



Aintree Village Parish Council

Minutes of the meeting of the Parish Council held on
Monday 19 March 2018 at 7.00pm

Present Councillors - M Carter (Chair), J Colbert, M Wykes, G Downey, R Preston, N Kelly, B Honeyman, S Gent

In Attendance M Dilworth (Parish Clerk), K Ellis (RFO)

6676 To elect a Chairman of the Parish Council

Official notification as to the resignation from the post of Chairman, by Cllr J Colbert as of 10 March 2018.
It was resolved to elect to the position of Chairman to the Parish Council - Cllr Mike Carter
It was resolved to elect to the position of Vice-Chairman to the Parish Council - Cllr Bill Honeyman

6677 Apologies for absence

None

6678 Declarations of interest

None.

6679 Public participation

Ladies from the Harrow Drive bowling club attended the meeting to reaffirm their use of the bowling green and request that this seasons costs are not increased.
The Parish Council recommended that the bowls club write to the Parish Council for consideration of
: Their wish for a shelter to extend the pavilion area
: Free of charge use of the bowling green, for selected community events to encourage others from the neighbourhood to participate.
Item 6690 brought forward in the meeting schedule, to facilitate public attendees (see below)

6680 Minutes of previous meeting

It was resolved to approve the minutes of
Parish Council meeting held on 19 February 2018
Park Committee meeting held on 7 November 2017
and the chairman was authorised to sign as correct records.

6681 Clerks report including an update on matters arising from minutes.

The noticeboard for the park has arrived. The Clerk has instructed F Boyle to attach it to the side wall of the changing room building and remove the old disused board. She has asked that he request additional assistance if he assesses the job requirement to be more than a single person operation.
Legionella risk report received and circulated and the first of the monthly testing processes actioned earlier today.
The burst pipe in the toilets beside the chambers room has been rectified. This toilet building no longer has a water supply
F Boyle is to apply anti-vandal paint to the far corner area along with the upper part of all the bowls area fencing to try to restrict unauthorised access to the bowls area. This will require the purchase of signs "Anti-Vandal Paint" which the Clerk will undertake.
The annual trade waste contract with Sefton Council to 31.03.19 has been signed this still incorporates a one months notice clause.
Harrow drive park evacuation site - Aintree Racecourse April 2018 meeting - Cllr J Colbert details advised
Electricity contract renewed
Newsletter updated as per previous meeting agreements. Hopefully ready for distribution by next week
Revaluation of assets exercise. Clerk hope this will be complete before her employment finalises on 31 March 2018.

6682 Reports from external meetings and Chairman's report (for information only)

Latest MALC meeting postponed
Latest SAPLC (10 Parishes) meeting postponed

6683 Financial matters

It was resolved to accept - Budget monitoring report for February 2018
It was resolved to accept - Bank reconciliation for February 2018
It was resolved to accept - Current payments for authorisation.
Internal Audit report Nov17 to Feb18 - Noted RFO to chase receipt for missing payment
Financial Regulations review postponed due to ill health to reconvene with the next week.
The set-up of Unity bank account was significantly delayed due to the bank misplacing the documents. The process will have to start again at the beginning, RFO to obtain papers for completion.

Payments		Apr-June	July-Sep	Oct-Dec	Jan	Feb	Total	Spend to date	Budget	Balance to date
1	PARK REFURBISHMENTS	£9,155.77	£0.00	£0.00	£0.00	£0.00	£9,155.77	£9,155.77	£11,150.00	£1,994.23
2	PAYROLL	£15,138.65	£6,501.44	£5,624.22	£2,952.90	£1,560.04	£31,777.25	£31,777.25	£50,000.00	£18,222.75
	Skip hire	£125.00	£125.00	£0.00	£0.00	£0.00	£250.00			
	Sefton Council-Park open/close	£1,916.20	£638.70	£1,533.00	£511.00	£511.00	£5,109.90			
	Maghull TC- Grounds maintenance	£3,600.00	£3,900.00	£3,300.00	£1,000.00	£1,667.30	£13,467.30			
	Sefton Council-Alarm maintenance	£0.00	£877.97	£61.00	£0.00	£0.00	£938.97			
	Health/Safety	£150.00	£293.00	£222.50	£50.00	£1,295.00	£2,010.50			
	Maintenance-Play Equipment	£0.00	£535.00	£138.39	£645.05	£0.00	£1,318.44			
	Maintenance-Buildings-Waste removal	£139.59	£371.95	£1,120.63	£0.00	£53.83	£1,686.00			
3	PARK EXPENSES							£24,781.11	£31,500.00	£6,718.89
	Postage/Stationery/Computer costs	£358.16	£29.59	£410.66	£467.42	£10.35	£1,276.18			
	Refreshments/Cleaning Materials	£24.67	£15.90	£0.00	£0.00	£50.25	£90.82			
	IT Commission	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
	Audit fees	£0.00	£0.00	£516.67	£0.00	£0.00	£516.67			
	Subscriptions	£817.60	£35.00	£154.00	£0.00	£0.00	£1,006.60			
	Training	£189.00	£0.00	£0.00	£0.00	£0.00	£189.00			
	Advance on Chairman's Expenses	£-550.00	£0.00	£0.00	£0.00	£0.00	£-550.00			
	Other staff costs	£1,500.00	£0.00	£0.00	£0.00	£287.00	£1,787.00			
4	SUNDRY EXPENSES							£4,316.27	£6,500.00	£2,183.73
5	LOAN REPAYMENTS	£0.00	£7,099.24	£0.00	£0.00	£0.00	£7,099.24	£7,099.24	£14,198.00	£7,098.76
	Gas	£72.51	£82.92	£110.83	£0.00	£49.58	£315.84			
	Electric	£391.88	£172.51	£191.94	£77.53	£83.87	£917.73			
	Water	£26.90	£863.58	£20.15	£0.00	£0.00	£910.63			
	Telephone	£156.21	£159.86	£158.82	£166.74	£4.72	£646.35			
6	UTILITIES							£2,790.55	£5,000.00	£2,209.45
7	INSURANCE	£0.00	£0.00	£3,629.82	£0.00	£0.00	£3,629.82	£3,629.82	£3,500.00	£-129.82
8	SECTION 137 GRANTS	£100.00	£0.00	£100.00	£0.00	£0.00	£200.00	£200.00	£2,500.00	£2,300.00
9	ELECTION COSTS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00
10	BANK CHARGES	£61.68	£46.50	£50.94	£10.35	£23.32	£192.79	£192.79	£400.00	£207.21
11	MILEAGE	£6.72	£1.35	£316.37	£0.00	£0.00	£324.44	£324.44	£300.00	£-24.44
12	PROFESSIONAL FEES	£6,850.00	£0.00	£500.00	£0.00	£0.00	£7,350.00	£7,350.00	£9,850.00	£2,500.00
13	CONTINGENCY	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£31,500.00	£31,500.00
14	VAT PAID	£4,837.02	£1,381.66	£1,381.95	£530.50	£780.49	£8,911.62	£8,911.62	£1,000.00	£-7,911.62
		£45,067.56	£23,131.17	£19,541.89	£6,411.49	£6,376.75	£100,528.86	£100,528.86	£168,898.00	£68,369.14
Receipts		Apr-June	Jly-Sep	Oct-Dec	Jan	Feb	Total	Received to date	Budget	Balance to date
15	PRECEPT	£42,000.00	£18,000.00	£0.00	£0.00	£0.00	£60,000.00	£60,000.00	£60,000.00	£0.00
16	BOWLS	£420.12	£0.00	£0.00	£0.00	£0.00	£420.12	£420.12	£200.00	£-220.12
17	FOOTBALL	£175.00	£0.00	£150.00	£33.33	£33.33	£391.66	£391.66	£350.00	£-41.66
18	BANK INTEREST (Deposit acc)	£2.70	£1.74	£5.25	£0.00	£12.24	£21.93	£21.93	£50.00	£28.07
19	SUNDRY	£0.00	£2,205.00	£0.00	£208.00	£0.00	£2,413.00	£2,413.00	£0.00	£-2,413.00
19	VAT COLLECTED	£35.00	£0.00	£30.00	£6.67	£6.67	£78.34	£78.34	£0.00	£-78.34
20	VAT - HMRC	£4,846.83	£2,975.47	£0.00	£1,187.30	£0.00	£9,009.60	£9,009.60	£0.00	£-9,009.60
		£47,479.65	£23,182.21	£185.25	£1,435.30	£52.24	£72,334.65	£72,334.65	£60,600.00	£-11,734.65
							NET VAT	£-176.32	£1,000.00	£1,176.32

	Payee	Details	Amount	Cheque No / Pay Type
1	HMRC	Tax/Ni Month 12	£263.10	6296
2	Maghull Town Council	Grounds maintenance contract -February 2018	£1,200.00	6297
3	Water Plus	Half yearly wastewater charge	£851.36	6298
4	Future Water Ltd	Monthly hygiene visit	£72.00	6299
5	Champion Newspapers	Advert for Clerk Vacancy	£154.20	6300
6	Maghull Town Council	Grounds maintenance contract -March 2018	£1,200.00	6301
7	Epica Management Solutions Ltd	Health and Safety March 2018	£60.00	DDR
8	NatWest	Autopay charges	£5.12	DDR
9	NatWest Autopay	Monthly payroll 06 March 2018	£1,396.74	DDR
10	Extra Energy	Extra Energy 26 January-25 February 2018	£3.11	DDR
11	Extra Energy	Extra Energy 26 January-25 February 2018	£20.97	DDR
12	Hive Telecom	Monthly call charges February 2018	£5.34	DDR
13	Extra Energy	Extra Energy Changing Rooms 26 January-25 February 2018	£122.90	DDR
14	Sefton Council	Monthly standing order for opening/closing park	£613.20	S/O
15	Spaldings	Latex gloves £28.92 Boots £36.25 Gloves £23.54	£106.45	6302
16	Nat West	Bank Charges 03Feb-02Mch 2018	£10.08	DDR
17	Lancashire Association of Area Councils (LALC)	Annual subscription inc NALC 2018-19	£757.49	6303
18	Clerks & Councils Direct (Communicorp)	Annual subscription June18-May19	£12.00	6304
19	Sefton Council	Periodic Inspection at park - Hardwire testing	£900.00	6305
20	Water Plus	Water & wastewater 30Nov17-Mch	£17.97	DDR
21	Aintree Plumbing & Heating	repair due to pipe burst	£55.00	6306
22	Spaldings	Hi-Viz Jacket	£48.54	6307
23	M Dilworth	folding step stool	£17.99	6308
Total Cost of payments March 2018			£7,893.56	

Summary of balances 28.02.18

£

Current Account	£17,108.11
Reserve account	£92,492.82
Less Unpresented Cheques	-£4,279.87
Less Uncredited Funds	£0.00
Funds Available	£105,321.06

6684 Casual Vacancy - Clerk

Official notification of resignation of F Forrest from the position of Councillor as of 19 February 2018
Notice of vacancy displayed on noticeboards from this evening (Monday 19h March)

6685 Recruitment of replacement for the retiring Clerk - Cllr M Carter

It was resolved to accept the working groups recommendation with regard to the employment of Mr Mohan Kundi, approval subject to references, on the terms and conditions set out below.

Salary ranges NJC SCP points 27-31 Mr Kundi starting at point 27. With a review after probationary period of six months and thereafter a review at 1st April each year, increases dependant upon achievement & advancement in CiLCA qualification. To a maximum point 31

CiLCA training & others to be funded by the Parish Council

Hours of work 15 - flexibility required.

Annual leave 25 day rising to 30 days after five years continuous service. Plus 8 statutory holidays and 2 extra statutory holidays. (Pro-rata to FTE of 37 hours)

SSP arrangement for sickness absence.

The forthcoming Clerk to provide costing, at a future parish council meeting, to equip himself with an adequate mobile phone. It was resolved that further salary payment may be made to the retiring Clerk M Dilworth in a period following her resignation for additional hours to support the new Clerk if required.

It was recognised that the new Clerk should be safeguarded from excessive workloads and vexation.

6686 Park management - Cllr M Carter

It was resolved to set up a working group to recruit a park officer to oversee the operations of the park in a safe and compliant manner together with the undertaking of duties to improve the environment of the park.

The working group has the delegated authority to

Review salary and hours

Prepare job description

Prepare person specification

Advertise job

Review applicants for consideration of interview

Prepare interview questions

Interview applicants as per consideration

Prepare contract

Full Council would favour

: A temporary position of 6 months, with a one month notice clause

: F Boyle to assist with the job description and shortlisting stages.

The working group to make recommendation to full Parish Council as to recruitment

Working Group - Cllrs M Carter, M Wykes, B Honeyman and S Gent.

6687 F Boyle employment contract - Clerk

It was resolved to renew F Boyles temporary contract for a further six months to 30 September 2018

6688 Emergency/out of hours response - Cllr B Honeyman

Emergency/out of hours contact details are to be displayed upon the noticeboard once this is established in the park.

Further consideration to be given to the presentation of guidance procedures on the noticeboard including pitch usage, poor weather conditions, incident reporting etc.

It was noted that when a full review of signage requirements for the park is undertaken, consideration should be given as to signs to indicate both the Chambers building and the changing room building.

Clerk to circulate contact phone numbers for Cllrs and employees to all Cllrs.

Clerk to obtain contract costs from Sefton Arc with regard to an emergency response service to include the scope of coverage.

6689 Use of junior football pitches - Clerk (b/f from previous meeting)

It was resolved to allow the use of the football pitches for a summer league by Mr L Doran (River Juniors Cruzeiro)

With regard to the standard terms and conditions plus

£36.00 for the use of up to three unmarked pitches for a maximum of 2 hours in any one session (only one session per day allowed.)

Schedule of pitch requirements required and paid for in advance of any use. Some flexibility may be allowed with regard to schedule changes due to weather conditions, these must be agreed by the Clerk.

Facilities will not be available - Toilets, showers, storage etc.

Unauthorised use of the pitches will follow with a ban on any further use

- 6690 Facilities fees - Cllr B Honeyman**
Item brought forward in the meeting schedule, to facilitate public attendees
It was resolved to maintain bowls fees at £23.34 (plus VAT) per session to local club Harrow Drive
It was resolved to maintain football fees at :-
: £50.00 per game - Adult local teams (includes the use of the shower facilities)
: Waiver the fee - Junior local teams (excludes the use of the shower facilities)
: 12.00 per game - Junior non local teams (excludes the use of the shower facilities)
It was resolved not to introduce charging for the use of the tennis courts.
- 6691 Comments of Borough Cllr A Carr - Cllr M Carter**
Comments noted.
- 6692 Article in Champion newspaper 03.01.18 - Cllr Harris**
It was agreed that the parish council would aim to support any initiatives to improve local facilities.
- 6693 Wango Lane Bridge Lights - Correspondence**
It was resolved that the Clerk would write to Sefton MBC highways department to ascertain information with regard to the changes currently underway at the swing bridge on Wango Lane and the likely long-term impact this may have on local residents.
- 6694 LALC spring conference Saturday 28 April 2018 - Clerk**
It was resolved not to send a representative to the spring conference.
- 6695 Hardwire testing - Clerk**
It was resolved to undertake the recommended remedial action with regard to third party observations whilst undertaking hardwire testing of the buildings in Harrow Drive park (Chambers, Changing rooms and Garage) to the value of £120.00
- 6696 Planning**
App No 2018/0269 - 9 Sedbergh Ave L10 3JT - NOTED
Erection of a two storey side extension and a single storey extension to the rear of the dwellinghouse following demolition of existing single storey extension to side Open for Comment
App No 2018/0380 - Aintree Youth Centre Oriol Drive L10 6NJ - NOTED
Erection of a polycarbonate canopy to the rear and new doors to the side entrances Open for Comment
App No 2018/0384 - 1a Molyneux Way L10 2JA - NOTED
Approval of details reserved by conditions: 4 and 5A) attached to planning application DC/2013/00222 approved on 19/12/2013 Open for Comment
App No 2018/0372 - 23 Eaton Drive L10 2JY - NOTED
Retention of a single storey extension and flue and proposed dormer extension to the rear of the dwellinghouse and a dropped kerb to the front with block paving to the front and side, a boundary wall, timber fence to the rear and side. Open for Comment
App No 2018/0377 - 9b Altway L10 3JB - NOTED
Change of use of the ground and first floors from A2 (business) to A3 (food and drink), erection of a new shop front and installation of roller shutters Open for Comment
App No 2018/0378 - 37 Charterhouse Drive L10 8JY - NOTED
Erection of a single storey extension to the side of the dwellinghouse Open for Comment
App No 2018/0442 - 20 Bull Bridge Lane L10 6LZ - NOTED
Erection of a single storey extension to the rear, a two storey extension to the side and a single storey extension to the front of the dwelling Open for Comment
App No 2018/0447 - 13 Ellesmere Drive L10 2JR - NOTED
Certificate of lawfulness for the proposed erection of a single storey extension to the rear of the dwellinghouse Open for Comment
- 6697 Correspondence (for information only)**
Freedom of information request - G Harris
Electric car points in new developments - Sefton MBC
Flooding - LALC
Supplementary planning documents - Sefton MBC
Lobby day - LALC
Data Protection (25 May 18) - LALC
- 6698 Date of next meeting**
Monday 16 April 2018

The meeting closed at 10.30pm

Minutes 6676 to 6698 received as a correct record on 16 April 2018

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Chairman