



**Aintree Village Parish Council**  
 Minutes of Parish Council meeting held on  
**Tuesday 19<sup>th</sup> June 2018**

Present		Cllrs. Carter, Colbert, Downey, Wykes, Harris, Kelly, Honeyman, Preston, Grosart and Bennett
6758	Apologies	Cllr. Gent
6759	Declaration of interest	Cllr. Grosart declared an interest in item 6773
	In attendance	Mo Kundi (Parish Clerk), Karen Ellis (RFO), Jill Coules (Sefton Council), Sue Ashe (Sefton Council)
6760	Minutes of previous meetings	<ol style="list-style-type: none"> <li>1) AGREED to defer the minutes of Annual Parish Council meeting held on 21<sup>st</sup> May 2018 to 16<sup>th</sup> July 2018 meeting.</li> <li>2) The minutes of the Parish Council meeting held on Friday 8<sup>th</sup> June 2018 were AGREED as a correct record and the Chairman was authorised to sign them.</li> <li>3) NOTED the minutes of the Park Committee held on Tuesday 29<sup>th</sup> May 2018</li> </ol> <p>AGREED to move Standing Orders to deal with item number 6739</p>
6761	Matter arising	None
6762	Public participation	<p>Stanley Henlon representing Aintree Ajax under 16/17 football team put forward a case for the use of the Parish Council pitches, and making Harrow Park their permanent home. Member referred the matter to the Park Committee</p> <p>Andy O'Neil representing Aintree Villa football club stated that they wish to use the full size football pitch, and the toilet facilities. They have two team teams, and would wish to play every Saturday morning, and are willing to bring their own posts if required. Members referred the matter to the Park Committee.</p>
6763	Clerk's reports	<ol style="list-style-type: none"> <li>1) RESOLVED in principle to adopt the new Flag Flying Policy, with further amendments to be considered at the next meeting.</li> <li>2) NOTED the dissolution of the SAPLC (10 Parishes)</li> <li>3) Members considered the report on PAT Testing of portable electrical equipment and RESOLVED to allow Cllr. Bennett to arrange appropriately trained person to undertake visual PAT Testing at no cost to the Parish Council.</li> <li>4) NOTED the significant gaps in Parish Council policies and charged the Parish Clerk to develop and update the relevant policies as soon as possible.</li> <li>5) NOTED that Cllrs Carter, Wykes, Honeyman and Preston attended the new Code of Conduct meeting, and RESOLVED that the Parish Clerk brings new Code of Conduct policy at the next meeting of the Parish Council.</li> <li>6) NOTED that:-       <ol style="list-style-type: none"> <li>a). Sefton Council has no funds to undertake any modifications to verges/footpaths</li> <li>b). Work undertaken in Maghull and Formby has been funded by Section 106 money, Ward Councillors and Maghull and Formby Councils</li> </ol> </li> </ol>

6764	Chairman's reports	<p>NOTED that Cllrs. Carter and Honeyman attended the funeral of Freeman Councillor William Ruston at Sefton Parish Church.</p> <p>NOTED the request from Hope Community Centre to provide a supporting letter from the Chairman</p> <p>NOTED the reasons for changing the Parish Council's domain name from .co.uk to .gov.uk as part of Parish Council's website enhancement works.</p> <p>AGREED that a report be presented at the next meeting on the provision of WiFi in Parish Council buildings.</p>
6765	Financial Matters	<p>1). APPROVED the following:-</p> <ul style="list-style-type: none"> <li>a). Budget monitoring report for May 2018</li> <li>b). Bank reconciliation for April 2018</li> <li>c). Payments for authorisation for 21<sup>st</sup> May and 19<sup>th</sup> June 2018</li> </ul> <p>2). AGREED that the Clerk be charged with the rationalisation of financial reporting and greater use of BACs payment system.</p>
6766	Planning Issues	NOTED the current planning applications and the proposal to hold a joint meeting with other Parish Councils on issues relating to housing development on flood plains.
6767	East Sefton Crime Alert	AGREED to explore greater use of social media to raise awareness of crime related incidents on completion of Parish Council website
6768	Awning - canopy Bowling Green	AGREED to refer the matter to Park Committee
6769	Promoting Parish Council	<p>Members considered a number of ways to raise the profile of the Council and to have a better gender/age balanced on the Parish Council.</p> <p>AGREED to look at social media and Parish Council website as a means of achieving these objectives.</p>
6770	Public comments, particularly in the press	<p>RESOLVED to reconfirm current protocol that agenda items already considered by the Parish Council cannot then be reconsidered within 6 months.</p> <p>Following a request for a recorded vote, the voting was:-</p> <p>For:- Cllrs. Carter, Bennett, Grosart, Preston, Wykes, Downey, Honeyman, Colbert, Kelly</p> <p>Against:- Cllr. Harris</p>

6771	Governance review	<p>Members considered the motion to request Sefton Council to undertake a review of parish council structures in Sefton. RESOLVED that no request be made to Sefton.</p> <p>Following a request for a recorded vote, the voting was:- For:- Cllr. Harris Against:- Cllrs. Carter, Bennett, Grosart, Preston, Wykes, Downey, Honeyman, Colbert, Kelly</p>
6772	Article in The Champion of 3 <sup>rd</sup> January 2018	<p>RESOLVED to reconfirm current protocol that agenda items already considered by the Parish Council cannot then be reconsidered within 6 months.</p> <p>The voting was:- For:- Cllrs. Carter, Bennett, Grosart, Preston, Wykes, Downey, Honeyman, Colbert, Kelly Abstained:- Cllr. Harris</p>
6773	Letter of complaint from a local business	NOTED that this was a private matter.
6774	Agenda review	<p>RESOLVED to reconfirm that it is the responsibility of the Parish Clerk, in conjunction with the Chairman to prepare the agenda, as set out in LGA 1972 and Parish Council Standing Orders.</p> <p>The voting was:- For:- Cllrs. Carter, Bennett, Grosart, Preston, Wykes, Downey, Honeyman, Colbert, Kelly Abstained:- Cllr. Harris</p>
6775	Internal Audit Plan	<p>RESOLVED that the responsibility for developing an internal audit plan, which asks the internal auditor to review the activities listed below, with one topic being selected every three months be delegated to the Parish Clerk.</p> <ul style="list-style-type: none"> <li>a) the fees for leisure activities in the park</li> <li>b) section 137 payments over the last two years</li> <li>c) the chairman's allowance</li> <li>d) the financial regulations</li> <li>e) payments for expenses made to parish councillors and staff</li> <li>f) level of cash reserves</li> <li>g) budget and precept setting process</li> <li>h) insurance cover</li> <li>i) risk management arrangements processes for the review of the asset register and the inventory of small equipment.</li> </ul>
6776	Additions to Chairmanship and Standing Orders	<p>RESOLVED that Parish Council continue with the current status quo.</p> <p>Following a request for a recorded vote, the voting was:- For:- Cllrs. Carter, Bennett, Grosart, Preston, Wykes, Downey, Honeyman, Colbert, Kelly Against:- Cllr. Harris</p>

6777	Mess below railway bridges, Aintree Lane	AGREED that the Parish Clerk write to Sefton Council requesting that Network Rail provide measures on its bridges in Aintree Lane to prevent pigeons roosting.
6778	Hedge along Aintree Lane	AGREED that the Parish Clerk write to Liverpool City Council requesting that they trim their hedge to improve the sight line for pedestrian and drivers exiting Aintree Lane into Sherwoods Lane.
6779	Large advertising vehicle in Ormskirk Road	NOTED that the vehicle has been removed
6780	Canal and River Trust re traffic over Hancock's Bridge	AGREED that the Parish Clerk write to Canal and River Trust and Sefton Council to monitor the effectiveness of the use of new technology and whether it is causing undue delays to vehicular traffic.
6781	Budget/precept	RESOLVED to note the matter.
6782	Chairman's allowance 2016/17	RESOLVED that this form part of the internal audit plan to be undertaken by the Internal Auditor, in line with resolution 6775.
6783	Recent and pertinent comments on the parish council's website for discussions and action	AGREED that Cllr. Bennett contact the Disability Employment Adviser based in Bootle Job Centre.
6784	Verification of Bank reconciliations	RESOLVED that:- a). Cllr. Honeyman be appointed to verify Bank reconciliation for all accounts produced by the RFO on a regular basis as per paragraph 2.2 of the Financial Regulations. b). Cllr. Honeyman be no longer a cheque signatory
6785	Correspondence	Members considered a letter from Mrs Carole Mitchell and RESOLVED to note its content.  The voting was:- For:- Cllrs. Carter, Bennett, Grosart, Preston, Wykes, Downey, Honeyman, Colbert, Kelly Abstained:- Cllr. Harris

6786	Dates of meetings	In light of planned local elections on Thursday 2 <sup>nd</sup> May 2019 Members agreed the following revised 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 14 <sup>th</sup> January 2019 (Budget meeting) 10) Monday 18 <sup>th</sup> February 2019 11) Monday 18 <sup>th</sup> March 2019 12) Monday 15 <sup>th</sup> April 2019 13) Monday 13 <sup>th</sup> May 2019 ( Annual Parish meeting) 14) Thursday 16 <sup>th</sup> May 2019 (Annual Parish Council meeting)
------	-------------------	---

The meeting closed at 10.45pm Standing Orders having been suspended in order to complete Parish Council Business

Minutes 6758 to 6786 received as a correct record on 16<sup>th</sup> July 2018

.....

Chairman  
Cllr Carter



## Payments for authorisation 21 May 2018

	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Payment method Cheque number/</b>
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
<b>Total cost of payments May 2018</b>			<b>7059.12</b>	



## Payments for authorisation 19-Jun-18

	<u>Payee</u>	<u>Details</u>	<u>Amount</u>	<u>Cheque 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	cancelled see chq 6336
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
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**

<b>5599.13</b>
----------------

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

<b>CURRENT ACCOUNT</b>	<b>£</b>
<b>BALANCE B/FWD 30.04.2018</b>	<b>51,871.17</b>
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
<b>BALANCE AGREED TO STATEMENT (801 ) 31.05.2018</b>	<b>61,010.42</b>

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

<b>RESERVE ACCOUNT</b>	
<b>BALANCE B/FWD 30.04.2018</b>	<b>92,504.46</b>
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 Sporttsturf 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	<b>Total cash available 30.05.18</b>	<b>149,214.42</b>
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		
	<b>TOTAL</b>	<b>4311.8</b>		

## Budget Monitoring Report - April 2018-March 2019

C

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			
<b>PARK EXPENSES</b>				<b>£3,054.25</b>	<b>£28,145.00</b>	<b>£25,090.75</b>
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
<b>Receipts</b>	<b>Apr</b>	<b>May</b>	<b>Total</b>	<b>Received to date</b>	<b>Budget</b>	<b>Balance to date</b>
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

