

## RAINHILL PARISH COUNCIL

### AGENDA 27<sup>TH</sup> JULY 2015

1. To receive apologies for absence
2. To receive declarations of interest from members
3. To consider and approve the minutes of the Ordinary Meeting held on 22<sup>nd</sup> June 2015
4. To receive a report from the Police and Crime Commissioner's office and note this month's statistics
5. To note the contents of the Clerk's Report
6. To note the correspondence received
7. To consider the following Planning Applications and note any actions taken:
  - A letter endorsing the comments of the Conservation and Design Officer has been submitted to the following applications:
    - P/2015/0475, 6 Lawton Road, First floor extension, loft conversion and new roof
    - P/2015/0479, 17 View Road, Part single, part double rear extension, pitched roofs over existing bay windows, partial demolition and alteration to garage, and widening of front access.
  - No comment has been submitted for the following applications and the closing date for comments will have passed at the time of the meeting:
    - P/2015/ 0521, 21 Tasker Terrace, Demolish existing garage and re-construction of brick built detached garage.
  - No comment has been submitted for the following application but it will still be open for comments at the time of the meeting:
    - P/2015/0523, Crantock, Mill Lane, First floor extension to existing bungalow at the rear, along with porch to side, and rear ground floor infill
    - P/2015/0547, 10 Renwick Avenue, Certificate of lawfulness for a proposed single storey rear extension.
  - A letter requesting the retention of objects of historic interest was submitted on:
    - P/2015/0425, Rear of 574 Warrington Road, Erection of a two storey dwelling on land to the rear of The Village Butcher.
8. To resolve to pay the accounts payable (list attached)
9. To discuss the inclusion of a period of public participation at Council meetings.
10. To note the actions taken by the Twinning Working Group and consider the provision of signage at the entrances to the village
11. To note the actions taken by the Rainhill Trials 200 Working Group
12. To consider the ownership of the War Memorial
13. To consider approval and acceptance of the Annual Return
14. To consider refilling the barrier baskets at Kendal Drive
15. To consider repairs needed at Rainhill Park changing facilities
16. Residents Comments and Complaints: To consider a request regarding provision of a boxing club
17. Reports:
  - a) Public Open Spaces
  - b) Village Hall Management Committee
  - c) Rainhill Railway & Heritage Society
  - d) Merseyside Assoc. of Local Councils
  - e) St Helens District Sports Council
  - f) Rainhill Gala
  - g) 4F Centre
18. Date & Time of Next Meeting:

Ordinary Meeting 7:30pm, Monday 7<sup>th</sup> September 2015

**RAINHILL PARISH COUNCIL – MINUTES**  
**22<sup>nd</sup> June 2015**

At a meeting of the Parish Council held on Monday 22<sup>nd</sup> June 2015 at Rainhill Village Hall, the following were present:

Cllrs: B. Almond, J. Carroll, J. DeAsha, J. Doyle, J. Fulham, L. Glover, S. Glover, D. Long, P. Long, and W.M. Wood.

**584. APOLOGIES FOR ABSENCE**

Cllrs: B. Grunewald, B. Heydon, and C. Moore.

**585. DECLARATIONS OF INTEREST**

Non-pecuniary interests were declared by Cllr. S. Glover – Planning Committee, Cllr. J. DeAsha – Chair of Planning Committee, and Cllr. J. Fulham – Portfolio Holder for Employment, Planning and Growth.

**586. MINUTES OF THE ANNUAL PARISH MEETING HELD ON 22<sup>ND</sup> APRIL 2015**

It was resolved that the minutes of the Annual Parish Meeting held on 22<sup>nd</sup> April 2015 should be agreed as a correct record.

**587. MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 11<sup>TH</sup> MAY 2015**

It was resolved that the minutes of the Annual Parish Council Meeting held on 11<sup>th</sup> May 2015 should be approved and signed by the Chairman as a correct record.

**588. MINUTES OF THE ORDINARY MEETING HELD ON 11<sup>TH</sup> MAY 2015**

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 11<sup>th</sup> May 2015 should be approved and signed by the Chairman as a correct record.

**589. POLICE REPORT**

A written report of the crime statistics for Rainhill had been provided. It was resolved that the report be noted.

**590. CLERK'S REPORT**

It was resolved that the contents of the Clerk's report be noted, and that an aluminium nameplate be ordered for the noticeboard. Further it was resolved that a cork covering be applied to the noticeboard.

**591. CORRESPONDENCE**

It was resolved that the following correspondence be noted.

<b>Received From</b>	<b>Subject</b>
D Boston x 2	Village Hall Bill for payment
LALC	CiLCA training course
Rainhill Civic Society/M Berry, PCC	Availability of Dane Court Premises
HMRC	Abolition of Paper Driving Licence
B Gaskell	P/2014/0921 - Countryside Development

**RAINHILL PARISH COUNCIL – MINUTES**  
**22<sup>nd</sup> June 2015**

Rainhill Civic Society	Req't for Update for Committee Meeting
Unity Trust Bank	Changes to operating procedures.
St.Helens Planning	Consultation on P/2015/0355 20 Stonecross Drive
LALC	Letter from NALC Chairman to all Councillors
Helping Hands	Dementia Care Online Live Chat 20 May 2015
H Woods	4F Centre Minutes
J Davies	Painting of container at Rainhill Park
S Hurst	Pdf of Annual Report
H Woods	4F Payment for Room Rental
Planning Portal	Newsletter 14/5; 21/5; 28/5; 4/6; 11/6; 15/6
Local Life	Request for article for magazine on Rainhill Trials 200
Liam Mitchell, Breeze Development x2	Request for feedback
SLCC	Leadership in Action Course 18/19 June
PSMA	May Update
Laura Watkins, NALC	Update on national developments & recent meetings
Mr B Gaskell	Update on Countryside Development
Mr S Clarke	Req't for Chair to open Rainhill Gala
K Burrows, St.Helens Planning	Weekly List 18/5; 26/5; 1/6; 8/6; 11/6; 15/6
Public Sector Executive	Newsletter 18/5; 26/5; 1/6; 8/6; 11/6; 15/6
A V Howitt	Twinning - Joint Ceremony
Historic Town Forum	Newsletter May 2015
Various Eco Group Members	Printing & Mares tail
Equality & Diversity	Training 25/11/15
Seneley Green Parish Council	Internal Audit Letter
MPF Communications	Employers' Conference 26/11/15
Local Govt News	Update 21/5; 29/5; 5/6; 12/6
Hydraclean	Planned Visit
S Frayne, St.Helens Council	Mayors Availability 28/6
Rev A Conant, St.Ann's Church	Proposed Ceremony 28/6
Rainhill Civic Society	War Memorials Workshop 17/6
B Rushton & C Tigwell	Educational Material for Rainhill Trials 200
Pension Regulator	Funding Statement for Defined Benefits
National Railway Museum	Request for Working Replica of Stephenson's Rocket
L Shardalow	Contract Risk Management
D Bloor	Barrier Baskets at Kendal Drive, Rainhill
NALC	Direct Access Scheme/Legal Briefing Paper Religious Observances
T Kelly, Billinge Parish Council	Documents for Internal Audit
J Tierney	Request for info on Holt Lane Playfields
A V Howitt & Others	Proposed Ceremony 28/6
S Waine, Community Payback Team	Partnership Working Form
G Clery	Agenda 3/6/15
NALC	Working with larger councils
L Jackson	Eco Garden Minutes 15/4/15
C Tigwell	Stephenson Museum in Liverpool
HMRC	Expenses and Benefits Deadline 6/7/15
C Borg, NALC	Community Ownership & Management of Assets

**RAINHILL PARISH COUNCIL – MINUTES**  
**22<sup>nd</sup> June 2015**

D Boston x 2	Village Hall Monthly Figures
St.Helens Planning x 2	Consultation on P/2014/0921 - Countryside Developments
B Miller, Rainhill Rockets	Use of Holt Lane Playing Fields
NCE Flood Management	2015 Summit
Local Govt News	Update
A V Howitt	Letter to Mayor of Latour
J Owen, NALC x2	Bulletin on National Developments and Meetings
A Whitehall	Eco Garden Agenda
Major J Price	Attendance at signing of armed forces community covenant
J Bruce & L Speed	School Response to Rainhill Trials 200 offer
A Anders, Rainhill High	Potential Project for land at Warrington Road/Rainhill Road
Equality & Diversity	National Equality Standard
Public Sector Executive	Update 1/6; 4/6; 15/6
S Mackell	Posters for Noticeboards
S Frayne, St.Helens Council	Mayor not available 20/9/15
Rev A Conant, St.Ann's Church	New date for Ceremony OK but time an issue
K Cook	Fields in Trust June Update
M Atherton	C Keith Unit to Let - Not for food use
N Webster & Hisigns	Signage for Parish Council Noticeboard
S Cousins	Attendance at signing of armed forces community covenant
N Hamilton, St.Helens Planning x 2	Repainting storage container at Rainhill Park
NALC	Newsletter 19/5; 26/5; 1/6; 8/6; 15/6
C Borg, NALC	Councillor Participation 4/6 - My Community Rights Just Act
J Waddelow, St.Helens Planning	Unit for Let and restrictions on use
HMRC	Successful submission of FPS
D Bloor	Planning Permission for Storage Container
Mr B Gaskell	Letter to St.Helens Council re: Countryside Development
Cllr. McCauley	Attendance at signing of armed forces community covenant
M Hale, St.Helens Planning	Response to Mr Gaskell re: Countryside Development
SLCC Bookstore	Confirmation of Book Order
Inspector Collins	Attendance at Parish Council Meetings
St.Helens Planning	Update on Countryside Development
HMRC	Grants for Business Broadband
Rainhill Village Hall x 3	Room Bookings
J Saunders, CCG	Local Update
SLCC	News Bulletin 5/6
St.Helens Planning	Consultation on P/2015/0425
Historic England	Newsletter 5/6
L Mitchell Breeze Development	Request for Update on offer of help
N James	Historic Town Forum Green Events
N Clack CPRE	Invite to community energy workshop 14/7/15 London
Eco Group	Comments on P/2015/0425
HMRC	Toolkit for Expenses and Benefits

**RAINHILL PARISH COUNCIL – MINUTES**  
**22<sup>nd</sup> June 2015**

SLCC	Update on recent legislation and regulation conference Oct 15
Hisigns	Request for update on signage
Merseytravel x 2	Customer forum 29/6/15
N Thompson	Request for info on Rainhill Park Playing fields.
Public Sector Executive Online x 2	Enewsletter
L Jackson & Others	Eco Garden Issues
S Lyon	Football Season fixtures dates
NALC	Newsletter 16/6;
Planning, St.Helens Council	Consultation on P/2015/0452 2 View Road, Rainhill
J Saunders, CCG	Local Update
NALC mailbox x 2	Larger Councils electronic hub created
Unity Bank x 2	Financial Service Compensation Scheme eligibility check
S Waine, Probation Service	Completed Form for Community Payback work
LALC	Newsletter 17/6 - Workshops Available
Pensions Regulator	Enrolment staging date 1/4/16
NCE Flood Management	Flood Management Summit 21-22 October
MPF Communications	New LGP99 form for joining 50/50 section
HMRC	Employer Bulletin June 15 available
Planning Portal	Update 18/6
Local Govt News	Update 19/6
K Browse, NALC	Letter from NALC Chairman - Commonwealth Flag Day 14/3/16
Prepared Media Ltd	Public Sector Today Newsletter
A Slater, Rainhill Civic Society	WW1 Exhibition, Dane Court
M Berry, Police Crime Commissioner	Availability of Dane Court Unit
K Burrows, St.Helens Council	Planning Weekly List
HMRC	P11D Deadline 6/7/15

Resolved that the Clerk thank Mr Mitchell for his offer of help, but that his service was not required at present.

**592. PLANNING APPLICATIONS**

It was resolved that the following actions be taken or noted in relation to planning applications:

Objections were submitted for the following applications prior to the meeting:

P/2015/0306, 800 Warrington Road, Erection of six dwellings on the grounds of highway safety and overdevelopment.

P/2015/0348, 52 Stapleton Road, Erection of two dwellings and single storey rear extension, on the grounds of infill and overdevelopment.

The following applications be left to neighbourhood consultation and that no additional comments be submitted:

P/2015/0341, 116 St. James Road, Work to trees in a conservation area.

P/2015/0355, 20 Stonecross Drive, Alterations to existing roof to partially convert from hipped to gable along with dormer window to the front and velux windows to the rear.

P/2015/0452, 2 View Road, Retrospective permission for change of use to beauty salon (Sui Generis).

**RAINHILL PARISH COUNCIL – MINUTES**  
**22<sup>nd</sup> June 2015**

The Clerk was instructed to write to St.Helens Council regarding P/2015/0425, proposal to erect a two storey dwelling on land to the rear of The Village Butcher, 574 Warrington Road, to request the preservation of historic butchers hooks in the passageway leading to the site.

**593. ACCOUNTS FOR PAYMENT**

It was resolved that the following items are approved for payment:

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Ref</b>
United Utilities	Holt Playing Fields – June	6.33	STO
G Pinder	Photocopying	23.80	
G Pinder	Printer Paper	2.50	
G Pinder	Telephone	18.50	
G Pinder	Salary - June (less Tax, NI & Pens Ded)	1000.09	
		1044.89	TFR121
Merseyside Pension Fund	LGPS – June	368.48	TFR122
Scottish Power	Martin Close (Holt) – June	40.00	STO
Scottish Power	Deepdale Drive (Rainhill Park) June	9.00	STO
Hydraclean	Legionella Testing Holt Lane June	51.00	STO
Hydraclean	Legionella Testing Rainhill Park June	52.00	STO
Rainhill Village Hall	Fire Alarm Maintenance	494.55	
Rainhill Village Hall	Intruder Alarm Maintenance	762.48	
		1257.03	TFR120
HMRC	Tax & NI (Apr-Jun 2015)	375.32	TFR123
LALC	Spring Conference	35.00	027
SLCC	Publication: Local Council Administration	69.00	TFR124
NALC	Publication: Local Councils Explained	20.99	028
<b>S.137 Payments</b>			
4F Centre	Police Room Rental 52 x £12.50	650.00	TFR119
<b>ALTO Card</b>			
Cartridge World	Ink Refills	36.95	ALTO

**594. CHANGES IN PROCEDURE AS A RESULT OF CILCA TRAINING**

Layout of agenda

Resolved that the recommended inclusion on the agenda of the business to be transacted, and decisions proposed, be accepted.

Confidentiality of Clerk's Report

Resolved that the Clerk's Report be made available to the public via the web site, and a copy be placed in Rainhill Library. Provision of paper copies would be in accordance with the Parish Council's adopted charging schedule.

Correspondence list

Resolved that correspondence be circulated to relevant members, as it is received, and no longer be included in the agenda.

Payments for Authorisation

Resolved that the table of payments for authorisation be made publicly available via the website and library.

Public Participation

**RAINHILL PARISH COUNCIL – MINUTES**  
**22<sup>nd</sup> June 2015**

Resolved that a decision on the incorporation of a period for public participation in Parish Council meetings be deferred to the next meeting for further consideration.

Approval of Minutes

Resolved that draft minutes be circulated by email for accuracy checking when prepared.

**595. POLICE COMPACT**

Resolved that the Clerk write to the Police requesting their attendance at Parish Council meetings at least twice a year, and that a more detail report be provided.

**596. TWINNING**

It was resolved that the actions already taken be approved. Authorisation of signage was deferred to the next meeting.

**597. RAINHILL RAILWAY & HERITAGE**

It was resolved that the actions of the working group be noted.

**598. RAINHILL PARK**

It was resolved that payment for materials needed by the Community Payback Team be authorised.

**599. HOLT LANE PITCH HIRE**

It was resolved that the existing hire agreement with Rainhill Rockets be maintained.

**600. 2014/15 ACCOUNTS AND EXTERNAL AUDIT**

It was resolved that the accounts presented by the Clerk, having been scrutinised by internal audit, are approved and that the BDO submission be signed by the Chair and Clerk on behalf of the Council.

**601. TOUR OF PUBLIC OPEN SPACES**

Following discussion a convenient date could not be agreed. Resolved that the Open Spaces Committee convene a date on which the inspection will be undertaken. Other members will be invited to attend.

**602. PROVISION OF DEFIBRILLATOR AT VILLAGE HALL**

Following confirmation from the Village Hall Management Committee that the defibrillator would be positioned inside the Village Hall, it was resolved that the Clerk should now order the defibrillator from N W Ambulance team.

**603. RESIDENTS COMMENTS AND COMPLAINTS**

Mr. Atherton re: Vacant Coop Unit, Warrington Road  
Actions noted.

Mrs. Moore re: Railings on Warrington Road adjacent to Dane Court

It was requested that the railings be repainted and weeded. The Clerk was instructed to investigate who had responsibility for the railings.

**RAINHILL PARISH COUNCIL – MINUTES**  
**22<sup>nd</sup> June 2015**

Cllr. DeAsha had received comments from businesses within the village regarding advertising in the publication Local Life. The Clerk was instructed to contact the publishers to pass on their concerns.

Cllr. DeAsha reported that positive comments had again been received from residents regarding the road side flowers. This was endorsed by others.

Cllr. Almond had received a complaint regarding the height of a tree in Newby Close. Cllr. S Glover agreed to look into this.

Cllr. Wood raised the detrimental appearance of the temporary hoarding at Rainhill Railway Station. The Clerk was instructed to contact Network Rail again.

Cllr. Fulham had been approached regarding the future of Loyola Hall. It had been suggested that the Botanical Gardens could be relocated here. It was understood Cllr. Grunewald was in discussion about this site.

**604. REPORTS**

Resolved that the Council noted the following reports:

- Public Open Spaces: Cllr. S. Glover reported that the next Eco Group Meeting was scheduled for 1<sup>st</sup> July.
- Village Hall Management Committee: Cllr. C. Moore had provided a written report, which was noted.
- Rainhill Railway & Heritage Society: Nothing to report.
- Merseyside Association of Local Councils: Cllr. Wood and the Clerk attended the meeting on 3.6.15. Cllr. Wood had also attended the LALC Spring conference, a note had been prepared and circulated detailing the main topics of: the aspirations of the new CEO; Neighbourhood Planning; and the operation of defibrillators.
- St Helens District Sports Council: No report.
- Rainhill Gala Committee: No report.
- 4F Centre: Minutes of the meeting on 13.5.15. had been supplied.

**605. DATE & TIME OF NEXT MEETING**

It was resolved that the next ordinary meeting will be held on Monday 27<sup>th</sup> July 2015, starting at 7:30pm, the venue being Rainhill Village Hall.

The meeting closed at 9:00 pm.

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Chair of the Parish Council  
27<sup>th</sup> July 2015



## POLICE REPORT JULY 2015

In addition to considering the statistic below, Mike Berry from the Police and Crime Commissioner's Office will be attending the meeting to report a couple of updates from the PCC's office.

<u>Crime Category</u>	<u>June 2014</u>	<u>June 2015</u>	<u>Diff</u>	<u>Detail</u>
Burglary Dwelling	2	3	+1	Front door house jemmied 2 cars stolen - Open wind up occ in ran off - Argos del taken porch -
Burglary Other	2	3	+1	Care home window open hot handbag stolen x 2 - Rainhill High mobile phone from locked cupboard
Criminal Damage/Arson	5	8	+3	G/F wind - Veh scratched - Garage forecourt towel rail - Veh wind smashed - Fence panel x 2 - Comm PH wind smashed by drunk
Drugs	2	1	-1	Cannabis Possession
Other Theft	12	3	-9	Shell making off without payment x 2 - Hanging Baskets stolen from rear garden
Public Order	0	0	-	
Robbery Business	0	0	-	
Robbery Personal	1	0	-1	
Possession of Weapons	0	0	-	
Theft Bike	0	1	+1	Insecure pedal cycle from front garden
Theft from M.V.	3	3	-	VRM plates x 2 - Veh broken into
Theft Person	0	0	-	
Theft Shop	4	2	-2	Co-op x 2 alcohol
Theft / UTMV	0	0	-	
Violence	3	8	+5	Domestic x 3 - Assault after a dispute over taxi - PH assault - Schoolboys fighting x 2 - Assault following dispute over food delivery
<b>Total</b>	<b>34</b>	<b>32</b>	<b>-2</b>	
ASB	12	22	+10	R Hill High pupils causing nuisance - Road Rage - Welfare - Neigh Dispute x 5 - Quad / off Road bikes x 3 - School parking - Legal High's

# RAINHILL PARISH COUNCIL - CLERK'S REPORT

## July 2015

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The Clerk's report is in two parts:

- The first part relates to actions that have already been taken. These items will not have a corresponding Agenda item and shouldn't need any further discussion.
  - The second part relates directly to Agenda items and is intended to assist any discussion of Agenda items. These notes are for information only and should only be discussed as each Agenda item is reached.
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### **PART 1 - ACTIONS TAKEN**

All actions resulting from resolutions made at the 22<sup>nd</sup> June ordinary meeting have either been completed or are in progress. Additionally I can report the following:

#### **FENCE AT SKEW BRIDGE WARRINGTON ROAD**

At the last meeting it was reported that a complaint had been received regarding the condition of the fence adjacent to Dane Court. St.Helens Council have taken a look at the work needed and confirmed that painting should be undertaken by mid-August. Weed spraying had taken place on the week ending 26<sup>th</sup> June, I requested that work teams remove the surface debris to prevent similar occurrences.

#### **2013/14 ACCOUNTS**

The approved and signed Annual Return was submitted to BDO following the last meeting.

#### **POLICE DROP IN FACILITY**

The publicity posters for the Police drop-in facility at the 4F Centre have been received and distributed. I have confirmed with PCSO K Dearing that so far there have been no visitors.

#### **PROVISION OF DEFIBRILLATOR AT VILLAGE HALL**

The defibrillator was ordered on 9<sup>th</sup> July. Whilst the £650 cost was subject to VAT, bringing the total cost to £780, we will be able to reclaim this VAT. Once the unit is received I will contact N W Ambulance regarding training, though I believe the unit is also issued with an instructional DVD.

#### **RAINHILL PARK**

The container at Rainhill Park has now be repainted to cover the graffiti. The work was undertaken by the Community Payback Team. The Team kindly painted over the graffiti on the Scout's fence, the bin, and the fence around the changing rooms. A statement acknowledging appreciation for the work was required as part of the work, this has been submitted. Payment for the materials is included in the table for authorisation, the total cost was £203.86, we have surplus paint stored in the changing rooms should there be further graffiti. I have asked Rainhill United if they still wish to add a logo before applying anti-graffiti paint. I have not yet received a response.

I am continuing to pursue the renaming of the fields. There is a problem with the shower facilities in the changing rooms. I have added an item to the agenda for further discussion.

**LOYOLA HALL**

A public meeting is being organised to discuss the future of Loyola Hall. A date has not yet been fixed, but it is planned for September. I will update Councillors at the meeting if any further information has been received.

**INTERNET BANKING**

At the elections we welcomed two new Councillors onto the Parish Council. I have asked if they would be prepared to become signatories to financial transactions and internet authorisers. I have completed the paperwork but it requires the signatures of all existing account signatories. I will bring the paperwork with me to the meeting and would be very grateful if those involved would add their signatures.

**BUDGETTING**

As a result of the internal audit it was recommended that a summary of the current financial position be reported quarterly. Accordingly, I attach a budget monitoring report for information.

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## **PART 2 - AGENDA ITEMS – SUPPLEMENTARY NOTES**

### **CORRESPONDENCE**

Following last week's meeting the Clerk has been circulating any emails that may be considered of interest to Councillors. I have therefore not included a list of correspondence received. If Councillors wish to change this procedure this is the opportunity to discuss a way forward.

I can make the following additional comment on correspondence received:

#### **LALC – 71st AGM 2015**

The LALC AGM takes place on Saturday 7<sup>th</sup> November 2015 at 10am at County Hall, Preston.

As Cllr Wood is the Council's appointed representative I will book a place for Cllr Wood. **If any other Councillors wish to attend please let me know at the Council meeting on 27<sup>th</sup> July**; I will submit the booking form immediately following the meeting.

If the Council wishes to submit any resolutions the closing date for these is 21<sup>st</sup> August 2015; so the 27<sup>th</sup> July is the last Council meeting before the closing date.

**This item has been included to facilitate discussion.**

### **PLANNING APPLICATIONS**

Applications with an asterisk (\*) have either been referred to the Planning Applications Working Group or members have made unsolicited comments to the Clerk.

A letter endorsing the comments of the Conservation and Design Officer has been submitted to the following applications:

\*P/2015/0475, 6 Lawton Road, First floor extension, loft conversion and new roof

\*P/2015/0479, 17 View Road, Part single, part double rear extension, pitched roofs over existing bay windows, partial demolition and alteration to garage, and widening of front access.

No comment has been submitted for the following applications and the closing date for comments will have passed at the time of the meeting:

\*P/2015/ 0521, 21 Tasker Terrace, Demolish existing garage and re-construction of brick built detached garage.

No comments have been submitted for the following applications but they will still be open for comments at the time of the meeting:

\*P/2015/0523, Crantock, Mill Lane, First floor extension to existing bungalow at the rear, along with porch to side, and rear ground floor infill.

\*P/2015/0547, 10 Renwick Avenue, Certificate of lawfulness for a proposed single storey rear extension.

### **ACCOUNTS FOR PAYMENT**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Ref</b>
United Utilities	Holt Playing Fields – July	6.33	STO
United Utilities	Rainhill Park Playing Fields – July	18.99	DD

Clerk's Report July 2015

G Pinder	Photocopying	36.55	
G Pinder	Printer Postage 6 x 2 <sup>nd</sup> Class Stamps	3.24	
G Pinder	Telephone	18.50	
G Pinder	Laminating Pouches	13.98	
G Pinder	Salary - July (less Tax, NI & Pens Ded)	1000.29	
		1072.56	TFR125
Merseyside Pension Fund	LGPS – July	368.48	TFR126
Scottish Power	Martin Close (Holt) – July	40.00	STO
Scottish Power	Deepdale Drive (Rainhill Park) July	9.00	STO
Hydraclean	Legionella Testing Holt Lane July	51.00	STO
Hydraclean	Legionella Testing Rainhill Park July	52.00	STO
Lancashire County Training Partnership	Clerk's CiLCA Training	150.00	029
BDO LLP	External Audit Fee	360.00	TFR127
Vyniline	Honours Board Update	42.00	TFR128
Community Payback Team	Materials for painting storage container	203.86	TFR131
August			
G Pinder	Telephone	18.50	
G Pinder	Salary - Aug (less Tax, NI & Pens Ded)	1000.09	
G Pinder	Anti Virus Protection for Computer	19.99	
			TFR129
Merseyside Pension Fund	LGPS – Aug	368.48	TFR130
United Utilities	Holt Playing Fields – Aug	6.33	STO
United Utilities	Rainhill Park Playing Fields – Aug	18.99	DD
Scottish Power	Martin Close (Holt) – Aug	40.00	STO
Scottish Power	Deepdale Drive (Rainhill Park) Aug	9.00	STO
Hydraclean	Legionella Testing Holt Lane Aug	51.00	STO
Hydraclean	Legionella Testing Rainhill Park Aug	52.00	STO

**The Council should consider approving the above payments.**

**INCLUSION OF PUBLIC PARTICIPATION PERIOD**

At the last meeting several recommendations were made for changes to procedure. The suggested inclusion of a period for public participation during Parish Council meetings was deferred for more information. Set out below are measures considered to be good practice, together with potential options for consideration in relation to public participation.

**Good Practice**

The public and press are allowed to attend meetings but have no right to participate in them, unless permission is given. Whilst it is not a requirement in law, it is good practice for Parish Council's to set aside a period of time when the public are allowed to ask questions or make statements. The NALC Legal Topic Paper on the subject suggests a period of 15 to 20 minutes. It also points to the publication Local Councils Explained (recently purchased) to provide further guidance. This publication advocates public participation and, summarising, gives the following guidance:

Standing orders should be used to regulate the purpose or nature of the permitted public participation. This may range from only allowing the public to ask questions, to allowing the public to make statements and representations.

It suggests that the questions and representations should ideally be confined to the matters that are on the agenda. However, this can be difficult to police, and it may be

perceived as pedantic and obstructive, so there is some merit in permitting questions about matters not on the agenda.

The Chair of the meeting must keep control of the public participation session to avoid it overrunning or becoming unfocussed.

During the period for public participation the Council may not make any lawful decision and need not enter into debate on the matter raised. It must be made clear that the public must not take part at any other time.

**Option 1 – Current practice**

Public are welcome to attend meeting, but are not allowed to speak, or raise an issue. Any requests to speak are considered for inclusion *at the next suitable meeting*. Speakers are invited to attend before commencement of the ordinary meeting usually 7.00pm or 7.15pm and are informed that the meeting will commence at 7.30pm. An agenda item is usually included to facilitate discussion on the matter within the subsequent meeting.

This approach provides a predictable and planned approach to public speaking. It allows time for background research. However, it does not allow for issues of an urgent nature to be raised, or permit the public to comment on an agenda item. The practice of inviting people to return to a subsequent meeting could be perceived as obstructive and is not reactive to pressing matters. The procedure does not transgress any law.

**Option 2 – Managed access** *Allow an open session in response to prior written request.*

Public may submit a written request to be heard at the next meeting. At least 10 days' notice before meeting date, is required to allow for earlier commencement time to be included on summons and public notice. The issue(s) to be discussed must be set out in the request. The Council will convene at 7.00-7.15pm to hear the request, and then commence their meeting at 7.30pm. An agenda item would be added to facilitate discussion, and potentially decision, within the meeting.

This is more accessible than the current approach and could be planned into the commencement time of meetings, to ensure meetings do not overrun. It would provide Councillors with time before the meeting to research the issues involved, and arrive informed and prepared. However, this approach still does not allow for discussion on urgent issues and may not be seen as reactive to constituent's needs. The notice period may be perceived as prohibitive.

**Option 3 – Open access** *Inclusion of a public participation session in the agenda, where residents could turn up to a meeting to raise an issue, or comment on an agenda item.*

The parameters of the period of public participation would need to be set out in Standing Orders, examples below. The Chair would be responsible for managing the period of public participation. The Council need not enter into debate with the public, and cannot make a lawful decision during this period. Issues raised, if not on the agenda, could be discussed at the next meeting or delegated to the Executive Committee.

This option is unpredictable, Councillors will not have time to prepare for the issues raised, and will not be able to formally address them during the meeting, unless there is a relevant agenda item. However, this method is considered good practice, it is open and transparent, and responsive to the public.

**Decision 1: Which option does the council wish to adopt?**

The options are summarised below.

	<b>Right to speak</b>	<b>Notice period</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>Option 1</b>				
<b>Current practice</b>	Only by invitation	Before agenda completed	Ensures predictable meetings; Allows for research	Does not comply with good practice; Council might appear slow to respond
<b>Option 2</b>				
<b>Managed access</b>	Yes, providing notice requirements etc. met	10 working days before the ordinary meeting	Ensures predictable meetings; Allows for research; Closer to good practice	Not immediately responsive, but much quicker than Option1; Difficult to respond to items on the agenda
<b>Option 3</b>				
<b>Open access</b>	Yes. Open	None	Council fully open	Difficult to develop helpful responses for residents, or manage the session if many people attend without warning

**Decision 2: If the council adopts Option 2 or 3, how will the session be managed?**

If the Council wishes to include a period for residents' participation, it will need to set out the details and limitations in the Standing Orders. The following model Standing Orders are adapted from Local Council's Explained.

**Draft Amendment to Standing Orders**

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

**Resident participation session**

- a) Residents of the parish (including individuals with business in the parish) who are aged over 16 are welcome to contribute their views in relation to items within the competency of the council, in a resident participation session at ordinary meetings.
- b) (Delete this clause if Option 3 has been chosen) To facilitate a response, residents wishing to speak shall give written notice of that intention by contacting the clerk *at least* 10 working days before an ordinary meeting, indicating the topic they wish to raise and outlining any questions.
- c) Where a request to speak is considered inappropriate or ultra vires, the Chair will rule the request out of order.
- d) The resident participation session shall not *normally* exceed fifteen minutes, unless directed by the Chair.
- e) The resident participation session will usually commence at 19:15/19:30 with the adjournment of standing orders.(Dependant on option chosen)
- f) If no authorised speakers have registered to speak by 19:15/19:30, the meeting will resume with the next agenda item.
- g) A resident shall not speak for more than three minutes.
- h) A question asked shall not require a response at the meeting, nor start a debate. The Chair of the meeting may direct that a written or oral response be given.
- i) A brief summary record of a resident participation session shall be included in the minutes of that meeting.

- j) Speakers will be listed in order of receipt by the clerk of the request to speak, unless the Chair determines a different order will better assist debate
- k) A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair may at any time permit an individual to be seated when speaking.
- l) The session will be Chaired by the Council Chair, or another person selected to undertake that role for that session.
- m) Any person speaking at a meeting shall address his/her comments to the Chair.
- n) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- o) Individuals present shall respect the Chair's rulings. If they do not, the Chair shall conclude the session and take steps to continue with the Council's business.
- p) Any urgent matters raised will be referred to the Executive Committee for speedy resolution or referral to the next meeting.

### **Decision 3 how to inform residents?**

If either Option 2 or 3 is chosen it is proposed that a simple agenda item is included on the agenda/public notice (wording to be agreed) to introduce the session, with additional information located on the website, noticeboard and at the meeting, setting out the requirements for participation.

#### **The Council need to consider:**

1. **Decision 1: Do the Council wish to introduce a period for resident participation? If so, which of the options above would it prefer to adopt?**
2. **Decision 2: If applicable, do the Council agree to the amendments to Standing Orders suggested above**
3. **Decision 3: If applicable, do the Council wish to publicise any resident participation session by a simple agenda item with additional information available on the website, noticeboard and at the meeting?**
4. **Any outstanding issues be delegated to the Executive Committee.**

### **TWINNING**

A response has been received from Market Weighton Town Council to the invitation to participate in the Twinning agreement with Latour-en-Woëvre. Unfortunately, they felt that the project would not be of benefit to the town or its residents and therefore refused to partake in the project. They did however pass on their best wishes for the future of the project.

The joint ceremony is proposed for Sunday 20<sup>th</sup> September 2015 at 1pm (or alternative time to be agreed).

Cllr DeAsha has contact St.Helens Council regarding the signs at the entrances to the village. If further information is available a decision may be needed on whether to agree to this expenditure.

**The Council should note the actions taken and consider the provision of signage at the entrances to the village.**

### **RAINHILL RAILWAY & HERITAGE SOCIETY**

The next meeting is planned for 23rd July, a verbal update will be provided.

**This item has been included for information only.**



### **OWNERSHIP OF WAR MEMORIAL**

The issue of ownership of the war memorial has been raised. It is recommended that the Council instruct the Clerk to obtain title from the Land Registry.

**The Council need to consider if it wishes to pursue formal title to the War Memorial.**

### **APPROVAL OF ANNUAL RETURN**

The external auditors, BDO LLP, have written to confirm the audit has been completed with no issues arising. A full copy of the Annual Return is available for inspection, I attach a copy of page 4 completed by the auditor. The letter asks that there is a minute recording that the Council approves and accepts the final audited version of the annual return and that a notice of conclusion of audit is also displayed for at least 14 days. The notice has already been displayed. I have included payment of the auditor's fee in the table of payments for authorisation.

**The Council should consider approving and accepting the final version of the Annual Return.**

### **BARRIER PLANTING**

Unfortunately, the seven barrier baskets at Kendal Drive are currently bare. Agreement was reached with Stephenson's Centre to plant and maintain the baskets, however the planting has failed. Following discussions with Stephenson's they have offered to replant the baskets at a cost of £40 but are unable to commit to their maintenance.

I have contacted St.Helens Council to assess the cost of a 'maintenance only' contract and am currently awaiting a quote, which should be available by the time of the meeting. Using previous costs as a guide, I would anticipate maintenance costs for seven baskets for the remainder of the summer season would (very roughly) be in the region of £800. I have also requested a maintenance only quote for the winter season.

The Council needs to consider if it wishes the baskets to be replanted for the summer season. If replanting is to be undertaken, do the Council wish to employ Stephenson's at a cost of £40? A quote has been requested from St.Helens Council, to include planting as well, which again should be available at the meeting.

Maintenance costs for barrier baskets elsewhere in Rainhill, have been divided equally between the Parish Council and Community Improvement Fund. I have contacted the Ward Councillors to ascertain if a similar agreement would apply to any contract now agreed.

For future years it may be more cost effective to allow the planting and maintenance to be undertaken by St.Helens Council.

**The Council should considered whether replanting is to be authorised. If so, who is to undertake the work.**

### **RAINHILL PARK CHANGING ROOMS**

Each month I meet with Hydraclean who undertake Legionella testing at both football changing facilities (Holt Lane and Rainhill Park). I had discovered that in the past a thorough test was not being completed, so now I meet the Engineer on site. As a result, it has been identified that the water heater at Rainhill Park changing facility is not currently reaching the required temperature to eliminate any Legionella risk. From first observations it would appear that the heating elements in the water cylinder are broken. I have requested an electrician to attend and undertake tests to identify where the problem lies and provide an estimate for repairs to bring the system up to a safe standard. This service is free of charge.

Until the system has been repaired and it can be verified that there is no risk of Legionella, I propose to notify the football clubs that the shower facility is out of order. I am unsure how frequently the facility is used for showering, as there is football equipment stored in the shower area, but we are currently in the closed season so there is no current risk. If the shower facilities are rarely used, the Council would have to consider the cost effectiveness of undertaking repairs. In order to assess this I have written to the clubs involved asking for further information on their use.

Once the problem has been identified, and a quote for repair has been obtained, the Council will be in a better position to judge how it wishes to proceed. However, the options appear to be:

- (i) Undertake repairs to ensure the facility is functioning safely, irrespective of cost;
- (ii) Based on the quote obtained, and the anticipated use by the clubs, determine if a repair is cost effective; if not
- (iii) Drain down the system, removing any risk, but leaving the equipment in place in case demand for showering facilities increases in future; or
- (iv) Remove the showering equipment completely, to free up the space for an alternative use, e.g. storage.

If the electrician has assessed the problem prior to the meeting I will provide an update on the problem, however, I would not expect that a quote for repair will be available in time for a decision at the meeting on 27<sup>th</sup> July.

The Council may wish to delegate a decision on further action to the Open Space Committee or Executive Committee, to speed up a decision. Alternatively, we may wish to declare the shower facilities out of order until the full Council has chance to discuss the matter further on 7<sup>th</sup> September and come to a decision.

**The Council needs to determine whether to delegate a decision on possible repair to a Committee, or consider the details at the next meeting on 7<sup>th</sup> September.**

### **RESIDENTS COMMENTS AND COMPLAINTS**

#### Mr Crickson, enquiry re: provision of boxing club

An email was received from Mr Crickson, following up an earlier telephone conversation regarding the provision of a boxing club in Rainhill. Mr Crickson explained:

“Basically what we would really hope for is the possibility of some land being freed up to build a clubhouse, I realise this may be a big ask and may have obstacles, however I feel it

is our only realistic option at the minute. We have plenty of funds available to build a good quality facility and also there are numerous grants available to us through various organisations.”

I responded to Mr Crickson setting out the limitations of the land within the Parish Council's control, together with the National and Local Planning Policies that would apply.

A response was received from Mr Crickson who was keen to arrange a meeting. I have advised that he needs to speak with St.Helens Council planning officers to gain their informal opinion but have offered a meeting if he considers one necessary.

**The Council need to consider if they wish to meet with Mr Crickson or make any suggestions on the proposal.**

**FUTURE MEETING DATES:**

7<sup>th</sup> September 2015

19<sup>th</sup> October 2015

16<sup>th</sup> November 2015 (Finance meeting)

Item of Expenditure	Budget for this period	Actual Spend this period	Budget for 2015/2016
1. Association of Local Councils	250	0	1,000
2. Wages/Salaries - Gross	3,500	3,001	14,000
3. Employer NI & Pension Payments	1,125	1,481	4,500
4. Administration	1,000	104	4,000
5. Insurance	250	0	1,000
6. Churchyard Maintenance	250	0	1,000
7. Public Open Spaces	3,750	508	15,000
8. Rainhill Village Hall	2,756	2031	£11,023
9. Contingency	1,250	0	5,000
10. Environmental Improvements (+S137)	2,625	2,580	10,500
11. Election Expenses/Reserves	0	0	0
12. Good Citizenship Award	175	0	700
13. Charter Mark/Publicity	750	1,552	3,000
14. Website Improvements	250	0	1,000
Totals	£17,931	£11,258	£71,723

# Section 3 – External auditor certificate and report 2014/15

## Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

**RAINHILL PARISH** Council/Meeting

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

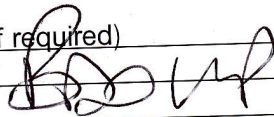
(~~Except for the matters reported below~~)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature



External auditor name

**BDO LLP Southampton,  
United Kingdom**

Date

30/6/15

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.