



## Aintree Village Parish Council

Minutes of Annual Meeting of the Parish Council  
held on

Monday 21<sup>st</sup> May 2018

- |               |  |  |
|---------------|--|--|
| Present       |  | Cllrs. Carter, Colbert, Wykes, Preston, Grosart, Honeyman, Harris and Downey   |
| In attendance |  | Officers (2):- M Kundi (Parish Clerk), K Ellis (RFO)<br>Members of the Public:- Four   |
| 6717          | Apologies  | Councillors:- Feeley, Gent, Kelly  |
| 6718          | Election of<br>Chairman                                      | Cllr. Harris nominated Cllr. Honeyman initially and then Cllr. Preston. Both declined. Cllr. Carter put forward his name. Cllr. Harris then spoke against the single candidate. The Vice-chair took the Chair for the vote.<br>Cllr Colbert PROPOSED Cllr Carter as Chairman, SECONDED by Cllr Honeyman, following which Cllr Carter was elected Chairman for the Parish Council year 2018/2019, and resumed the Chair.<br>Following a request for a recorded vote, the voting was:-<br>For:- Cllrs Colbert, Wykes, Preston, Grosart and Honeyman<br>Against:- Cllr Harris |
| 6719          | Chairman's<br>declaration of<br>Acceptance of<br>office      | The declaration of Acceptance of Office of Chairman of the Council was duly signed and recorded  |
| 6720          | Election of Vice<br>Chairman                                 | Cllr Colbert PROPOSED Cllr Honeyman as Vice Chairman, SECONDED by Cllr Preston, following which Cllr Honeyman was duly elected as Vice Chairman for the Parish Council year 2018/2019.   |
| 6721          | Vice Chairman's<br>declaration of<br>acceptance of<br>office | The declaration of Acceptance of the Office of Vice Chairman of the Council was duly signed and recorded   |
| 6722          | Nominations to<br>outside bodies                             | AGREED the following nominations to outside bodies:-<br>A) Sefton Partnership of Local Councils (10 Parishes):-<br>Cllrs Carter, Harris, and Colbert<br>B) Area Committee:- Cllr Honeyman<br>C) Merseyside Association of Local Councils (MALC):-<br>Cllrs Carter, Honeyman, and Grosart<br>D) Council for the Protection of Rural England (CPRE):-<br>No nominations made   |
| 6723          | Appointments   | AGREED the following:-<br>A) Park Committee – Cllrs. Wykes, Carter, Honeyman, Alex Gosart, and Gent<br>B) Emergency Committee – no appointments until such time as the Parish Council has approved the Committee's terms of reference.<br>C) Press Officer – Cllr. Colbert<br>Following the request for a recorded vote in respect of the appointment of the Cllr. Colbert as Press Officer, the voting was:-<br>For:- Cllrs. Colbert, Wykes, Kelly, Preston, and Honeyman<br>Against:- Cllr. Harris   |

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| 6724 | Payment of any subscription falling to be paid annually | Noted that annual subscription was submitted throughout the year and dealt with as normal payment on their merits.   |
| 6725 | Vote of thanks to retiring Chairman                     | The great work undertaken on behalf of the local community by Cllr Colbert was acknowledged, and the need for the type and cost of retiring Chairman's 'pin' to be explored by the Clerk   |
| 6726 | Public Participation                                    | <p>A) Jenny Currie, Community Engagement Officer from the Office of the Police and Crime Commissioner for Merseyside gave a presentation on the role and responsibilities of the Police and Crime Commissioner.</p> <p>B) Constable Davis from Merseyside Police, who is the beat Officer for Aintree Village and Melling provided information on recent criminal activity in the area and steps being taken to address the problem.</p> <p>C) Andy 'O'Neil provided back ground information regarding Aintree Villa U16 football team and his request to make Harrow Park their home ground. It was agreed that Mr O'Neill be requested to complete an application form, which would be considered with any other application.</p> <p>D) Bill Bennett, who wishes to be considered for co-option as a Parish Councillor gave a brief background about his personal life, his career and the work he does in the local community.</p> <p>E) Julie Doyle put forward a proposal to operate a tuck shop/outside café from Parish Council premises. This matter had been considered previously but was turned down due a number of difficulties. AGREED that Park Committee be convened as soon as possible to reconsider the matter.</p> |
| 6739 | Planning Issues   | <p>AGREED to move Standing Orders to deal with item number 6739</p> <p>Members expressed concern regarding the proposed housing development on Wango Lane, Aintree. This land has been designated as 'flood plain' and suffers from regular flooding, which in turn impacts adversely on adjacent properties. Members were particularly concerned about potential remedial measures, if any, that may be undertaken to address flooding as part of the development, and its wider impact on the area.</p> <p>AGREED that Sefton Council's Planning Department be informed of Parish Council's concerns on the following issues:-</p> <ul style="list-style-type: none"> <li>- Potential flooding problems</li> <li>- Single vehicular access point, and</li> <li>- Lack of amenities</li> </ul>  |
| 6727 | Minutes of previous meeting                             | Subject to amendment to minute 6700, whereby Cllr Harris had declared interest in one of Planning Application on the grounds that he was a near neighbour, the minutes of the Parish Council meeting held on Monday 16 <sup>th</sup> April 2018 were agreed as a correct record and the Chairman was authorised to sign them   |

- 6728 Cheque signatories RESOLVED that Cllrs Honeyman, Harris, Gent and Alex Grosart be cheque signatories
- 6729 Annual Reports for external audit 2017/2018 RESOLVED that:-  
 1) subject to amendments to the annual internal audit report and the explanation of variance, the following reports were agreed and the Chairman was authorised to sign where required:-  
 - Annual Governance Statement  
 - Annual Accounting Statement  
 - Annual Internal Report  
 - Bank Reconciliation  
 - Explanation of Variances  
 2) the Parish Council will comply with its requirement of conducting at least three internal audits  
 3) the Clerk to write to the bank explaining the reason for incurring bank fees of £100.00 and seeking its reimbursement.
- 6730 Enduring Payment Schedule RESOLVED to accept Enduring Payment Schedule
- 6731 Clerk's Report RESOLVED that the Clerk undertake a review of the following existing policies:-  
 1) Asset Register  
 2) Risk Register  
 3) Standing Orders  
 4) Financial Regulations  
 And that following new policies be developed:-  
 5) Scheme of Delegation  
 6) Cash Handling Policy
- 6732 Water Risk Assessment – Remedial work RESOLVED that the quote from Future Water Ltd to undertake remedial work for the sum £600.00 + VAT be accepted
- 6733 Chairman's Report The Chairman reported on his Parish Council related work activities and highlighted his visit to Air Cadets where he had the privilege to present two awards.
- 6734 Financial Matters AGREED that the following reports as shown in annexes be approved:-  
 1) Budget monitoring report  
 2) Budget Balance Sheet  
 3) Bank Reconciliation  
 4) Payment for Authorisation for 21<sup>st</sup> May 2018
- 6735 The Great Get Together Event AGREED to approve the holding of the Great Get Together Event on Saturday 23<sup>rd</sup> June 2018
- 6736 Park and Safety Issues RESOLVED that:-  
 1) the quote from SeftonArc to undertake electrical remedial work following hardwire testing for the sum £120.00 + VAT be accepted,  
 2) Clerk to bring a detailed report to the Parish Council highlighting the options available and the associated costs with undertaking PAT test of all portable electrical equipment.

6737	General Data Protection Regulation (GDPR)	<p>RESOLVED that:-</p> <ol style="list-style-type: none"> <li>1) the quote from Prescot Town Council for assisting Aintree Village Parish Council to comply with GDPR for the sum of £100.00 be accepted, and</li> <li>2) the following Policies relating to GDPR be formally adopted:- <ul style="list-style-type: none"> <li>- General Privacy Notices</li> <li>- Subject Access Requests</li> <li>- Privacy Notices Staff, Councillors and Role Holders</li> </ul> </li> </ol>
6738	Parish Council Website	<p>RESOLVED that:-</p> <ol style="list-style-type: none"> <li>1) the quote from The Champion Newspaper for upgrading and refreshing the Aintree Village Parish Council website for the sum £300.00 + VAT and hosting charge of £100 +VAT per annum be accepted, and</li> <li>2) the Clerk be delegated additional £500.00 to enable any changes that may be necessary.</li> </ol>
6740	Correspondence	Members NOTED the content of the letter from Mrs Carole Mitchell
6741	Grass Verges	AGREED that the Clerk consults with Sefton Molyneux Ward Councillors and Sefton Council officers with the aim of developing some options for addressing damaged grass verges.
6742	Park Officer Recruitment	<p>AGREED that Darren Paul Hinton be appointed Park Officer, subject to pre-appointment medical health check and satisfactory references, and on terms and conditions as outlined in his letter of appointment.</p> <p>Standing Order 44 were suspended in order to complete the business</p>
6743	Co-option Consideration	RESOLVED that William Bennett be formally co-opted as a Parish Councillor for a term of office ending at the elections in May 2019.
6744	Charity Football Match	The Parish Council agree to waive the football match fee for a game in memory of Mike McKeown
6745	Changes to Terms and Conditions relating to use of football pitches	<p>AGREED that:-</p> <ol style="list-style-type: none"> <li>1) Clerk be authorised to use his/her judgement to consider and decide on requests for any football matches requested outside the specified dates as detailed in paragraph 15 of the use of football pitch conditions</li> <li>2) This authority be included in the Scheme of Delegation</li> </ol>
6746	Section 137 grant request	<p>RESOLVED that request for grant for the sum of £250.00 be approved subject to the Section 137 grant application being resubmitted to the Clerk under the name Aintree Scout Group and the payment being made to the Aintree Scout Group.</p> <p>Cllr Harris ABSTAINED</p>
6747	Woodland Management Plan	AGREED that Melling Parish Council and Merseyforest staff be permitted to formally enter Parish Council land to facilitate the development of a wider Woodland Management Plan.

- 6748 Clerks Reciprocal Agreement AGREED that reciprocal agreement, whereby a temporary cover will be provided between Parish Clerks across Aintree Village, Maghull, Melling, Lydiate and Formby in the event of the Parish Clerk being off sick or on holiday
- 6749 National Joint Council for Local Government Services (NJC) RESOLVED to accept the implementation of the National Joint Council for Local Government Services (NJC) for Parish Council staff as per:-  
 1) New pay scale for 2018-2019 to be implemented from 1<sup>st</sup> April 2018  
 2) New pay scale for 2019-2020 to be implemented from 1<sup>st</sup> April 2019
- 6750 Dates of Meetings AGREED the following dates:-  
 1) Tuesday 19<sup>th</sup> June 2018  
 2) Monday 16<sup>th</sup> July 2018  
 3) Monday 20<sup>th</sup> August 2018  
 4) Monday 17<sup>th</sup> September 2018  
 5) Monday 15<sup>th</sup> October 2018  
 6) Monday 19<sup>th</sup> November 2018  
 7) Monday 17<sup>th</sup> December 2018  
 8) Monday 21<sup>st</sup> January 2019 (budget and precept meeting)  
 9) Monday 18<sup>th</sup> February 2019  
 10) Monday 18<sup>th</sup> March 2019  
 11) Monday 15<sup>th</sup> April 2019  
 12) Monday 13<sup>th</sup> May 2019 ( Annual Parish meeting)  
 13) Monday 20<sup>th</sup> May 2019 (Annual Parish Council meeting)

The meeting was closed at 11.00pm Standing Orders having been suspended in order to complete Parish Council Business

Minutes 6717 to 6750 received as a correct record on 16<sup>th</sup> July 2018

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Chairman  
Cllr Carter

**Budget Monitoring Report - March 2018**

Payments	Apr-June	July-Sep	Oct-Dec	Jan	Feb	Mar	Total	Spend to date	Budget	Balance to date
<b>PARK REFURBISHMENTS</b>	£9,155.77	£0.00	£0.00	£0.00	£0.00	£0.00	£9,155.77	<b>£9,155.77</b>	<b>£11,150.00</b>	<b>£1,994.23</b>
<b>PAYROLL</b>	£15,138.65	£6,501.44	£5,624.22	£2,952.90	£1,560.04	£1,659.84	£33,437.09	<b>£33,437.09</b>	<b>£50,000.00</b>	<b>£16,562.91</b>
Skip hire	£125.00	£125.00	£0.00	£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	£511.00	£5,620.90			
Maghull TC- Grounds maintenance	£3,600.00	£3,900.00	£3,300.00	£1,000.00	£1,667.30	£2,000.00	£15,467.30			
Sefton Council-Alarm maintenance	£0.00	£877.97	£61.00	£0.00	£0.00	£0.00	£938.97			
Health/Safety	£150.00	£293.00	£222.50	£50.00	£1,295.00	£110.00	£2,120.50			
Maintenance-Play Equipment	£0.00	£535.00	£138.39	£645.05	£0.00	£0.00	£1,318.44			
Maintenance-Buildings- Waste removal	£139.59	£371.95	£1,120.63	£0.00	£53.83	£198.92	£1,884.92			
<b>PARK EXPENSES</b>								<b>£27,601.03</b>	<b>£31,500.00</b>	<b>£3,898.97</b>
Postage/Stationery/Computer costs	£358.16	£29.59	£410.66	£467.42	£10.35	£0.00	£1,276.18			
Refreshments/Cleaning Materials	£24.67	£15.90	£0.00	£0.00	£50.25	£0.00	£90.82			
I T Commission	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
Audit fees	£0.00	£0.00	£516.67	£0.00	£0.00	£0.00	£516.67			
Subscriptions	£817.60	£35.00	£154.00	£0.00	£0.00	£1,669.49	£2,676.09			
Training	£189.00	£0.00	£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	£0.00	-£550.00			
Other staff costs	£1,500.00	£0.00	£0.00	£0.00	£287.00	£128.50	£1,915.50			
<b>SUNDRY EXPENSES</b>								<b>£6,114.26</b>	<b>£6,500.00</b>	<b>£385.74</b>
<b>LOAN REPAYMENTS</b>	£0.00	£7,099.24	£0.00	£0.00	£0.00	£0.00	£7,099.24	<b>£7,099.24</b>	<b>£14,198.00</b>	<b>£7,098.76</b>

Gas	£72.51	£82.92	£110.83	£0.00	£49.58	£0.00	£315.84			
Electric	£391.88	£172.51	£191.94	£77.53	£83.87	£144.43	£1,062.16			
Water	£26.90	£863.58	£20.15	£0.00	£0.00	£869.33	£1,779.96			
Telephone	£156.21	£159.86	£158.82	£166.74	£4.72	£0.00	£646.35			
<b>UTILITIES</b>								<b>£3,804.31</b>	<b>£5,000.00</b>	<b>£1,195.69</b>
<b>INSURANCE</b>	£0.00	£0.00	£3,629.82	£0.00	£0.00	£0.00	£3,629.82	<b>£3,629.82</b>	<b>£3,500.00</b>	<b>-£129.82</b>
<b>SECTION 137 GRANTS</b>	£100.00	£0.00	£100.00	£0.00	£0.00	£0.00	£200.00	<b>£200.00</b>	<b>£2,500.00</b>	<b>£2,300.00</b>
<b>ELECTION COSTS</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<b>£0.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>
<b>BANK CHARGES</b>	£61.68	£46.50	£50.94	£10.35	£23.32	£15.20	£207.99	<b>£207.99</b>	<b>£400.00</b>	<b>£192.01</b>
<b>MILEAGE</b>	£6.72	£1.35	£316.37	£0.00	£0.00	£0.00	£324.44	<b>£324.44</b>	<b>£300.00</b>	<b>-£24.44</b>
<b>PROFESSIONAL FEES</b>	£6,850.00	£0.00	£500.00	£0.00	£0.00	£0.00	£7,350.00	<b>£7,350.00</b>	<b>£9,850.00</b>	<b>£2,500.00</b>
<b>CONTINGENCY</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<b>£0.00</b>	<b>£31,500.00</b>	<b>£31,500.00</b>
<b>VAT PAID</b>	£4,837.02	£1,381.66	£1,381.95	£530.50	£780.49	£586.62	£9,498.24	<b>£9,498.24</b>	<b>£1,000.00</b>	<b>-£8,498.24</b>
	<b>£45,067.56</b>	<b>£23,131.17</b>	<b>£19,541.89</b>	<b>£6,411.49</b>	<b>£6,376.75</b>	<b>£7,893.33</b>	<b>108,422.19</b>	<b>£108,422.19</b>	<b>£168,898.00</b>	<b>£60,475.81</b>

Receipts	Apr-June	July-Sep	Oct-Dec	Jan	Feb	Total	Received to date	Budget	Balance to date
<b>PRECEPT</b>	£42,000.00	£18,000.00	£0.00	£0.00	£0.00	£60,000.00	<b>£60,000.00</b>	<b>£60,000.00</b>	<b>£0.00</b>
<b>BOWLS</b>	£420.12	£0.00	£0.00	£0.00	£0.00	£420.12	<b>£420.12</b>	<b>£200.00</b>	<b>-£220.12</b>
<b>FOOTBALL</b>	£175.00	£0.00	£150.00	£33.33	£33.33	£391.66	<b>£391.66</b>	<b>£350.00</b>	<b>-£41.66</b>
<b>BANK INTEREST (Deposit acc)</b>	£2.70	£1.74	£5.25	£0.00	£12.24	£8.55	<b>£30.48</b>	<b>£50.00</b>	<b>£19.52</b>
<b>SUNDRY</b>	£250.00	£2,355.00	£0.00	£208.00	£0.00	£0.00	<b>£2,813.00</b>	<b>£0.00</b>	<b>-£2,813.00</b>
<b>VAT COLLECTED</b>	£35.00	£0.00	£30.00	£6.67	£6.67	£0.00	<b>£78.34</b>	<b>£0.00</b>	<b>-£78.34</b>
<b>VAT - HMRC</b>	£4,846.83	£2,975.47	£0.00	£1,187.30	£0.00	£1,808.02	<b>£10,817.62</b>	<b>£0.00</b>	<b>£10,817.62</b>
	<b>£47,729.65</b>	<b>£23,332.21</b>	<b>£185.25</b>	<b>£1,435.30</b>	<b>£52.24</b>	<b>£1,816.57</b>	<b>£74,551.22</b>	<b>£60,600.00</b>	<b>£13,951.22</b>

NET VAT -£1,397.72 £1,000.00 £2,397.72

**BANK RECONCILIATION- AS AT 31 MARCH 2018**

<b>CURRENT ACCOUNT</b>	<b>£</b>
<b>BALANCE B/FWD 28.02.18</b>	12,828.24
ADD RECEIPTS	1808.02
LESS PAYMENTS	-7,893.23
TRANSFERS TO RESERVE ACCOUNT	0
TRANSFERS FROM RESERVE ACCOUNT	0
BALANCE C/FWD	6,743.03
ADD UNPRESENTED CHEQUES	5682.8
<b>BALANCE AGREED TO STATEMENT ( 797) 31.03.2018</b>	<b>12,425.83</b>

**BANK RECONCILIATION- AS AT 31 MARCH 2018**

<b>RESERVE ACCOUNT</b>	
<b>BALANCE B/FWD 28.02.2018</b>	102,480.58
INTEREST RECEIVED	0
TRANSFERS TO CURRENT ACCOUNT	0
TRANSFERS FROM CURRENT ACCOUNT	0.00
<b>BALANCE AGREED TO STATEMENT (158) 31.03.2018</b>	<b>102,480.58</b>



List of unrepresented cheques

<u>Chq number</u>	<u>Amount</u>	
6250	Royal British Legion	100 U
6296	HMRC	263.1 U
6297	Maghull Town Council	1200 U
6298	Water Plus	851.36 U
6299	Future Water Ltd	72 U
6300	Champion Newspapers	154.2 U
6301	Maghull Town Council	1200 U
6302	Spalding	106.45 U
6303	LALC	757.49 U
6304	Clerks and Councils	12 U
6305	Sefton Council	900 U
6307	Spalding	48.54 U
6308	M Dilworth	17.66 U
<b>TOTAL</b>		<b>5682.8</b>

Summary of balances 31  
March 2018

Current Account (after deducting unrepresented cheques)	£	6743.03
Business Reserve Account		102480.6
Total cash at 31 March 2018		109223.6

**Payments for authorisation 16 April 2018**

<b><u>Payee</u></b>	<b><u>Details</u></b>	<b><u>Amount</u></b>	<b><u>Payment method</u></b> <b><u>Cheque number/</u></b>
1 HMRC	Tax/Ni Month 01	553.98	6309
2 Jenkinsons	Black ink cartridges	27.34	6310
3 K Ellis	Postage	15.36	6311
4 Future Water Ltd	Monthly hygiene visit	72	6312
5 M Carter	Printing Newsletter £81.40/Mileage to MALC £11.25/Data Protection Reg £35	127.65	6313
6 C Price	Internal audit March 2018	116.67	6314
7 Epica Management Solutions Ltd	Health and Safety April 2018	60	DDR
8 Natwest	Bank charges March 2018	8.05	DDR
9 Natwest Autopay	Monthly payroll 06 April 2018	2210.08	DDR
10 Extra Energy	Extra Energy 26 February-23 March 2018	TBA	DDR
11 Extra Energy	Extra Energy 26 February-23 March 2018	TBA	DDR
12 Hive Telecom	Monthly call charges March 2018	TBA	DDR
13 Extra Energy	Extra Energy 26 February-23 March 2018	TBA	DDR
14 British Telecom	Quarterly line rental 01 April-30 June 2018	192.79	DDR
15 Sefton Council	Monthly standing order for opening/closing park	613.2	S/O

Total Cost of payments-March 19 2018	3997.12
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