



Aintree Village Parish Council

**Minutes of meeting of the Parish Council held on
Monday 15 May 2017 at 7.00pm**

Present Councillors - J Colbert (Chair), G Downey, N Kelly, C Forrest, F Forrest, S Gent,
M Carter, M Wykes, C Feeley .

In Attendance M Dilworth (Parish Clerk) K Ellis (Responsible Financial Officer).

6488 Open Forum (Public Participation)

Non-members in attendance - Nil

6455 Apologies for absence

Councillors - G Harris, R Preston.

6456 Declarations of interest

Cllr - Colbert Chairman's allowance (if he remains Chairman).

6491 Election of Chairman for the Parish Council 2017-18

Cllr J Colbert was elected Chairman for the 2017/18 Parish Council year and signed the declaration of acceptance of office at 7.15pm

6492 Vote of thanks to the retiring Chairman and the presentation of the "Past Chairman" pin

Cllr C Forrest on behalf of the Parish Council placed on record its earnest thanks and appreciation to Cllr J Colbert for all his contributions throughout the year. She also welcomed him back and wished him equal success as Chairman for the forthcoming year.

In reply Cllr J Colbert stated that he has received much positive feedback from within the community praising the accomplishments of the Parish Council as a whole. With special mention to Cllrs C Forrest and F Forrest for their dedicated work in the park and Cllr S Gent for his services with regard to the Clerkship, whilst the council was awaiting the appointment of a new Clerk.

Cllr J Colbert was presented with his "Past Chairman" pin.

6493 Election of Vice Chairman for the parish council 2017-18

Cllr M Carter was elected Vice-Chairman for the 2017/18 Parish Council year.

6494 Appointment of Committees/Officers

It was resolved to appoint Cllrs to -

Emergency Committee

Chairman, Vice Chairman and Clerk.

Park Committee

Cllrs S Gent, M Carter, M Wykes.

Press Officer

Cllr J Colbert. (it was resolved that one representative was sufficient)

6495 Representation on Outside bodies

It was resolved to appoint Cllrs to -

Sefton Partnership of Local Councils (10 Parishes)

Cllrs J Colbert, S Gent.

Central Sefton Area Committee

Cllr M Carter.

Merseyside Association of Local Councils (MALC)

Cllr M Carter.

COMTECHSA

It was agreed to carry forward this decision to next meeting with regard to ascertain if Cllr G Payne would like to remain as Parish Council representative.

6496 Cheque Signatories

It was resolved to appoint cheque signatories as

Cllrs S Gent, F Forrest, G Downey and G Harris (as long as Cllr Harris is in agreement) .

6497 Annual report - GOVERNANCE STATEMENT (Section 1)

The Parish Council considered and approved the Annual Return for the year 2016/17

The RFO read verbatim Section 1 - Annual Governance Statement 2016/17

after each unit

Unit 1 - Cllrs Agreed Yes

Unit 2 - Cllrs Agreed Yes

Unit 4 - Cllrs Agreed Yes

Unit 5 - Cllrs Agreed Yes

Unit 6 - Cllrs Agreed Yes

Unit 7 - Cllrs Agreed Yes

Unit 8 - Cllrs Agreed Yes

Unit 9 - Cllrs Agreed Not Applicable

Section 1 - Annual Governance Statement was duly signed by -

Chairman - Cllr J Colbert

Clerk - M Dilworth

(details as per Appendix 1)

6498 Annual report- ACCOUNTING STATEMENTS (section 2)

The Parish Council duly considered and agreed Section 2 - Accounting Statement 2016/17 and signed by -

Chairman - Cllr J Colbert.

RFO - K Ellis.

The Parish Council duly considered and agreed the Brief Explanation of Significant Variances 2015/16 to 2016/17.

(details as per Appendix 2&3)

6499 Internal Audit

The Parish Council resolved to
Reappointment of C Price as Internal Auditor for the year 2017/18.
Pay fees to C Price of £350 per annum.
agree the Internal Audit -Terms of Reference (appendix 4)

6500 Chairman's Allowance

At this point Vice Chairman Cllr M Carter took the Chair as Cllr J Colbert's re-election as Chairman brought about a conflict of interest.

It was determined that the phrase "Chairman's Allowance" did not reflect the practice which has been previously agreed upon with regard to the reimbursement of sums expended by a Chairman in the execution of his duties as a principal member of the Parish Council. A more accurate description is "Advance on Chairman's Expenses", to which it will now be referred.

It was resolved that Cllr J Colbert would submit a declaration of his "Advance of Chairman's Expenses" for his time to May 2017, summarising the £450 advance he had received for this time, including a return of advance if it required.

It was resolved that for the year 2017/18 "Advance on Chairman's Expenses" would not exceed £500. That this advance would be split £300 to be advanced to the Chairman with immediate effect. The following £200 on receipt of the Chairman's declaration of the previous £300 (if applicable) and an annual summary in May 2018 to embody the final £200 advance (if applicable) including a return of advance if it required.

It was resolved that the Chairman's declaration that accompanies his/her "Advance of Chairman's Expenses" should be a written statement outlining the expenditure, signed by himself/herself and should be accompanied by receipts whenever possible but not exclusively.

6501 Enduring Payments Schedule

It was agreed that this item would be carried forward to the next meeting

6502 Clerks Report - Annual reviews

Asset Register

It was resolved that the Clerk would obtain some costings with regard to updating evaluation of asset base.

Risk Register

It was resolved that the risk register would be reviewed in detail at the next Park Committee meeting.

Standing Orders

It was resolved that standing orders would be appraised by the Clerk and recommendations reviewed at full council later in the year

Financial Regulations

It was resolved that the financial regulations would be appraised by the RFO & Clerk and recommendations reviewed at full council over the next three to six months. Albeit matters a to d (below) would be amended with immediate effect.

a) S4.1 Committee of the Parish Council, authorise items - to read below £5,000 not over £500

b) S5.5c Fund transfers within PC banking arrangement - to read not less than £10,000 but not in excess of £20,000, in line with Unity Bank arrangements.

c) S6.15 - To read RFO or Clerk

d) S6.2 - To read Trade Card restricted to staff members only as directed by RFO.

It was agreed that Cllr S Gent would be a body for reference and the exchange of ideas with regard to modifications to policy and procedural documents prior to presentation at full council for ratification and resolution.

- 6503 Minutes of previous meeting**
It was resolved to approve the minutes of the Parish Council meeting held on Monday 24 April 2017 and the chairman be authorised to sign as a correct record.
- 6504 Update on matters arising from minutes (for information only)**
Further communication sent to Ward Cllr M Atkinson re grass verges - reply received and circulated
Wet pour under main swing set - completed
- 6505 Reports from external meetings and Chairman's update**
Cllr M Carter gave a synopsis of the recent LALC conference which he will summarise and forward to councillors and the Clerk.
The Clerk is to contact Sefton Council to establish if any monies under section 106 is still available to Aintree.
The Chairman gave a summary of his recent undertakings on behalf of the Parish Council,.
- 6506 Financial matters**
The March 2017 budget monitoring report was restated due to some minor accounting practice changes, bringing it in line with statutory accounts declared. Considered and agreed.
The budget monitoring report and payments for May 2017 were considered and agreed.
It was resolved to purchase a laptop computer for the use of the RFO, to the value not in excess of £500.
RFO to cancel Scottish Power DD
RFO to cancel cheque 6186 M Carter (replacement issued)

Budget Monitoring Report March 2017 (Restated)

PAYMENTS	BUDGET	MONTH 12 Payments	BALANCE
PARK REFURBISHMENTS	£90,000	£13,265	£76,735
PAYROLL	£63,680	£41,872	£21,808
PARK REFURBISHMENTS VAT	£18,000	£2,653	£15,347
PARK EXPENSES	£16,500	£26,851	-£10,351
LOAN REPAYMENTS	£14,198	£14,198	£0
SUNDRY EXPENSES	£7,500	£6,534	£966
INSURANCE	£7,600	£3,495	£4,105
UTILITIES	£4,000	£5,171	-£1,171
VAT	£3,600	£5,612	-£2,012
ELECTION COSTS	£1,200	£0	£1,200
SECTION 137 GRANTS	£1,000	£658	£342
BANK CHARGES	£400	£251	£149
MILEAGE	£600	£100	£500
PROFESSIONAL FEES	£12,000	£350	£11,650
TOTAL	£240,278	£121,010	£119,268

RECEIPTS	BUDGET	MONTH 12 Receipts	BALANCE
PRECEPT	£110,000	£110,000	£0
SEFTON COUNCIL TAX BASE GRANT	£0	£0	£0
VAT REFUNDED	£4,400	£6,408	-£1,921
BOWLS	£200	£150	£50
FOOTBALL	£200	£282	-£82
MISCELLANEOUS INCOME	£50	£619	-£568
BANK INTEREST	£40	£42	£40
TOTAL	£114,890	£117,501	-£2,481

Net movement Year as above -£3,509

Explained by

Net movement Bank & Cash

per Statements	-£3,991
2016 Unpresented Cheques	-£1,024
2017 Unpresented Cheques	£541
	£3,508

Budget Monitoring Report April 2017

PAYMENTS	BUDGET	MONTH 1 Payments	BALANCE
PARK REFURBISHMENTS	£2,000	£8,196	-£6,196
PAYROLL	£43,000	£11,857	£31,143
PARK EXPENSES	£31,500	£689	£30,811
SUNDRY EXPENSES	£5,000	£1,825	£3,175
LOAN REPAYMENTS	£14,198	£0	£14,198
UTILITIES	£5,000	£276	£4,724
INSURANCE	£3,500	£0	£3,500
SECTION 137 GRANTS	£2,500	£0	£2,500
ELECTION COSTS	£1,500	£0	£1,500
BANK CHARGES	£400	£19	£381
MILEAGE	£300	£0	£300
PROFESSIONAL FEES	£3,000	£6,850	-£3,850
CONTINGENCY	£56,000		£56,000
VAT	£1,000	£1,824	-£824
TOTAL	£168,898	£31,536	£137,362

RECEIPTS	BUDGET	MONTH 1 Receipts	BALANCE
PRECEPT	£60,000	£30,000	£30,000
BOWLS	£200	£0	£200
FOOTBALL	£350	£60	£290
BANK INTEREST	£50	£3	£47
VAT		£12	-£12
TOTAL	£60,600	£30,075	£30,525

Summary of balances 30.04.2017

Current Account-(less unrepresented cheques of £26,431.87)	29,821.10
Reserve Account	122,474.43
Total cash available	<u>152,295.53</u>

Payments for authorisation-15 May 2017

Payee	Details	Amount	Cheque number/ Payment method
Lancashire & Merseyside County Training Partnership	New Councillors and Clerks Workshop- M Wykes/M Carter/C Feeley	£189.00	6194
HMRC	Tax/Ni Month 02	£164.03	6195
Maghull Town Council	Grounds maintenance April 2017	£1,200.00	6196
Jenkinsons Ltd	5 reams of paper £10.74/3 ink cartridges/£42.88	£53.62	6197
British Gas	British Gas - 31 March - 19 April 2017 - Estimated	£76.14	6198
Yates Playgrounds Ltd	Wetpour repair -Double Swing Bay	£2,352.00	6199
K Ellis	Tradecard payment £72.62/Stationery £17.94/Stamps £11.58	£102.14	6200
M Carter	Replacing lost cheque 6186 - Mileage	£16.25	6201
J Colbert	Chairmans - Advance on Expenses	£300.00	6202
Sefton Council	Open/close park May 2017	£766.50	Standing order
Epica	Monthly subscription for health and safety May2017	£60.00	Direct debit
Natwest Autopay	Payroll charge- 06 May 2017	£1,472.34	Direct debit
Natwest	Monthly charge-April 17	£9.25	Direct debit
Hive Telecom	April 2017 calls	£5.92	Direct debit
	Total cost of payments	£6,767.19	

6507

Park & Safety Issues

It was considered and resolved to waive the pitch hire charges for the Holy Rosary junior football squad, in line with other teams with close affiliations to local schools.

A request had been received to utilise the football pitches for two games outside the normal football season. The Council resolved that on this occasion the "out of season" use could be disregarded.

On the recommendation of F Boyle it was resolved that chemical removal of graffiti rather than painting over could be considered.

It was resolved that the Clerk would examine the concept of utilising standard bins for dual waste rather than having separate dog waste bins with the forethought to the location of a number of bins which the Council have awaiting installation

On the recommendation of F Boyle it was resolved to purchase a sign for the secondary gates (outside the chambers) to exclude vehicular traffic on and around the tarmac vicinity near the children's play areas.

The consideration of bench replacements in the bowls area would be carried forward to the next Park Committee

6508

Civic Service 2017- Cllr Colbert

The Council resolved that the format of the Civic Service & Award Ceremony of 2016 should be reflected in the 2017 plan but with the addition of a "Youth Award", a youth being somebody below the age of eighteen years of age. The number of "Community Awards" presented would reflect the overall endorsements received after worthy consideration.

The Youth Award would be restricted to those in the appropriate age category (below eighteen) that they reside in Aintree Village or attend/attended either of the schools sited in Aintree Village or have made a contribution towards the Aintree Village community.

6509

Dog Fouling - 10 Parishes

On the recommendation of Sefton Partnership of Local Councils (10 Parishes) It was resolved that the Clerk would write to Sefton Council in support of a dog DNA database in an attempt to track dogs and fine dog owners who fail to remove dog fouling's from public areas, as set out in detail in a letter sent by Melling Parish Council.

6510

Planning

App No 0716 - 14 Sandhurst Drive L10 6LX - Noted

Erection of a single storey wrap around extension to the rear, side and front of the dwellinghouse

App No 0745 - 18 Kempton Park Road L10 6NH - Noted

Erection of a dormer extension to the front of the dwellinghouse incorporating a juliet balcony

App No 0783 - 46 Oriel drive L10 3JL - Noted

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

Dates for the next years meetings were agreed as -

Monday 19 June 2017

Monday 17 July 2017

Monday 21 August 2017

Monday 18 September 2017

Monday 16 October 2017

Monday 20 November 2017

Monday 18 December 2017

Monday 15 January 2018 Budget/Precept Meeting

Monday 22 January 2018

Monday 19 February 2018

Monday 19 March 2018

Monday 16 April Annual Parish Meeting, followed by Parish Council meeting

Monday 21 May 2018 Annual Meeting

The meeting closed at 9.55pm

Standing Orders having been waived in order to complete the business.

Minutes 6488 to 6511 received as a correct record on 19 June 2017.

.....
Chairman