



Aintree Village Parish Council

Minutes of Parish Council meeting

held on

Monday 20th January 2020

Present	Cllrs. Carter (Chairman), Wykes, Preston, Moore, Honeyman, Kelly, Bennett, Gill, Harris and Owens	
In attendance	M. Kundi (Council Manager & Parish Clerk), K. Ellis (RFO), Sgt. R Clark (Merseyside Police) D Hughes and D Wilson (Slow Down for Bobby) D Regan (Wango Lane Action Group)	
7018	Apologies for absence	Cllrs. Colbert and Toner
7019	Declaration of interest	Cllr. Harris in relation to agenda item 7027 (Planning Application No. 02370) as he had been consulted as a near neighbour.
7020	Public participation	<p>1. D. Hughes and David Wilson representing 'Slow Down for Bobby' campaign showed the banners that will be displayed at the two primary schools in Aintree Village, following the financial contributions made by the Parish Council. They stated that they will be contacting the Head teachers of the two schools with the aim of publishing the event in the local media and that they would like Members from the Parish Council to attend as well. They indicated that their road safety campaign is going well and they hope to make Sefton the centre piece of their campaign in Merseyside and they thanked the Parish Council for its support.</p> <p>2. Sgt. R Clark from Merseyside Police, who is based in Marsh Lane, Bootle, indicated that his area of responsibility covers Aintree Village, Maghull, Melling and Netherton. He shared confidential crime related statistics for Aintree Village with Members, and indicated that there has been a significant reduction in the number of Police Officers over the years but hopefully the local Police Service will start to see an increase in numbers in the coming few years.</p> <p>In response to Cllr. Honeyman's suggestion of using the Council Chamber as a surgery Sgt. Clark indicated that in principle he was in favour of this suggestion but would have to liaise with his senior officers before he can confirm.</p> <p>Cllr. Bennet inquired about the number of Police Officers lost over the years, and Sgt. Clark indicated that the Merseyside Police lost about 1800, but are likely to get some 1200 new ones over the next three years. Although the net increase is likely to be a lot less as it does not take into account those Police Officers that may be retiring during that period.</p>

		<p>(Councillor Moore joined the meeting – 7.24pm)</p> <p>Cllrs. Gill, Preston and Owens raised issues relating to publishing an article on the Community Page, number of call outs, scale of theft and recovery of vehicles, and the peak times when burglaries tend to take place.</p> <p>3. D Regan representing the Wango Lane Action Group stated that with the commencement of the housing development on Wango Lane, the various Contractors involved in the development are parking their vehicles in potentially dangerous locations. He indicated that when he challenged the drivers of such vehicles he was met with abuse from them. He requested Parish Council's support in determining as to whether there are any vehicle restrictions imposed on the Contractors as part of the planning approval, and if there are any proposals to cut down trees and alter grass verges to create visibility splays for the road junction serving the new housing development site. Cllr. Bennett stated that health and safety is everyone's responsibility and that Mr. Regan may wish to approach the Health and Safety Executive based in Bootle with his concerns if he is not getting any satisfactory answers from other enforcement agencies. Cllr. Bennett went on to state that the Health and Safety Executive have the powers to address noncompliance and recover their costs in so doing.</p>
7021	<p>Minutes of Council and Committee meetings</p> <p>Staffing Matters (PAC0157)</p>	<p>1. Parish Council – Members considered the minutes of the Parish Council meeting held on 18th November 2019 and RESOLVED and authorised the Chairman to sign them as a correct record.</p> <p>2. Park and Amenities Committee - meeting held on 2nd December 2019 – Members noted the approved delegated matters and AGREED the following recommendations:-</p> <p>4 (b) That the Parish Council enter into a 12 month agreement from April 2020 with the Park Café operator to undertake weekend work currently being undertaken by the Assistant Park Officer.</p> <p>3. Finance and General Purposes Committee meeting held on 16th December 2019 – Members noted the approved delegated matters and AGREED the following recommendations:-</p>
	Community Event 2020 (FGP0043)	<ul style="list-style-type: none"> • That the organisers of the Community Event 2020 be permitted to use the Council Chamber to facilitate the said Event and that St John Ambulance be permitted to use the Bowling Green building during the Event.

	<p>Water Hygiene Renewal Contract</p> <p>Park Officer's Dog</p> <p>Whistleblowing Policy</p> <p>Member/Officer Protocol</p> <p>Incident in the Park</p> <p>Purchase of Equipment</p>	<p>4. Members considered the report setting out the cost of renewing the Water Hygiene contract with the existing supplier WCS Group and a quote from an alternative supplier. Cllr. Bennett who has extensive expertise in Health and Safety matters questioned the need for such a service, and Members AGREED to terminate the contract with WCS Group and requested the Council Manager and Parish Clerk to explore the option of undertaking this work in-house.</p> <p>5. Members considered the report on the Park Officer's Dog and agreed to NOTE it as the number of Councillors required to reconsider the initial decision to ban the Park Officer bringing his dog to work was not met.</p> <p>6. Members considered the report on the Whistleblowing Policy and with some minor amendments AGREED to approve the Policy as attached with the report.</p> <p>7. Members considered the report on the Member/Officer Protocol and with some minor amendments AGREED to approve the Protocol.</p> <p>8. Members considered the report which highlighted an incident that took place on Saturday 28th December 2019, whereby a lady dog walker slipped in the Park and injured herself. Members noted the help provided by the Assistant Park Officer who was working in the Park at the time and the three attempts made by the Council Manager and Parish Clerk to contact the injured lady to determine her wellbeing. Members agreed to NOTE the report.</p> <p>9. Members NOTED the report setting out the purchase of the following equipment:-</p> <ul style="list-style-type: none"> • 1 x Welding Gloves Long Leather Gauntlets Heat Resistant Lined MIG ARC Welders (£5.50) • Dirty Pro Tools™ Gasless Mig Welding Wire 0.8mm 0.45 kg each (0.9 kgs total) 2 shrouds and 5 torch Tips 0.8mm Flux Core Wire Cored (£8.99) • Dirty Pro Tools™ Professional Mig Welder Gasless 100A 100 Amp 230V No Gas with Mask & Welding Weld Wire with Accessories (£78.99) • Leopard 9(Black) Battery & Solar Powered Auto Darkening Grinding Wide Shade Range DIN9-13 Welding Helmet Welders Mask (£22.99) • Spring Mobile – Black Plastic Hand/Foot Grips (£4.00) • Shroud (long) for alloy body spring mobile (£55.00)
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	Community Event 2020	10. Members NOTED the verbal update provided by the Council Manager and Parish Clerk on the progress made to date by the organisers of the Community Event 2020 to hold the said event in the Park on Saturday 11 th July 2020.
7024	Chairman's Reports	None
7025	Financial Reports	Members considered the various financial reports and:- 1. Resolved to APPROVE the Monthly Budget Monitoring report (attached as Annex 7025(A)), 2. Resolved to APPROVE the Payments for Authorisation schedule for the period 17 th December 2019 to 20 th January 2020 (attached as Annex 7025(B)) 3. Resolved to APPROVE the updated amended Payments schedule for the period 19 th November to 16 th December 2019 (attached as Annex 7025(C)) 4. Resolved to APPROVE the Bank Reconciliation schedule (attached as Annex 7025(D)), 5. The Responsible Finance Officer stated that as the Unity Bank account has been dormant for over six months it now needs to be re-activated and therefore would require approved signatories input again.
7026	Correspondence Mark Pennock Request to Store Christmas Decorations and Lights Cllr. Harris Gandeys Circus	Buckingham Palace Garden Party 2020 – Members noted the email from LALC requesting nominations from the Chairmen of the Parish Councils in the area to attend the Party, and Chair of the Parish Council deciding not to put his name forward. Mark Pennock, Aintree Village Community Groups - Members noted the email from Mark Pennock in which he indicated that Aintree Village Community Groups were no longer able to store their Christmas decorations and lights at the current location and requested if the Parish Council could find a storage facility at its premises. Members considered the request and AGREED to allow the storage of the equipment, but on the condition that it accepts no liability for any damage done during any transfer, storage or any other action. Gandeys Circus - Members noted the invite received by Cllr. Harris to attend Gandeys Circus at Aintree Racecourse on 20 th February 2020 and his intention to not attend as it had no bearing on his role as a Parish councillor.
7027	Planning Matters	Members NOTED the list of pending Planning applications and those recently approved by Sefton Council
7028	Football Pitches	Cllrs. Bennett informed the Parish Council of the site visit made by the ground engineer from the FA on Thursday 16 th January 2020 to undertake a survey for drainage work. He indicated that the results of the survey as advised should be completed very soon. The outcome of the survey will then be issued to the FA funding Officer who will in turn expedite next steps to assist in engaging a contractor

		to cost out the identified work. The FA funding Officer will then assist in the grant application in order for the Council to receive appropriate funding for the completion of required work. Cllr. Bennett also stated that the FA funding officer also asked that the Parish Council needs to consider application for both drainage and equipment at the same time. The meeting was attended by Cllr. Honeyman and Pat Carden, who Cllr. Bennett stated should be thanked for his deliberation in this matter.		
7029	Dates of next meetings	Parish Council	F & GP Committee	P & A Committee
		<ul style="list-style-type: none"> • 16th March 2020 • 11th May 2020 (Annual Parish meeting) • 18th May 2020 (Annual Parish Council meeting) 	<ul style="list-style-type: none"> • 20th April 2020 	<ul style="list-style-type: none"> • 6th April 2020

The meeting closed at 9.30pm
Minutes 7018 to 7029 received as a correct record on 16th March 2020

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Chairman
Cllr. Carter

Budget Monitoring Report - April 2019 - 2020							
	Payments	-	Budget	April-Dec	January	Spend to date	Balance to date
1	PARK REFURBISHMENTS {PRM-01 to PRM-10}		£13,000.00	£1,134.13	£0.00	£1,134.13	£11,865.87
2	PAYROLL {PRL-01 to PRL-06}		£44,000.00	£46,782.98	£5,270.15	£52,053.13	-£8,053.13
3	PARK EXPENSES						
	Skip hire/Waste Collection (Sefton Council) {PEX-01}		£1,400.00	£0.00	£0.00	£0.00	£1,400.00
	Sefton Council-Park open/close {PEX-02}		£5,480.00	£4,854.50	£511.00	£5,365.50	£114.50
	Maghull TC- Grounds maintenance {PEX-03}		£20,000.00	£14,300.00	£1,330.00	£15,630.00	£4,370.00
	Sefton Council-Alarm maintenance {PEX-04 to PEX-06}		£1,119.00	£1,081.83	£0.00	£1,081.83	£37.17
	Health/Safety {PEX-07 to PEX-09}		£946.00	£1,322.50	£110.00	£1,432.50	-£486.50
	Maintenance-Play Equipment {PEX-10}		£12,000.00	£1,591.84	£0.00	£1,591.84	£10,408.16
	Maintenance-Buildings {PEX-14 to PEX-18}		£14,160.00	£3,458.88	£0.00	£3,458.88	£10,701.12
	Grounds maintenance (Community Participation Garden){PEX-11 to PEX-13}		£1,000.00	£93.74	£0.00	£93.74	£906.26
	Total		£56,105.00	£27,537.42	£1,951.00	£29,488.42	£26,616.58
4	SUNDRY EXPENSES						
	Postage/Stationery/Printing/Computer costs {Sun-01 to SUN-02}		£2,775.00	£1,764.99	£0.00	£1,764.99	£1,010.01
	Refreshments/Cleaning Materials {SUN-03}		£150.00	£6.80	£0.00	£6.80	£143.20
	I T Commission (Data Protection/Website){SUN-04 and SUN-17 to SUN-18}		£2,200.00	£173.40	£0.00	£173.40	£2,026.60
	Audit fees {SUN-05 to SUN-06}		£925.00	£400.00	£0.00	£400.00	£525.00
	Subscriptions {SUN-07 to SUN-12}		£1,224.00	£983.55	£947.55	£1,931.10	-£707.10
	Training/others {SUN-13 and SUN-19}		£1,150.00	£551.38	£0.00	£551.38	£598.62
	Advance on Chairman's Expenses {SUN-14}		£300.00	£0.00	£0.00	£0.00	£300.00
	Others staff costs {SUN-15}		£1,000.00	£0.00	£0.00	£0.00	£1,000.00

	Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16} +{COM-01 to COM-03}		£2,700.00	£0.00	£0.00	£0.00	£2,700.00
	Total + COM-04		£12,424.00	£3,880.12	£0.00	£3,880.12	£8,543.88
5	LOAN REPAYMENTS		£14,200.00	£14,198.52	£0.00	£14,198.52	£1.48
6	UTILITIES						
	Gas {UTI-01}		£540.00	£247.26	£46.11	£293.37	£246.63
	Electric {UTI-02}		£1,500.00	£746.36	£37.03	£783.39	£716.61
	Water {UTI-03}		£1,900.00	£994.84	£0.00	£994.84	£905.16
	Telephone {UTI-04}		£680.00	£512.36	£40.61	£552.97	£127.03
	Others s {UTI-05}		£250.00	£0.00	£0.00	£0.00	£250.00
	Total		£4,870.00	£2,500.82	£123.75	£2,624.57	£2,245.43
7	INSURANCE		£4,000.00	£0.00	£0.00	£0.00	£4,000.00
8	SECTION 137 GRANTS		£2,500.00	£300.00	£0.00	£300.00	£2,200.00
9	ELECTION COSTS		£3,000.00	£0.00	£0.00	£0.00	£3,000.00
10	BANK CHARGES		£250.00	£223.43	£0.00	£223.43	£26.57
11	MILEAGE		£1,500.00	£556.08	£0.00	£556.08	£943.92
12	PROFESSIONAL FEES		£1,000.00	£0.00	£0.00	£0.00	£1,000.00
13	CONTINGENCY		£17,000.00	£0.00	£0.00	£0.00	£17,000.00
14	VAT PAID		£10,000.00	£5,492.89	£0.00	£5,492.89	£4,507.11
		TOTAL	£183,849.00	£102,996.30	£7,344.90	£110,341.20	£73,507.80
	Receipts		Budget	April-Dec	January	Spend to date	Balance to date
15	PRECEPT		£114,100.00	£85,575.00	£0.00	£85,575.00	£28,525.00
16	BOWLS		£420.00	£256.74	£0.00	£256.74	£163.26
17	FOOTBALL		£400.00	£200.01	£0.00	£200.01	£199.99

18	BANK INTEREST (Deposit account)		£30.00	£0.00	£0.00	£0.00	£30.00
19	SUNDRY		£250.00	£9,872.65	£0.00	£9,872.65	-£9,622.65
19	VAT COLLECTED		£35.00	£150.00	£0.00	£150.00	-£115.00
20	VAT - HMRC		£10,000.00	£4,480.55	£0.00	£4,480.55	£5,519.45
			£125,235.00	£100,534.95	£0.00	£100,904.95	£24,330.05

PAYMENT FOR AUTHORISATION- January 2020
Period Covered 17 December 2019 to 20 January 2020

Accounts payable – 16 December 2019					
For information only - Contractual/Statutory payments (FIXED)					
Method of payment	Payee	Details relating to payment	Amount £	Statutory Provision	Any comments
1.BACS	Came & Company Ltd	Annual insurance fee	3,571.63	LGA 1972s111	UTI-04
2.Direct Debit	Talk Talk Business	Line rental and Broadband December 2019	36.54	LGA 1972s111	UTI-04
3.Bacs	Greener Grounds Ltd	Monthly services as part of contract Invoice 1753	1,596.00	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	15.00	LGA 1972s111	UTI-02
6.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	23.00	LGA 1972s111	UTI-02
		Total	£5,243.17		
For information only - Contractual/Statutory payments (VARIABLE)					
7.Bacs	WCS Group	Monthly Hygiene Contract December 2019	72.00	LGA 1972s111	PEX-16
8. Bacs	HMRC	Tax/Ni December 2019	1,146.92	LGA 1972s111	PRL-00
9.Direct Debit	B & C E Pensions	December 2019 Pension charge	325.47	LGA 1972s111	PRL-00
10.BACS	NatWest Autopay	Monthly Payroll 06 January 2020	3,599.85	LGA 1972s111	PRL-00
		Total	£5,144.24		

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	Invoices for payment (VARIABLE)				
11.Bacs	Darren Hinton	Mileage November 2019	8.10	LGA 1972s111	PEX-12
12.Bacs	K Ellis	Health and Safety signs	10.11	LGA 1972s111	PEX-14
13.Direct Debit	NatWest	Current account autopay charges December 2019	19.55	LGA 1972s111	BNK-01
14.Bacs	Value Products Ltd	CCTV Sign	27.00	LGA 1972s111	PEX-14
15.Bacs 15. Bacs	M Kundi	Mileage November 2019 £87.30Telephone £8.51/Postage £28.94/Engraving £80.	204.75	LGA 1972s111	PEX-12
16.Bacs	M Kundi	December expenses Postage £9.00/Mobile phone £8.51/Mileage £27.00	44.51	LGA 1972s111	PEX-12
17.Bacs	H Roberts & Son Ltd	Service of fire extinguishers and fire blankets	78.36	LGA 1972s111	
18.Bacs	K Ellis	Purchase of hedge trimmer £444.60/Spaldings £21.38	465.98	LGA 1972s111	
19.DDR	NatWest	Monthly bank charges 30.11.19-03.01.20	6.65	LGA 1972s111	
		Total	£865.01		
For information only - Contractual/Statutory payments (FIXED)			£5,243.17		
For information only -Contractual/Statutory payments (VARIABLE)			£5,144.24		
Invoices for payment (VARIABLE)			£865.01		
Total for 20 January 2020			£11,252.42		

UPDATED PAYMENT FOR AUTHORISATION-16 December 2019
Period Covered 19 November to 16 December 2019

Accounts payable – 16 December 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 November 2019	6.02	LGA 1972s111	UTI-04
2.Direct Debit	Talk Talk Business	Line rental and Broadband November 2019	36.54	LGA 1972s111	UTI-04
3.Bacs	Greener Grounds Ltd	Monthly services as part of contract	1,596.00	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	15.00	LGA 1972s111	UTI-02
6.Direct Debit	EDF Energy	Monthly payment plan-Playing Field	23.00	LGA 1972s111	UTI-02
		Total	£1,677.56		
For information only - Contractual/Statutory payments (VARIABLE)					
7.Bacs	WCS Group	Monthly Hygiene Contract November 2019	72.00	LGA 1972s111	PEX-16
8. Bacs	HMRC	Tax/Ni November 2019	1,146.92	LGA 1972s111	PRL-00
9.Direct Debit	B & C E Pensions	November 2019 Pension charge	325.47	LGA 1972s111	PRL-00
10.BACS	NatWest Autopay	Monthly Payroll 06 December 2019	3,476.76	LGA 1972s111	PRL-00
		Total	£5,021.15		

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	Invoices for payment (VARIABLE)				
11.Bacs	Darren Hinton	Fuel purchase for equipment	19.06	LGA 1972s111	PEX-12
12.Bacs	K Ellis	Stamps £8.40/Garden Machinery purchase of attachment for grass cutter £112.49/Stationery £11.25/Milk £0.80	132.94	LGA 1972s111	SUN-01/PEX
13.Direct Debit	NatWest	Current account bank charges November 2019	8.40	LGA 1972s111	BNK-01
14.Bacs	Lancashire Association of Local Councils	Annual subscription to NALC £380.96 and LALC £403.00, Local Council review copies £146.50 and contribution to Area secretary £15.00	947.55	LGA 1972s111	SUN-07 & SUN-08
15. Bacs	ICS Ltd	Cleaning materials	34.31	LGA 1972s111	PEX-06
16.Bacs	Jenkinsons	Printing paper and notepads	39.10	LGA 1972s111	SUN-01
17. Standing order	Sefton Council	Contract for opening and closing park	766.50	LGA 1972s111	PEX-02
18.DDR	Natwest	Autopay online charges	20.60	LGA 1972s111	BNK-01
19.DDR	Waterplus	Wastewater charges 29.5.19 to 13.8.19	90.45	LGA 1972s111	UTI-03
20.Bacs	Maghull & District Lions	Grant application	300.00	LGA 1972s111	Previously - S137
21.DDR	Screwfix Direct		80.55	LGA 1972s111	
		Total	£2,439.46		
For information only - Contractual/Statutory payments (FIXED)			£1,677.56		
For information only -Contractual/Statutory payments (VARIABLE)			£5,021.15		
Invoices for payment (VARIABLE)			£2,439.46		
Total for 16 December 2019			£9,138.17		

Bank Reconciliation

Period Covered 01 to 31 December 2019

<u>CURRENT ACCOUNT - Bank reconciliation – as at 31 December 2019</u>				
	Cheque No.	£ (-)	£ (+)	£ Balance
Balance brought Forward 30 November 2019				19,639.32
Add receipts			50.00	19,689.32
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	19,689.32
Payments		-9,138.17		10,551.15
Balance Carried Forward				10,551.15
Add unpresented cheques 6365 £6.75 6373 SDFB £350 BACS LALC 947.55			1,304.30	11,855.45
Balance agreed to statement (836) 31.12.19				£11,855.45
<u>RESERVE ACCOUNT - Bank reconciliation – as at 31 December 2019</u>				
Balance brought Forward				122,771.56

Add Interest received November and December 2019			61.89	122,833.45
Transfer To Current Account		0.00		
Transfer From Current Account			0.00	
Balance Carried Forward				122,833.45
SUMMARY OF BALANCES AS AT 31 December 2019				
Current Account (after deducting unpresented cheques)				10,551.15
Reserve Account (after deducting cheque to Unity Bank £20,000.00)				122,833.45
Unity Bank Account				20,000.00
<u>Total cash available (31st December 2019)</u>				<u>153,384.60</u>

