	Aitkens Sportsturf Ltd	Pitchline marker	66.96	LGA 1972s111	
14..BACS	Jenkinsons	Ink Cartridges for Groundsman's Office Printer	68.21	LGA 1972s111	
15..BACS	M Kundi	Underpaid Mileage December 2018 £37.85/January 2019 £105.30/ Mobile calls £9.49/ Civic Award Costs £49.91/Postage £30.80	233.35	LGA 1972s111	
16. BACS	Myerscough College	Machine operator training 1 person	74.00	LGA 1972s1111	
17. BACS	Active Garden Company Ltd	Basket/Nest Swing	564.00	LGA 1972s111	
Total			1186.30		
<u>SUMMARY</u>					
For information only - Contractual/Statutory payments (FIXED)			745.20		
For information only -Contractual/Statutory payments (VARIABLE)			5,336.69		
For approval - Invoice payments			1186.3		
Total for 15 February 2019			£7,268.19		

Bank Reconciliation**Period Covered 01 to 31 January 2019**

CURRENT ACCOUNT - Bank reconciliation – as at 31 January 2019				
	Cheque No.	£ (-)	£ (+)	£
Balance brought Forward 31 December 2018				17,113.03
Add receipts			3,223.25	20,336.28
				20,336.28
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	20,336.28
Less Payments £9,738.19		-6,485.28		13,851.00
Balance Carried Forward				13,851.00
Add Unpresented Cheques and Direct Debits not collected			0	
				13,851.00
Total				
				13,843.69
		-7.31		
Balance Agreed to Statement (815) 31 January 2019				13,843.69
RESERVE ACCOUNT - Bank reconciliation – as at 31 January 2019				
Balance brought Forward				122,588.07
Add Interest received			20.82	
Transfer To Current Account		0		
Transfer From Current Account			0	
Balance Carried Forward				122,608.89
SUMMARY OF BALANCES AS AT 31 December 2018				
Current Account (after deducting unpresented cheques)				13,843.69
Reserve Account				122,608.89
Total cash available (31 January 2019j)				136,452.58

Aintree Village Parish Council **Annual Review of Fees and Charges**

1.0 Purpose of Report

1.1 The purpose of this report is for Members to undertake a review of fees and charges.

2.0 Introduction

2.1 Paragraph 1.90 of the Parish Council's Financial Regulations, which were approved on 17th December 2018, states that:-

- The Parish Council will review all fees and charges at least annually, following a report of the Council Manager and Parish Clerk.

2.2 The Parish Council currently charges fees for the use of its football pitches and the bowling green. The current charges are as follows:-

- Senior football match:- £41.70 plus VAT = £50.00
- Junior football match:- £10.00 plus VAT = £12.00
- Bowling match:- £23.30 plus VAT = £28.00
- Tennis: no charge

2.3 Members may recall that for the financial year 2018/19 the budget income for the year was agreed as:-

- Football pitches = £400.00
- Bowling green = £420.00

2.4 When considering the budget for 2019/20 on 14th and 21st January 2019, members agreed to retain the same level of income as the previous financial year from the use of football pitches and the bowling green

3.0 Financial Implications

3.1 There are no financial implication if the total amount of fees from the use of football pitches (£400.00) and the bowling green (£420.00) is the same as that agreed in the budget for 2019/20

4.0 Legal Implications

4.1 There are no legal implications as a result of this report.

5.0 Recommendation

5.1 It is recommended that the following fees be approved for the financial year 2019/20:-

- Senior football match:- £41.70 plus VAT = £50.00
- Junior football match:- £10.00 plus VAT = £12.00
- Bowling match:- £23.30 plus VAT = £28.00
- Tennis: no charge.

Financial Matters - External Audit Report

PKF Littlejohn LLP

Our ref LA0003
Your ref Email SB00074
sba@pkf-littlejohn.com
30 September 2018

Ms Karen Ellis
Aintree Village Parish Council
43 Radley Drive Aintree
Village Liverpool
L10 3LG
Dear Ms Ellis

Aintree Village Parish Council Completion of the limited assurance review for the year ended 31 March 2018

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Aintree Village Parish Council for the year ended 31 March 2018. On 28 September 2018, we issued a report detailing the results to that date of our review of Aintree Village Parish Council's AGAR for the year ended 31 March 2018. We explained the reasons that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based. The smaller authority must consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the AGAR (Sections 1, 2 & 3) and our attached final report and certificate before 30 September (or as soon as possible where this date has passed), which must include publication on the smaller authority's website.
- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 (plus the attached final report and certificate) of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

Where applicable, we enclose our second fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid at the earliest opportunity.

Additional charges are itemised on the fee note. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the

smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference LA0003 or Aintree Village Parish Council as a reference when paying by BACS.

Yours sincerely

PKF Littlejohn LLP

PLANNING MATTERS**Planning Applications – Submitted**

Address	Planning Application	Description	Date	Status
27 Sandhurst Drive Aintree Liverpool L10 6LU	DC/2019/00201	Erection of single storey extension to the rear and a porch to the front of the dwellinghouse after demolition of existing rear extension	Tue 29 Jan 2019	Registered
15 Lancing Drive Aintree Liverpool L10 8LN	DC/2019/00121	Alterations to the roof from a hipped to a gable end to create a first floor; erection of a single storey extension to the rear and erection of a detached building to the rear of the dwelling following demolition of the existing garage	Fri 18 Jan 2019	Registered
10 Martland Avenue Aintree Liverpool L10 6LT	DC/2018/02184	Erection of a single storey extension incorporating a pitch roof to the side/rear of the dwellinghouse	05 Dec 2018	Registered
1 Felsted Drive Aintree Liverpool L10 8JR	DC/2018/02149	Certificate of lawfulness for the erection of a single storey pitched roof extension to the side and rear following demolition of the existing single storey flat roof rear extension	Wed 09 Jan 2019	Registered
Redbridge And Bank View High School Sherwoods Lane Liverpool L10 1LW	DC/2015/01475	Neighbouring Authority Consultation application to erect 60 dwelling houses with associated landscaping and access from Sherwoods Lane (Liverpool City Council reference 15F/1962)	Wed 19 Aug 2015	Registered
Aintree Hall Farm 133A Oriel Drive Aintree Liverpool L10 3JP	DC/2013/00621	Erection of a detached three storey dwelling following demolition of the existing	Tue 28 Jan 2014	Registered

In addition:- Planning Applications – Approved (from 19th December 2018 to Present)

Address	Planning Application	Description	Date Validated	Status
1 Radley Drive Aintree Liverpool L10 3LF	DC/2018/02262	Erection of a part two storey, part single storey extension to the side and a two storey extension to the rear of the dwellinghouse	Wed 19 Dec 2018	Decided

CORRESPONDANCE WITH SEFTON PLANNING DEPARTMENT RELATING TO WANGO LANE HOUSING DEVELOPMENT.

Steven Healey <Steven.Healey@sefton.gov.uk>

Tue 29/01/2019 14:40

You

□

Dear Mo,

Thank you for your email. I have received a number of objections from local residents and requests for meetings in relation to an application I am currently dealing with to 'vary' the planning permission. This however only relates to the substitution of house types and the implications in terms of affordable housing, design and housing mix. The matters of principle, highway safety and flood risk for example are not being reconsidered.

I have received a small number of detailed objections which suggest that insufficient clarity has been provided regarding 'technical' aspects of the proposal. I am continuing to provide clarity where necessary and will address this issue within my report however for the most part these issues fall beyond the remit of planning and are subject to alternative legislation.

I can take the below email as a formal representation by the Parish Council if you wish, alternatively I will save it to our records.

Kind regards,

Steven Healey

Senior Planning Officer

Magdalen House, 30 Trinity Road, Bootle, L20 3NJ

Tel: 0345 140 0845 (Option 4)

Are you looking to develop in Sefton? We offer professional advice and guidance on planning and building regulations. Please contact us at planning.department@sefton.gov.uk or building@sefton.gov.uk for details or visit our website at www.sefton.gov.uk

From: Aintree Village Parish Council [mailto:aintreevillageparishcouncil@hotmail.co.uk]

Sent: 29 January 2019 14:18

To: Steven Healey

Subject: Re: Land at Wango Lane (DC/2017/02998)

Hi Steven,

I would like to inform you that at the Parish Council meeting on 21st January 2019, there was representation made by local residents following the letter sent by Sefton Council to residents in the vicinity of the site for the housing development on Wango Lane, Aintree.

Members have asked me to formally write to you again to express their concerns that this housing development is likely to adversely affect road safety, and add a lot of strain on existing service provision, and on drainage infrastructure.

Kind regards,

Mo