



Aintree Village Parish Council

Minutes of Parish Council meeting

held on

Monday 18th November 2019

Present	Cllrs. Carter (Chairman), Wykes, Preston, Toner, Honeyman, Kelly, Bennett, Gill, and Owens	
In attendance	M. Kundi (Council Manager & Parish Clerk), K. Ellis (RFO),	
7000	Apologies for absence	Cllrs. Colbert and Moore
7001	Declaration of interest	Cllr. Gill in relation to agenda item 7005 (Civic Event)
7002	Public participation	<p>1. The Chairman presented the Civic Award Trophies to:-</p> <ul style="list-style-type: none"> • Mark Pennock - Civic Award • Tony Donovan - Environmental Award • Jim Mowbray - Community Involvement Award • Aintree Village Community Library volunteers - Community Involvement Award to:- Jeanette Coombe Irene Fernandez Sheila Wright Pamela Elisabeth Doyle Lynne Grant Anne Williams <p>2. Mrs. J Kelly and her daughter S Kelly presented a petition with some 71 signatures to the Parish Council stating that in deciding to ban the Park Officer from bringing his dog to work Members did not take into account the positive benefits the dog brings as Park Officer's only companion whilst at work, and the fact that the dog is never allowed alone outside of the enclosed workshop area.</p> <p>3. Mr. J Pratt of 28 of Athol Crescent, and Mr. and Mrs Connolly of 30 Athol Crescent, stated that they were unhappy with the Parish Council cutting its hedges too low that back on to their property. They felt that this leaves them vulnerable to tennis balls coming into their gardens, lack of privacy, and potential break-ins. Members highlighted the need to maintain its hedge and perimeter trees at a level that allows them to be maintained properly at all times and the fact that Parish Council has undertaken a number of steps to minimise vandalism and break-ins from the Park. Members also indicated that the area in question will become an orchard.</p>

7003	<p>Minutes of Council and Committee meetings</p> <p>Christmas Related Activities</p> <p>External Funding</p>	<p>1. Special Parish Council – Members considered the minutes of the Parish Council meeting held on 21st October 2019 and with minor amendments RESOLVED and authorised the Chairman to sign them as a correct record.</p> <p>2. Finance and General Purposes Committee meeting held on 21st October 2019 – Members noted the approved delegated matters and AGREED the following recommendations:-</p> <p>That financial contribution of £1,000.00 be made to Aintree Community Trust towards the Christmas related activities for 2019.</p> <p>a). That the external funding letters from the Big Lottery for the Community Gardens and Orchard Scheme (£9411.00) and Sefton Council for the Dedicated Temporary Dog Area (£2000.00) be accepted.</p> <p>b). The Council Manager and Parish Clerk undertakes consultation exercise in conjunction with the Park and Amenities Committee with residents backing on to the area which will form the Orchard,</p> <p>c). An informal meeting of all Members of the Parish Council be convened prior to the Finance & General Purposes Committee meeting on 16th December 2019, preferably starting at 5.00pm to develop an Action Plan, which will set out the Parish Council’s priorities over the next 5 years and which will then form the basis for seeking external funding, and setting budgets.</p>
7004	Matters arising from the Action List	None
7005	<p>Clerk’s Reports</p> <p>External Audit 2018/19</p> <p>Risk Management Plan, Risk Management Policy Statement and Asset Register</p>	<p>1). Members considered the report on the outcome of the External Audit for 2018/19 and AGREED to note that ‘in the opinion of the external auditor PFK Littlejohn LLP no matters have come to their attention giving concern that relevant legislation and regulatory requirements have not been met’.</p> <p>2). Members considered the report on the Risk Management Plan, Risk Management Policy Statement, and Asset Register and:-</p> <ul style="list-style-type: none"> • APPROVED the Risk Management Policy Statement as attached to the said report, • APPROVED the Risk Management Plan with the amendments that where an Emergency Committee needs to be convened its membership be amended to include Chairs and Vice-chairs of the two Committees,

		<ul style="list-style-type: none"> • AGREED that an independent company be engaged in 2022 when main capital projects have been implemented to determine for insurance purposes the valuation of all items identified in the Asset Register at that time. • AGREED that additional items identified in paragraph 6.0 of the said report be included in the Asset Register and the Insurance Company be informed accordingly, and • NOTED the additional insurance premium charge that may arise as a result of including additional items on the Asset Register
	Civic Event	3). Members considered the report on the outcome of the successful Civic Event held on Sunday 27 th October 2019 and NOTED that the Civic Event for 2020 will take place on Sunday 25 th October 2020 at Holy Rosary RC Church (substitute Hope Community Church)
	Grant to Royal British Legion	4). Members considered the report on the Grant to the Royal British Legion and AGREED to approve a fixed amount of grant of £100.00 for each year via a Standing Order with the Parish Council's Bank until such time as Members feel that the matter should be reviewed
	Timetable for Meetings for 2020/21	5). Members considered the report on the Proposed Timetable for Meeting for the Parish Council and the two Committees and:- a). AGREED to continue with the current Parish Council structure, b). APPROVED the new timetable for meetings for the Parish Council, and the two Committees with the exception of the Park and Amenities Committee meeting on 5 th April 2021 that falls on a Bank Holiday, which will be decided by the said Committee near the time.
	Purchase of Park Equipment and a Laptop	6). Members considered the report on the Purchase of some Park Equipment and a laptop for the Park Officer and AGREED to the purchase a Mower, a Hedge Trimmer, and Brush Cutter Head at a total cost of £1,210.58 and a Laptop Computer at a cost of £249.00
	Parish and Town Council Charter	7). Members considered a verbal report on the need to develop a new Parish and Town Council Charter and AGREED that the Council Manager and Parish Clerk be given delegated authority to work with other Parish/Town Councils and Sefton Council to develop a new Charter.
7006	Chairman's Reports	The Chairman stated that he represented the Parish Council at the wreath laying ceremony on Remembrance Sunday at 5-lamps in Waterloo.

7007	Financial Matters	<p>Members considered the various financial reports and:-</p> <ol style="list-style-type: none"> 1. AGREED to defer the Monthly Budget Monitoring report to enable the RFO and Council Manager and Parish Clerk to address some arithmetical errors, 2. Resolved to APPROVE the Payments for Authorisation schedule for the period 15th October to 18th November 2019 (attached as Annex 7007(B)) 3. Resolved to APPROVE the updated amended Payments schedule for the period 14th September to 14th October 2019 (attached as Annex 7007(C)) 4. Resolved to APPROVE the Bank Reconciliation schedule (attached as Annex 7007(D)), 5. The Responsible Finance Officer confirmed that most of the banking systems are now in place, including BACS, although she is still trying to resolve some minor issues with the Unity Bank. 6. Members considered the email from the Internal Auditor setting out the steps the Parish Council needs to take in order to start the process of achieving the Quality Award. Members AGREED to retain the Internal Auditor for the purpose of addressing issues relating to the annual audits and to buy in her service when required for the purpose of achieving the Quality Award.
7008	Correspondence	<p>Aintree Racecourse Company – Members noted the email from Carl Pastor from Aintree Racecourse Company in which he stated that no further action has been taken with regard to implementing the changes to the opening hours of the public footpath due to staffing issues. Members noted the content of the email and AGREED to wait for further correspondence from the Racecourse Company.</p> <p>Petition – Park Officer’s Dog – Having listened to Mrs. J Kelly earlier the Parish Council AGREED that if Members wish to reconsider the previous decision on the matter, then they should formally write to the Council Manger and Parish Clerk in accordance with Standing Orders.</p> <p>Message in a Bottle (Maghull and District Lions Club) – Members considered the letter dated 27th October 2019 from Maghull and District Lions Club in which they highlighted the scheme whereby small bottles are issued free to residents particularly those living alone, in which health related information is stored and then easily and quickly made available to Emergency Services to speed up the treatment response time. The cost of issuing 1000 such bottles in Aintree was £605, and Members AGREED to a grant of £300.00 towards it subject to the Maghull and District Lions Club completing the necessary forms to the satisfaction of the Council Manager and Parish Clerk.</p> <p>‘Slow Down for Bobby’ Scheme - Members considered the request for financial assistance for the implementation of the Slow Down for Bobby scheme at the two primary schools in Aintree Village and AGREED to provide £350.00 subject to the</p>

		organisers completing the necessary forms to the satisfaction of the Council Manager and Parish Clerk.
7009	Planning Matters	Members NOTED the list of pending Planning applications and those recently approved by Sefton Council
7010	Wango Lane Housing Development	Cllr. Preston highlighted the extensive flooding that has taken place in major parts of the UK and the devastation it has caused. He warned that such flooding could easily happen in Aintree Village. Cllr. Preston then referred to the content of the letter that was sent by Wango Lane Action Group to Sefton Planning Department, highlighting some of these issues.
7011	Civic Awards' Board	Cllr. Honeyman highlighted that the current Civic Awards' board is now completely used up and a new one is needed for next year. Cllr. Gill agreed to contact the person who supplied the previous one to determine if the person is still able to provide a new one and at price.
7012	Anti-social Behaviour	Cllr. Toner mentioned that one of the reasons for anti-social behaviour is due to lack of youth clubs in the village. He referred to the time he lived in Bootle, where he and other young people were able to visit youth clubs. Reference was made to the fact there used to be facilities for young people to use in the Village but over the years these have closed down. There was a suggestion of using the Council Chamber for community related activities, and whilst this may be suitable for some community lead activities it was pointed that there were a number of stringent rules and regulations that applied when operating a youth focused facility. It was suggested that perhaps the current facilities provided by local Scouts, Girl Guides, Schools and Churches perhaps need more highlighting and signposting.
7013	Youth Council	This was deferred for consideration at the informal meeting on 2 nd December 2019
7014	'Look and Feel' of the Parish	This was deferred for consideration at the informal meeting on 2 nd December 2019
7015	Loneliness	Cllr. Honeyman mentioned the current national focus on tackling loneliness and what actions the Parish Council could take to address the problem in Aintree Village. Cllr. Bennett highlighted that loneliness is becoming more prevalent in the older age groups and mentioned the facilities provided by the Parish Council and other local organisations in the form of the Park, Café, Library, Churches led social groups, etc. Cllr. Wykes mentioned the good work carried out by the Women's Institute (WI) on this issue. Cllr. Owens mentioned that the problem of loneliness is unfortunately not only confined to the older age groups but that young people are also affected by it.
7016	Finance & General Purposes Committee	Members considered the issue of increasing the Membership of the Finance & General Purposes Committee from six to seven and the issue of substitutes and AGREED not to make any changes.

7017	Dates of next meetings	Parish Council	F & GP Committee	P & A Committee
		<ul style="list-style-type: none"> • 20th January 2020 (Budget/Precept) • 16th March 2020 • 11th May 2020 (Annual Parish meeting) • 18th May 2020 (Annual Parish Council meeting) 	<ul style="list-style-type: none"> • 17th February 2020 • 20th April 2020 	<ul style="list-style-type: none"> • 3rd February 2020 • 6th April 2020

The special meeting closed at 9.20pm
Minutes 7000 to 7017 received as a correct record on 20th January 2020

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Chairman
Cllr. Carter

PAYMENT FOR AUTHORISATION-18 November 2019

Period Covered 15 October -18 November 2019

Accounts payable – 18 November 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
1.Direct Debit	Hive Telecom	Telephone Calls October 2019	6.02	LGA 1972s111	UTI-04
2.Direct Debit	Talk Talk Business	Line rental and Broadband October 2019	36.54	LGA 1972s111	UTI-04
3.Bacs	Greener Grounds Ltd	Monthly services as part of contract	1596.00	LGA 1972s111	PEX-03
4.Direct Debit	EDF Energy	Monthly payment plan- Changing Rooms	1.00	LGA 1972s111	UTI-02
5.Direct Debit	EDF Energy	Monthly payment plan-Bowls Pavilion	10.00	LGA 1972s111	UTI-02
6.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	28.00	LGA 1972s111	UTI-02
		Total	£1,677.56		
For information only - Contractual/Statutory payments (VARIABLE)					
7.Bacs	WCS Group	Monthly Hygiene Contract July, Sept, October 2019	216.00	LGA 1972s111	PEX-16
8. Bacs	HMRC	Tax/Ni October 2019	1,198.02	LGA 1972s111	PRL-00
9.Direct Debit	B & C E Pensions	October 2019 Pension charge	325.47	LGA 1972s111	PRL-00
10.BACS	Natwest Autopay	Monthly Payroll 06 November 2019	3,593.16	LGA 1972s111	PRL-00
		Total	£5,332.65		

Invoices for payment (VARIABLE)					
11.Bacs	Darren Hinton	Fuel £19.86/Mileage October 19 £11.80	31.66	LGA 1972s111	MIL-01/PEX-12
12.Bacs	M Kundi	Mileage Sept/Oct £80.55/Telephone £17.02/Postage £48.02/Wreath £20.00	165.59	LGA 1972s111	MIL 01/UTI-04 SUN-19/SUN 01
13.Bacs	K Ellis	Flowers for Mayoress £30.00	30.00	LGA 1972s111	SUN-01
14.Direct Debit	Natwest	Current account bank charges October 2019	10.85	LGA 1972s111	BNK-01
15.Bacs	British Gas	Gas usage 17 July to 27 October 2019	54.44	LGA 1972s111	UTI-01
16. Bacs	Sefton Council	Intruder alarm call out/Repair 17.10.19 £409.20 Call out 04.10.19 £48.00	457.20	LGA 1972s111	PEX-06
17.Direct Debit	Epica	Health and Safety Support	60.00	LGA 1972s111	PEX-07
18. Standing order	Sefton Council	Contract for opening and closing park	766.50	LGA 1972s111	PEX-02
19. Bacs	Cllr. P Gill	Lettering for the Civic Awards' Board	4.86		
		Total	£1,581.10		
For information only - Contractual/Statutory payments (FIXED)			£1,677.56		
For information only -Contractual/Statutory payments (VARIABLE)			£5,332.65		
Invoices for payment (VARIABLE)			£1,581.10		
Total for 18 November 2019			£8,591.31		

PAYMENT FOR AUTHORISATION-Amended 31.October 2019

Period Covered 14 September-14 October 2019

Accounts payable – 14 October 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
1.Direct Debit	Hive Telecom	Telephone Calls September 2019	6.02	LGA 1972s111	LRP-01
2.Direct Debit	Talk Talk Business	Line rental and Broadband September 2019	36.54	LGA 1972s111	SUN-19
3.Chq 6359	Greener Grounds Ltd	Monthly services as part of contract	1596.00	LGA 1972s111	PEX-03
4.Direct Debit	EDF Energy	Monthly payment plan- Changing Rooms	1.00	LGA 1972s111	UTI-02
5.Direct Debit	EDF Energy	Monthly payment plan-Bowls Pavilion	10.00	LGA 1972s111	UTI-02
6.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	28.00	LGA 1972s111	UTI-02
		Total	£1,677.56		
For information only - Contractual/Statutory payments (VARIABLE)					
7.Chq 6360	WCS Group	Monthly Hygiene Contract September 2019	72.00	LGA 1972s111	
8.Chq 6361	HMRC	Tax/Ni September 2019	1,348.36	LGA 1972s111	PRL-00
9.Direct Debit	B & C E Pensions	September 2019 Pension charge	325.47	LGA 1972s111	PRL-00
10.BACS	Natwest Autopay	Monthly Payroll 06 October 2019	4,062.21	LGA 1972s111	PRL-00
		Total	£5,808.04		

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Invoices for payment (VARIABLE)					
11.Chq 6362	Darren Hinton	Mileage on behalf of Aintree Village Parish Council Jul-Sept 2019 £19.80/Mower fuel £12.53/Mobile phone for line testing £6.99	39.32	LGA 1972s111	MIL-01/PEX- 12/UTI-04
Chq 6363	Cancelled cheque		0.00		
12.Chq 6364	K Ellis	Files £3.99/Milk £0.79/Stamps £7.32/Water £2.00	14.10	LGA 1972s111	SUN-01
13.Chq 6365	B Honeyman	Mileage September 2019	6.75	LGA 1972s111	MIL-01
14.Chq 6366	Sefton Council	Call out to alarm 10.September 2019	114.00	LGA 1972s111	PEX-04
15.Chq 6367	Huws Gray Ltd	Sawn timber	45.96	LGA 1972s111	PEX-14
16.Chq 6368	Jenkinsons Ltd	Ink cartridges/Paper	624.79	LGA 1972s111	SUN-01
17. Direct Debit	Natwest	Autopay charges September 2019	25.69	LGA 1972s111	BNK-01
18.Chq 6369	Sue Harrison	Catering for Civic Service 2019	315.00	LGA 1972s111	
19.Chq 6370	Jenkinsons	Ink cartridges and storage boxes for archiving	46.68	LGA 1972s111	
20.Chq 6371	Sefton Council	Wetpour repairs	366.00	LGA 1972s111	
21.Direct Debit	Screwfix-Tradecard account	Materials for repairs	9.99	LGA 1972s111	
22.Standing order	Epica	Monthly health and safety support	60.00	LGA 1972s111	
23.Direct debit	Natwest	Monthly bank charges	6.93	LGA 1972s111	
		Total	£1,672.21		
For information only - Contractual/Statutory payments (FIXED)			£1,677.56		
For information only -Contractual/Statutory payments (VARIABLE)			£5,808.04		
Invoices for payment (VARIABLE)			£1,675.21		
Total for 14 October 2019			£ 9,160.81		

Bank Reconciliation

Period Covered 01 to 31 October 2019

<u>CURRENT ACCOUNT - Bank reconciliation – as at 31 October 2019</u>				
	Cheque No.	£ (-)	£ (+)	£ Balance
Balance brought Forward 30 September 2019				26,811.85
Add receipts			9,917.74	36,729.59
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	36,729.59
Payments		-9,160.81		27,568.78
Add payments written back September 2019			957.20	
Balance Carried Forward				28,525.98
Add unpresented cheques			2,578.58	31,104.56
Balance agreed to statement (833) 31.10.2019 Total				31,104.56
<u>RESERVE ACCOUNT - Bank reconciliation – as at 31 October 2019</u>				
Balance brought Forward				122,,730.54
Add Interest received August 2019			20.85	0

Transfer To Current Account		0.00		
Transfer From Current Account			0.00	
Balance Carried Forward				122,771.56
SUMMARY OF BALANCES AS AT 31 October 2019				
Current Account (after deducting unpresented cheques)				31,104.56
Reserve Account (after deducting cheque to Unity Bank £20,000.00)				102,771.56
Unity Bank Account				20,000.00
Total cash available (31 October 2019)				153,876.12

