



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 **Tuesday 19th June 2018** at the Council Chamber, Harrow Drive, Aintree Village, **commencing at 7.00pm**

Mo Kundi – Clerk

- 6758 To receive apologies for absence
- 6759 To receive declaration on interest
- 6760 To Consider and approve Minutes of:-
- Annual Parish Council meeting held on 21st May 2018 (sent separately)
 - Special Parish Council meeting held on 8th June 2018 (sent separately)
- To note the minutes of:-
- Park Committee held on 29th May 2018 (sent separately)
- 6761 Matters arising
- 6762 Public Participation To consider a request from Aintree Ajax to formally use Parish Council football pitches (attached)
- 6763 Clerk's reports
- To consider and adopt a revised Flag policy (attached)
 - To note the dissolution of SAPLC (10 Parishes)
 - To consider the report on PAT testing of electrical equipment (attached)
 - To note the current gaps in Council policies (attached)
 - To note that Cllrs Carter, Wykes, Honeyman and Preston attended the new Code of Conduct training and that a report on the new Code of Conduct be presented at the next meeting of the Parish Council for consideration.
 - To provide an update on the grass verges which the Molyneux Ward councillors agreed to be asphalted over
 - To provide an update on asset management plans from Lydiate and Maghull councils
- 6764 Reports from external meetings and Chairman's reports
- 6765 Financial Matters
- Budget monitoring report for May 2018 (attached)
 - Bank reconciliation for April 2018 (attached)
 - Payments for authorisation 21 May 2018 (attached)
- 6766 Planning Issues Please see attached

6767	East Sefton Crime Alert	To explore ways to use the social media to raise the awareness of incidents of crime in the local area.	Cllr Colbert
6768	Awning/canopy for Bowling Green building	To consider a request from the users of bowling green for the Parish Council to provide either an awning or a canopy on the Bowling Green building	Cllr Honeyman
6769	Promoting Parish Council	To explore various options to raise the profile of Aintree Village Parish Council	Cllr Colbert
6770	Public comments, particularly in the press	The parish council to agree that: <ol style="list-style-type: none"> 1) parish councillors can submit items and letters to the press in their own names and comment publicly on whatever subject they wish 2) parish councillors can say that they are a parish councillor for Aintree Village Parish Council 3) unless a parish councillor has been directed to submit a press release or write a letter, they must not use words which give any impression whatsoever that their item to the press represents the parish council's views 4) such words as 'we' must not be used, unless the parish council has so instructed for a press release or letter to be issued 5) parish council press releases will be checked for accuracy by the clerk 6) parish councillors should be requested to voluntarily submit any non-parish council press releases or letters to the clerk, again to be checked for accuracy 7) that following on from a parish councillor incorrectly saying that the parish council would be opposing a planning application without the parish council having even considered it, parish councillors, including the press officer, must not make statements to the press or in other 'arenas' which purport to bind the parish council to a course of action, when the parish council has clearly not even considered the matter in question. 	Cllr Harris
6771	Governance review	To: <ol style="list-style-type: none"> 1) note that from 13 February 2008, district councils, unitary county councils and London borough councils ('principal councils') have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to recommendations made in those reviews. In making that decision, they will need to take account of the views of local people 	Cllr Harris

		2) request Sefton Council to carry out a governance review of the parish structure in Sefton i.e. a community governance review.	
6772	Article in The Champion of 3 January 2018	To discuss and agree: a) better medical facilities b) better street cleansing c) improved leisure facilities d) why the residents of Aintree [Village] are losing confidence with the police, such policing in Aintree at the moment deemed to be 'disgraceful'.	Cllr Harris
6773	Letter of complaint from a local business	To 1) note that the attached letter was unlawfully discussed by the Parish Council, it having been considered wrongly and contrary to standing order 38 2) note that Sefton Council decided that no action needed taking on the accusation 3) now properly consider the remaining aspects of the letter.	Cllr Harris
6774	Agenda review	To 1) lay down guidelines on how the agenda should be formulated 2) agree the parameters of what type of agenda items parish councillors can put on their own agenda 3) note that agenda items relating to recent decisions can be put on any subsequent agenda for further discussion, though standing order 36 has to be followed to reverse a decision.	Cllr Harris
6775	Internal Audit Plan	To create an internal audit plan which asks the internal auditor to review the following, with one topic being selected every three months: 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 g) budget and precept setting process h) insurance cover i) risk management arrangements processes for the review of the asset register and the inventory of small equipment.	Cllr Harris

6776	Additions to Chairmanship and Standing Orders	<p>The Chairman will not:</p> <ol style="list-style-type: none"> 1) raise any item whatsoever which is not on the agenda 2) strictly observe standing order 38 3) make incorrect interpretations of standing orders 4) raise any parish councillor's private correspondence which is not otherwise on the agenda 5) dominate meetings with verbosity, temper, shouting/bellowing and unnecessary comments 6) inappropriately seek personal adulation/attention from members of the public 7) treat Aintree Village Parish Council as his/her private domain and will not dominate meetings 8) disregard the rules and traditions of Aintree Village Parish Council 9) block agenda items properly submitted by parish councillors and will strictly protect their democratic right to submit items. 	Cllr Harris
6777	Mess below railway bridges, Aintree Lane	To ask Sefton Council to insist that Network Rail provides measures on its bridges in Aintree Lane to prevent pigeons roosting.	Cllr Harris
6778	Hedge along Aintree Lane	To write to Liverpool City Council requesting that they trim their hedge to improve the sight line for pedestrians and drivers exiting Aintree Lane into Sherwoods Lane.	Cllr Harris
6779	Large advertising vehicle in Ormskirk Road	To ask Sefton Council to arrange for removal as soon as possible.	Cllr Harris
6780	Canal and River Trust re traffic over Handcock's Bridge	<p>As you are aware, the Canal and River Trust has recently undertaken works to Handcock's Swing Bridge (No. 9) which is situated on Wango Lane.</p> <p>Works to the bridge have included the installation of a traffic barrier for the safety of motorists and bridge users, along with the installation of a new pedestal to allow self-user operation of the bridge. This has replaced the requirement for the bridge to be operated by our staff only which limited the bridge to just two hours of operation per day.</p>	Cllr Harris

These changes allow more freedom of movement for boats travelling along the canal. This section of waterway serves as a gateway to the historic Liverpool Docks, bringing economic benefits to the Sefton and Liverpool areas.

We are aware that this road can get busy. Because of this, we have arranged a limiter to be fitted on the bridge which means it cannot be operated at peak traffic times. The bridge will be open for canal-user operation from 9:30am to 2:00pm and 6.00pm to 7:30am daily. Signage has also been installed around the area to alert boat and road traffic to the changes.

This arrangement is typical of the dozens of swing and lift bridges we have across this canal, many of which are situated on very busy roads. However, we do not ordinarily place limiter technology on our bridges. This is one of two bridges in the North West fitted with a time limiter.

6781	Budget/precept	To	Cllr Harris
		<ol style="list-style-type: none">1) note Parish council minute which reads: It was decided that a working party to include all available councillors, the clerk and the RFO, would convene at 7pm on Wednesday 3 January 2018 to assemble a more comprehensive budget for consideration at the next meeting2) confirm that:<ol style="list-style-type: none">a) the minute was, and still is, abundantly clear in that the working party did not have delegated powers to fix the budgetb) the proposed budget was to be submitted to the parish council for its 'consideration' onlyc) as it is the parish council's responsibility to set the budget and precept, all parish councillors had the right to seek to remove or add items of proposed expenditure at the subsequent parish council meeting, irrespective of them being able to attend the working party meeting.	
6782	Chairman's allowance 2016/17	Under minute 6500, the Parish Council agreed that a declaration be submitted of the advance of chairman's expenses for the time to May 2017,	Cllr Harris

summarising the £450 advance received for this time, including a return of advance if required.

The declaration/summary is:

Two suits at £80 each: £160
Four church donations: £40
Returned: £250

6783

Recent and pertinent comments on the parish council's website for discussion and action

Verbatim comments:
12/02/2018

Cllr
Harris

1. I want to say a big "Thank you" to Parish Council Chairman Jack Colbert, Peter Gill, and Tommy Robinson for their excellent advice and for supporting the Wango Lane residents, trying to stop the 43 housing development It's very sad, the 3 Labour councillors, who refused to come to the public meeting and to help us in anyway...

Mrs Elaine Cafferkey (DWP Jobcentre)
20/12/2017

2. Hello, I am Disability Employment Adviser and have recently moved into Our Bootle Jobcentre. I am looking to form strong links based around our local community and it has been recommended I contact yourselves. I have had a read through your web site and if possible would like to come out and visit your centre in the new year to introduce myself and familiarise myself with the support on offer within our community. Do you have any links with community services based within the Aintree area, doing similar work, you would recommend I contact? Have a great Christmas and look forward to meeting you in the New Year

29/11/2017

3. We lived in Altway and enjoyed living in our home until Councillors decide to install traffic calming measures. The amount of noise and vibration that was caused by heavy vehicles passing over them became unbearable and destroyed the enjoyment and comfort of our home that we had worked hard for. We decided to visit Altway while we were passing through the area, it was obvious because of the lack of cash now available to Councils those dreaded speed humps are looking in a dreadful state, not only is the road surface looking in poor sate of repair, the traffic calming have pot holes in them. We noticed the Library is being replaced by houses, the area has certainly been allowed to slip into decline and is starting to look really in need of a clean. The best thing we ever did was to move,

03/02/2017

I must say a big "THANK YOU" to Chairman Jack Colbert and the 99% of the Parish Council, for supporting the Ladies Bowling team, after one of the Parish Councillors, tried to stop the Ladies using the bowling green.

6784	Verification of Bank reconciliations	To appoint a Parish Councillor, other than the Chairman or the cheque signatory to verify bank reconciliation for all accounts produced by the RFO on a regular basis as per paragraph 2.2 of the Financial Regulations	Cllr Harris
6785	Correspondence	Letter from Carole Mitchell (attached)	
6786	Dates of meetings	<p>Members agreed the following dates at their last Parish Council meeting on 21st May 2018:-</p> <ol style="list-style-type: none">1) Tuesday 19th June 20182) Monday 16th July 20183) Monday 20th August 20184) Monday 17th September 20185) Monday 15th October 20186) Monday 19th November 20187) Monday 17th December 20188) Monday 21st January 2019 (budget and precept meeting)9) Monday 18th February 201910) Monday 18th March 201911) Monday 15th April 201912) Monday 13th May 2019 (Annual Parish meeting)13) Monday 20th May 2019 (Annual Parish Council meeting) <p>However the proposed Annual Parish Council meeting to be held on Monday 20th May 2019 is NOT within the stipulated 14 days of Parish Council elections. Parish Council elections are scheduled to be held on Thursday 2nd May 2019.</p>	

Aintree Playing fields

AA

Aintree Ajax <aintreeajax@hotmail.com>

Reply

Tue 22/05/2018 10:13

To:

aintreevillageparishcouncil@hotmail.co.uk

Inbox

You replied on 22/05/2018 16:48.

Hello

First of all please allow me to introduce our team Aintree Ajax. Myself and a group of dads, brought a group of friends together have formed a team and we are based in Aintree. What started off as friends playing on the park is starting to gather momentum and success.

We have used the facilities at the park to develop our boys football skills. The boys aged between 4 and 6 (some of which attend Davenhill Primary school). As with the success we are looking to go further and become a fully affiliated team.

We would thank you to give us permission to keep using the park. We typically spend 2 hours there every time we meet after a bit of football the lads love to go in the play ground and on the exercise machines its great to have so many facilities in one place where lasting friendships can be formed.

Usualy we will train on any clear bit of grass we can find, however we recently appeared on Ajax TV on youtube and we have lots of request for teams wanting to come and play us. We would like to look like we are a better set up playing on properly marked out pitches and correct size goals. so i have a few questions hopefully you could help.

We notice that there are a few pitches marked out 2 in particular for under 7 size games. Are these Already allocated to a particular team or are they open as first come first served? it it is allocal

Report on Flag Flying Policy

1.0 Background

1.1 The Parish Council agreed to adopt its flag days on 10th June 2002 as shown below but with minor updates.

1.2 Subject to adverse weather conditions:

1.2.1 The Parish Council's flag will be flown every day

1.2.2 The Union Flag will be flown on the following days except for St George's Day when the Flag of St George will be flown:

Date	Event
6 February	Her Majesty's Accession
14 March	Commonwealth Day
21 April	Her Majesty the Queen's Birthday
23 April	St George's Day
2 June	Coronation Day
10 June	Duke of Edinburgh's Birthday
21 October	Trafalgar Day
11 November	Remembrance Day
13 November	Remembrance Sunday
14 November	Prince of Wales' Birthday
20 November	The Queen's Wedding Anniversary

1.2.3 The Union Flag will also be flown on the following days:

- the day on which the Queen celebrates her Official Birthday
- on the days in May when the Mayor of Sefton and the Chairman of the Parish Council are elected to office
- the Parish Council's Civic Service

1.2.4 The Union Flag will be flown at half-mast on the death of the following:

- a Royal Personage
- a member of the Parish Council
- an ex-Chairman of the Parish Council
- an ex-Mayor of the Borough Council
- a Member of Parliament for the district
- any other distinguished person at the discretion of the Chairman.

1.3 However the Parish Council at its meeting in June 2017 reviewed the above policy and resolved not to fly any flag (until further notice)

2.0 Current Position

2.1 At the time when the Parish Council resolved not to fly any flags, the Parish Council was giving priorities to addressing a number of important issues including the recruitment of staff.

2.2 The Parish Council is now in a position whereby it has addressed the relevant issues and more importantly it has all the necessary staff in place and is able to fully adhere to the protocol attached to flying relevant flags.

3.0 Options

3.1 The Parish Council could continue with its current policy of not to fly any flag, or

3.2 Adopt the new Flag Flying Policy

4.0 Financial Implications

4.1 It should be recognised that there are financial implications associated with adopting option 3.2 above. These relate to both capital and revenue costs.

4.2 The Capital costs are in the main:-

- The purchase and replacement of flags and associated material when required, and
- The replacement of existing flag post

4.3 The Revenue costs are split as follows:-

- Staff cost, and
- Purchase of consumables associated with a particular event

5.0 Recommendations

5.1 It is recommended that the Parish Council adopt the revised policy attached as Annex A to this report



AINTREE VILLAGE FLAG FLYING
POLICY

This policy was adopted by the Council at its Meeting held on 19th June
2018

To be reviewed in June 2020

Aintree Village Parish Council

Flag Flying Policy

1.1 Flags are traditionally flown by the Parish Council for a variety of reasons: to show allegiance, support, respect or to celebrate.

1.2 The Parish Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes. Although it is free to fly the Union Flag at its discretion, it will as far as is appropriate follow national guidance.

1.3 The following flags will be flown on the dates indicated below:

Date	Event
6 February	Her Majesty's Accession
14 March	Commonwealth Day
21 April	Her Majesty the Queen's Birthday
23 April	St George's Day
2 June	Coronation Day
10 June	Duke of Edinburgh's Birthday
21 October	Trafalgar Day
11 November	Remembrance Day
13 November	Remembrance Sunday
14 November	Prince of Wales' Birthday
20 November	The Queen's Wedding Anniversary

1.4 In addition the Union Flag will also be flown on the following days:

- the day on which the Queen celebrates her Official Birthday
- on the days in May when the Mayor of Sefton and the Chairman of the Parish Council are elected to office
- the Parish Council's Civic Service

1.5 The Union Flag will be flown at half-mast on the death of the following:

- a Royal Personage
- a member of the Parish Council
- an ex-Chairman of the Parish Council
- an ex-Mayor of the Borough Council
- a Member of Parliament for the district
- any other distinguished person at the discretion of the Chairman.

1.6 Guidelines relating to the use of the village green flag / flag pole will be fully complied with

1.7 Only flags that fully conform with the “Plain English Guide to Flying Flags” issued by the Department for Communities and Local Government shall be flown.

1.8 Should an individual or organisation wish a flag(s) associated with them to be flown / displayed on the Parish Council flag pole, a written application outlining full details of their flag(s) involved, the reason(s) behind their request and the period they wish their flag(s) to be flown / displayed for should be submitted to the Clerk to the Parish Council.

1.9 Any such request will be duly considered by the Parish Council at their next meeting, the Parish Council’s decision shall be final with no right of appeal by the applicant.

1.10 Any costs associated with the flying of flags for individuals and/or organisations shall be fully met by such individuals or organisations.

1.11 The flag shall only be flown at “Half Mast” to reflect significant national or local events, the decision as to whether the flag should be flown at half-mast shall be taken by the Chairman (in his absence the vice-chairman) and two other Councillors.

1.12 Following a decision being made to fly the flag at half-mast, the reasoning behind the decision shall be reported at the next parish council meeting.

1.13 Flags will not be flown during severe weather e.g. (predicted winds in excess of 45mph).

1.14 Flags may only be hoisted by persons authorised by the Council.

1.15 These guidelines will be reviewed bi-annually by the Parish Council

**AINTREE VILLAGE PARISH COUNCIL
Report on PAT Testing**

1.0 Purpose of report

1.1 The purpose of this report is to inform Members of the issues relating to portable electrical equipment within Parish Council's control, the potential implications of undertaking no action, and to make recommendations.

2.0 Introduction

2.1 At its meeting on 21st May 2018 the Parish Council considered agenda item number 6736, under the heading of Park and Safety Issues: PAT Testing – to consider a potential way forward to undertake PAT testing of Council owned portable electrical equipment. The Council deferred the matter for a full detailed report setting out the various options, including costing.

3.0 Background

3.1 Under UK law the Health and Safety at Work Act 1974 (HSW Act) in Great Britain employers are responsible for ensuring the safety and health of their employees and also the public, if they are at risk from those work activities.

3.2 In addition to the Health and Safety Act 1974, which imposes duties and obligations on both the employer and the employee, the Electricity at Works Regulation 1989 is more specific in terms of working with and using electrical equipment. In particular Section 4 which relates to Systems, work activities and protective equipment states that:-

(1) All systems shall at all times be of such construction as to prevent, so far as is reasonably practicable, danger.

(2) As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger.

(3) Every work activity, including operation, use and maintenance of a system and work near a system, shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger.

(4) Any equipment provided under these Regulations for the purpose of protecting persons at work on or near electrical equipment shall be suitable for the use for which it is provided, be maintained in a condition suitable for that use, and be properly used.

3.3 Electrical Inspectors aim to reduce the number of electrical accidents by enforcing the law, providing advice on good working practices, and developing guidance in response to technical changes in equipment and working methods.

3.4 A voltage as low as 50 volts applied between two parts of the human body causes a current to flow that can block the electrical signals between the brain and the muscles. This may have a number of effects including:

- Stopping the heart beating properly
- Preventing the person from breathing
- Causing muscle spasms

3.5 The exact effect is dependent upon a large number of things including the size of the voltage, which parts of the body are involved, how damp the person is, and the length of time the current flows.

3.6 Electric shocks from static electricity such as those experienced when getting out of a car or walking across a man-made carpet can be at more than 10,000 volts, but the current flows for such a short time that there is no dangerous effect on a person. However, static electricity can cause a fire or explosion where there is an explosive atmosphere (such as in a paint spray booth).

4.0 Parish Council Premises

4.1 The table below lists the various areas within the control of Parish council, together with portable electrical equipment contained within.

Location	Portable electrical equipment	Date when last PAT test undertaken	Comments
Council Chamber	2 Heaters		Used by Parish Councillors
Kitchen	1 Kettle 1 Microwave		Used by Parish Councillors
Print Room	1 Printer, 1 Vacuum cleaner 1 Phone charger	2016 2016	
Store Room	-		
Toilets	-		
Park Manager's office	3 Radios 1 Microwave 2 Phone charger 1 Fridge, 1 Heater		
2 Changing Rooms and toilets	-		
Tuck Shop	1 Fridge/freezer		This will be used by the Café operator from June 2018 onwards.
Shower	-		
Plant Room	-		
2 unused rooms	-		
Bowling Green Building, consisting of kitchen, and store area	1 Toaster 1 Kettle		Currently being used by non-Council employees

4.2 In addition to the above, the Parish Clerk and the Responsible Financial Officer (RFO) work remotely from their homes. Each one has a PC and a printer, with the RFO having a scanner as well. In total there are approximately 23 portable electrical equipment devices under the control of the Parish Council.

5.0 Current Position

5.1 Hardwire testing is carried out regularly in accordance with the recommendations of the appointed electrical contractor, SeftonArc. SeftonArc is a company wholly owned by the principal authority Sefton Council. SeftonArc undertook electrical inspection in February 2018, and identified a number of remedial work that needed to be undertaken to make the electrical installation safe. These defects were rectified in June 2018.

5.2 However, SeftonArc does not undertake PAT testing of portable electrical equipment under the control of the Parish Council. Consequently PAT testing has not been carried out for a number of years. This is contrary to current legislation and leaves the Parish Council open to legal action in the event of any electrical fault developing, or the Health and Safety Executive making a random inspection of Parish Council premises.

6.0 Options

6.1 In order to comply with legislation there are two main options available for consideration.

Option 1

6.2 Engage an external qualified PAT Testing contractor. Two contractors have been approached and they have provided the following quotes:-

Contractor	Minimum call out Charge to Harrow Dr.	Additional sites	Number of Items included	Comments
R Baker (electrical)	£57+VAT initial visit	£30+ VAT/site	25 items	£84+VAT Evening call out charge
ERG Electrics	£212.50+VAT	£145+VAT/site	25 items	No evening charge

6.3 Based on the estimates provided the total cost of undertaking the work for each contractor would be as follows:-

- R Baker(Electrical) - £117+ £84 = £201+VAT
- ERG Electrical = £502+VAT

6.4 It should be noted that PAT testing should be undertaken on an annual basis

Option 2

6.5 Option 2 involves training one of the Officers employed by the Parish Council, and purchasing the necessary equipment to undertake PAT testing in-house. The cost for this option is broken down in the table below.

Item	Name	Duration	Cost	Comments
Course	CITY AND GUILDS 2377-22 & 2377- 32	Two days	£395 (including VAT and Fees)	This two day 'practical' PAT testing course covers everything necessary to successfully achieve the City and Guilds certifications. The courses include both a theory element and practical elements.
PAT Tester	Kewtech KT71 PAT Tester	N/A	£399.00	Kewtech KT71 PAT Tester Basic Kit KIT42 - KT71 Manual PAT Tester, With Earth Bond (At 200 Milliamperes), High Current (At 20 Amps) And Insulation Test (250/ 500 Volt), Also Features Extension Lead Test, Including Polarity, Comes With Cloverleaf Adaptor, 500 PASS & 200 FAIL Labels
Consumables (Labels, etc.)	ISBN 0-85296-776-4 The Code of Practice	N/A	N/A	Included in the purchase cost the of PAT Tester, which should last a long time.
Officer's time	N/A	Two days plus PAT testing time	£150	Assuming £10/hour
Annual Calibration	N/A	N/A	£59.50 +VAT	Not required in year one but thereafter annual cost
First Year Total Cost			£944	
Second Year			£59.50 +VAT and £30 staff cost	
Third year			As per year 2	

7.0 Cost Benefit Analysis

7.1 The cost benefit analysis between undertaking PAT testing in-house and engaging an external electrical contract varies depending on which contractor is engaged. In the case of R Baker it will take just less than 5 years to recover the initial investment cost. In the case of ERG Electrical it will take less than two years. After this period the cost of undertaking in-house PAT testing is limited to the calibration of the PAT testing equipment and few hours of staff cost. In addition it should be noted that this service could be offered to other local Councils thus leading to income generation opportunities for the Parish Council. Depending on the demand for this service it may be possible recoup the initial investment a lot quicker.

8.0 Recommendation

8.1 It is recommended that the Parish Council consider option two as the preferred option in undertaking PAT testing in-house and actively seeks to offer this service to other Parish Councils.

Agenda Item 6763

No	Core Documents	Legal Reference	Aintree VPC Policy?	Date Approved	Date to be reviewed
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			
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 	Yes	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		
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
9	Code of Conduct	"Nolan Principles" and the provisions of S29(1) Localism Act 2011	Yes	May 2018	No date specified

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
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/Neighbourhood Plan	<p style="text-align: center;">Localism Bill</p> <p style="text-align: center;">National Planning Policy Framework</p>			
15	Pension Policy	LGPS Regulations 2013, effective from 1 April 2014			
16	Grant 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 			
17	Allotment Policy	<ul style="list-style-type: none"> •Small Holdings and Allotments Act 1908 •The Allotment Act 1925 •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 			

		<ul style="list-style-type: none"> •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			
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			
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	Risk Register	Health and Safety Act 1974	Yes	July 2017	No date specified
32	Asset Register		Yes	July 2016	No date specified
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
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 			

Payments for authorisation 21 May 2018

	Payee	Details	Amount	Payment method Cheuqe number/
1	Future Water Ltd	April hygiene visit	72	6317
2	Aitkens Sportsturf Ltd	Pitchline marker x 3 12.5ltr	102.84	6318
3	M Kundi	Mobile phone/Stationery/Paint/Training Course/Signs £222.54/Mileage £180.7	403.24	6319
4	Maghull Town Council	Grounds/Bowling Green Maintenance April 2018	1,560.00	6320
5	Champion Newspapers	Park Officer Advert	154.2	6321
6	British Gas	Gas usage 18 January - 15 April 2018	40.4	6322
7	Sefton Council	VAT charge omitted from invoice 1185297- Periodic Park Inspection	180	6323
8	Jenkinsons Ltd	Stationery supplies for Clerk	85.3	6324
9	Champion Newspapers	Advert for Annual Parish Meeting	180	6325
10	Natwest Autopay	Bacs payment for Payroll 06 May 2018- Month2	1,499.58	BACS
11	Hive Telecom	Telephone calls - April 2018	5.81	DDR
12	Natwest Autopay	Autopay monthly fee - April 2018	5.12	DDR
13	Extra Energy	Gas usage Apr/May charge to be confirmed	390.58	DDR
14	Extra Energy	Gas usage Apr/May charge to be confirmed	172.07	DDR
15	Extra Energy	Gas usage Apr/May charge to be confirmed	0.96	DDR
16	Epica Mangement Solutions Ltd	Health and Safety charge May 2018	60	DDR
17	K Ellis	Ink cartridges	25	6326
18	HMRC	Tax/Ni Month1 and 2	907.77	6327

19	Jenkinsons Ltd	Toner for photocopier/Cartridges for Clerk's printer	420.61	6328
20	Natwest	Bank charges	180.44	DDR
21	Sefton Council	Monthly standing order for opening/closing park	613.2	S/O
Total cost of payments May 2018			7059.12	

Agenda Item 6765

Payments for authorisation 19-Jun-18

<u>Payee</u>	<u>Details</u>	<u>Amount</u>	<u>Cheuge number/ Payment method</u>
1 HMRC	Tax/Ni Month 3	108.85	6329
2 Sefton Council	Section 137 Grant- Joint application Holy Rosary and Davenhill schools	963.55	6330
3 Maghull Town Council	Grounds maintenance May 2018	1560	6331
4 Future Water Ltd	May water hygiene visit	72	6332
5 British Gas	Updated invoice to include actual reading 27.05.18	0	6333
6 K Ellis	Milk/Coffee £4.59/Postage £8.04	12.63	6334
7 Frank Boyle	Materials for Park repairs	21.5	6335
8 Water Plus	Water/Wastewater 08 March - 22 May 2018	36.08	DDR
9 Natwest	Autpay charges May 2018	12.27	DDR
10 Natwest Bacs payment	Payroll 06 June 2018	1,717.01	DDR
11 Natwest	Current Accounts charges May 2018	5	DDR
12 Hive Telecom	Monthly call charges May 2018	5.77	DDR
13 Extra Energy	Gas usage May/June charge to be confirmed	4.76	DDR
14 Extra Energy	Gas usage May/June charge to be confirmed	0	DDR
15 Extra Energy	Gas usage May/June charge to be confirmed	0	DDR
16 Epica Mangement Solutions Ltd	Health and Safety charge June 2018		60 DDR

cancelled see chq
6336

17	Sefton Council	Daily Opening/Closing of Park	613.2	S/O
18	British Gas	Updated invoice to include actual reading 27.05.18	21.69	6336
19	Darren Hinton	Protective clothing/footwear	177.92	6337
20	M Kundi	Mobile phone/stamps £25.47/Mileage May 18 £161.85	187.32	6338
21	Natwest	Bank charges	19.58	DDR

Total of payments to be authorised

5599.13

BANK RECONCILIATION- AS AT 31 MAY 2018

CURRENT ACCOUNT	£
BALANCE B/FWD 30.04.2018	51,871.17
ADD RECEIPTS	11340
LESS PAYMENTS	-7,059.12
TRANSFERS TO RESERVE ACCOUNT	0
ADD CHQ WRITTEN BACK-HMRC CHQ 6309	553.98
TRANSFERS FROM RESERVE ACCOUNT	0
BALANCE C/FWD	56,706.03
ADD UNPRESENTED CHEQUES	4311.8
DIFFERENCE APR 0.33/MAY 7.08	-7.41
BALANCE AGREED TO STATEMENT (801) 31.05.2018	61,010.42

BANK RECONCILIATION- AS AT 31 MAY 2018

RESERVE ACCOUNT	
BALANCE B/FWD 30.04.2018	92,504.46
ADD INTEREST RECEIVED	3.93
TRANSFERS TO CURRENT ACCOUNT	
TRANSFERS FROM CURRENT ACCOUNT	

BALANCE C/FWD 31.05.2018

92,508.39

List of unrepresented cheques

Chq number		Amount		SUMMARY OF BALANCES AS AT 31. MAY 2018
6317	Future Water Ltd	72		
6318	Aitkens Sportsturf Ltd	102.84	Current Account	56,706.03
6319	M Kundi	403.24	after deducting unrepresented cheques	
6320	Maghull Town Council	1,560.00		
6321	Champion Newspapers	154.2	Reserve Account	92508.39
6322	British Gas	40.4		
6323	Sefton Council	180	Total cash available 30.05.18	149,214.42
6324	Jenkinsons Ltd	85.3		
6325	Champion Newspapers	180		
6326	K Ellis	25		
6327	HMRC	907.77		
6328	Jenkinsons Ltd	420.61		
DDR	Natwest	180.44		
	TOTAL	4311.8		

Budget Monitoring Report - April 2018-March 2019

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Payments	Apr	May	Total	Spend to date	Budget	Balance to date
PARK REFURBISHMENTS	£0.00	£0.00	£0.00	£0.00	£20,500.00	£20,500.00
PAYROLL	£2,764.06	£2,407.35	£5,171.41	£5,171.41	£38,000.00	£32,828.59
Skip hire			£0.00			
Sefton Council-Park open/close	£511.00	£511.00	£1,022.00			
Maghull TC- Grounds maintenance		£1,300.00	£1,300.00			
Sefton Council-Alarm maintenance	£417.00		£417.00			
Health/Safety	£110.00	£110.00	£220.00			
Maintenance-Play Equipment			£0.00			
Maintenance-Buildings-Waste removal		£9.55	£9.55			
Grounds maintenance		£85.70	£85.70			
PARK EXPENSES				£3,054.25	£28,145.00	£25,090.75
Postage/Stationery/Computer costs	£81.75	£476.58	£558.33			
Refreshments/Cleaning Materials	£72.79	£20.83	£93.62			
I T Commission			£0.00			
Audit fees	£116.67		£116.67			
Subscriptions			£0.00			
Training		£150.00	£150.00			
Advance on Chairman's Expenses			£0.00			
Other staff costs	£65.63	£136.50	£202.13			
Advertising		£150.00	£150.00			
SUNDRY EXPENSES				£1,270.75	£10,350.00	£9,079.25
LOAN REPAYMENTS	£7,099.26		£7,099.26	£7,099.26	£14,200.00	£7,100.74
Gas		£38.48	£38.48			

Electric	£197.50	£490.32	£687.82			
Water			£0.00			
Telephone	£165.46	£4.84	£170.30			
UTILITIES				£896.60	£4,620.00	£3,723.40
INSURANCE	£0.00	£0.00	£0.00	£0.00	£3,500.00	£3,500.00
SECTION 137 GRANTS	£0.00	£0.00	£0.00	£0.00	£2,500.00	£2,500.00
ELECTION COSTS	£0.00	£0.00	£0.00	£0.00	£3,000.00	£3,000.00
BANK CHARGES	£11.05	£180.44	£191.49	£191.49	£250.00	£58.51
MILEAGE	£11.25	£185.82	£197.07	£197.07	£250.00	£52.93
PROFESSIONAL FEES	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00
CONTINGENCY	£0.00	£0.00	£0.00	£0.00	£15,000.00	£15,000.00
VAT PAID	£184.85	£801.71	£986.56	£986.56	£1,000.00	£13.44
	£11,808.27	£7,059.12	£18,867.39	£18,867.39	£142,315.00	£123,447.61
Receipts	Apr	May	Total	Received to date	Budget	Balance to date
PRECEPT	£56,500.00	£11,300.00	£56,500.00	£56,500.00	£113,000.00	£56,500.00
BOWLS	£256.74	£0.00	£256.74	£256.74	£420.00	£163.26
FOOTBALL	£66.66	£33.33	£66.66	£66.66	£400.00	£333.34
BANK INTEREST (Deposit acc)	£0.00	£0.00	£0.00	£0.00	£30.00	£30.00
SUNDRY	£0.00	£0.00	£0.00	£0.00	£250.00	£250.00
VAT COLLECTED	£13.34	£6.67	£13.34	£13.34	£35.00	£21.66
VAT - HMRC	£0.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00
	£56,836.74		£56,836.74	£56,836.74	£124,135.00	£67,298.26
			NET VAT	£973.22	-£9,035.00	-£10,008.22

PLANNING APPLICATIONS

Certificate of lawfulness for the proposed erection of a single storey extension to rear of the dwellinghouse.

Ref. No: DC/2018/01050 | Validated: Fri 01 Jun 2018 | Status: Registered
18 Downside Drive Aintree Liverpool L10 8LJ

Erection of a single storey extension to the rear and side of the dwellinghouse

Ref. No: DC/2018/00851 | Validated: Fri 04 May 2018 | Status: Registered
43 Lincoln Drive Aintree Liverpool L10 3LJ

Erection of a single storey extension to the side, rear and front of the dwellinghouse following the demolition of existing garage and conservatory

Ref. No: DC/2018/00842 | Validated: Mon 21 May 2018 | Status: Registered
51 Bull Bridge Lane Aintree Liverpool L10 6LY

Neighbouring Authority Consultation application to to erect 60 dwelling houses with associated landscaping and access from Sherwoods Lane (Liverpool City Council reference 15F/1962)

Ref. No: DC/2015/01475 | Validated: Wed 19 Aug 2015 | Status: Registered
Redbridge And Bank View High School Sherwoods Lane Liverpool L10 1LW

**Erection of a detached three storey dwelling following demolition of the existing Ref. No: DC/2013/00621 | Validated: Tue 28 Jan 2014 | Status: Registered
Aintree Hall Farm 133A Oriel Drive Aintree Liverpool L10 3JP**

Wango Lane Housing Development

The earliest the application for the 43 houses on Wango Lane will be considered is 4 July 2018

AGENDA ITEM 6785

3 Repton Grove
Aintree Village
Merseyside
L10 2JX
E – cmcouncillor8@googlemail.com

30 May 2018

FOR THE ATTENTION OF AINTREE VILLAGE PARISH COUNCIL

I am led to believe that my letter presented to the Parish Council at its meeting on 21 May 2018 in which I criticised many aspects of the Parish Council's 'newsletter', was not well received; indeed it was the subject of derisory comments.

As a resident I have a right to know what decisions the Parish Council makes, why it makes those decisions and whether the decisions made are for the benefit of the residents of this Parish.

I find it deplorable that instead of dealing with my enquiries, parish councillors thought it acceptable to pour scorn on my letter's content, with one councillor, who doesn't live in the parish or pay the precept, making potential slanderous comments relating to my time as Chairman of the Parish Council: I'm told he said something to the effect of me having received '£800 and £1,000' and that he had evidence of that. As that is not my recollection, I now require that evidence to refresh my memory. But what that has to do with my criticism of the 'newsletter' defeats me; can you advise?

I am currently seeking legal advice on the potential slander.

I'm also told that great play was made by a parish councillor who again does not live in the parish or pay the precept, who drew particular attention in a negative way to my use of 'district auditor' rather than 'external auditor'. If only she had answered the point I raised, I might have had some respect. But again, what the title of the auditor also has to do with my criticism of the 'newsletter' again defeats me; can you advise?

The general behaviour of parish councillors confirms what I and some others believe i.e. the majority of the current membership of Aintree Village Parish Council is not fit for purpose. I would go on to say that some have delusions of grandeur and seem to forget they are public servants with most having merely 'walked into' the role rather than by the due process of an actual election.

Therefore I again request a response to my previous letter with the points I raised properly answered with clarity and transparency. For example, I asked for an explanation as to why the Parish Council decided to increase the precept and what it intended to do with all the reserves in its accounts – as well as pointing out many, many errors in the so called 'newsletter'. I need explanations as to why those errors were made.

I don't see how the Parish Council can possibly engage with the residents when it sends out rubbish like the 'newsletter'. The people I speak to are aghast that a non-Aintree Village person is chairman and that five of the twelve don't live in the parish so they don't pay the precept; perhaps they've come to 'save' us but all they're doing is blocking places for Aintree Village residents.

It saddens me that the standards of what was once a very proud and revered Parish Council seem to have dropped markedly. The attire and appearance of the current Chairman at an event I also attended recently was most disappointing. We all have our own style of dress, what we feel comfortable wearing; but clothes worn for leisure are not usually the same as what you would wear for an important aspect of your role or job.

The Chairman is the Civic Head of our Parish Council and should be expected to present a respectable demeanour; he is an ambassador for Aintree Village and is attending events as the representative of our Parish and its residents, though one wonders how that can be if the Chairman does not live in the Parish and knows very little of its history.

I cannot understand why these 'outsiders' want to be on our Parish Council and I can only assume that they can't get onto any public body in their own areas.

I plead with the parish councillors who are bona fide residents of this parish and ask you to bring this Parish Council back to the residents instead of it being a vessel for others to pursue their own political agendas.

We need a Chairman, Vice Chairman and Press Officer who live in the parish, not people who do not live in the parish and who do not pay the precept – and they shouldn't be in key roles where decisions on the spending of the residents' precept are taken; it is not right, just or ethical.

By the way, I understand that one parish councillor said he would stand down if an Aintree Village resident wanted to be on the Parish Council; can you ask him to resign so that I might be considered. Also, I understand that a member of the Green Party is blocking a place for an Aintree Village resident as he does not attend, save for when he is just about to be disqualified due to six months of non-attendance.

I look forward to detailed responses on all the points I raised in my two letters.

Parish Councillors need to remember that they are public servants and are accountable to the residents.

Carole Mitchell