



5th December 2017

Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 11th December 2017, in the Elm Room at the Village Hall, commencing **at 7.00pm**. One resident has registered to speak.

I attach an agenda, relevant minutes, and the Clerk's Report.

Please find time to read through the information before the meeting, making any notes you need to against each item. If you have any queries prior to the meeting please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G. Pinder'.

G. Pinder
Clerk to the Council



Awarded for excellence

Serving the Rainhill Community since 1894

RAINHILL PARISH COUNCIL AGENDA

11TH December 2017

The public will be allowed to speak on any matters of concern, subject to prior written notification being received. A request has been received from Mr Fairclough.

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 16th October 2017 and the Finance Meeting held on 13th November 2017
4. To receive Police monthly statistics – for information only
5. To note the contents of the Clerk's Report– for information only
6. To consider the following Planning Applications and note any actions taken:
P/2017/0814 12 View Road Replacement hipped roof over existing two storey side extension.
P/2017/0867 2 Kingsdale Avenue, Erection of a single storey side extension along with the erection of a perimeter wall.
P/2017/0902 3 Owen Road Removal of condition 2 on approval P/2014/0842 to replace railings with a solid gate / fence.
7. To authorise the accounts payable (list included in report)
8. To consider the actions of the Rocket 190 working group – for information only
9. To consider donations in respect of the Christmas lights switch on
10. To consider a donation to British Legion for Remembrance Sunday
11. To receive recommendations of Good Citizenship Award Panel
12. To review the Effectiveness of Internal Audit Systems and Controls and Appoint an Auditor
13. To consider the repairing of the sandstone wall at Old Lane Open Space
14. To authorise decommissioning of the changing room showers
15. To consider residents comments and complaints:
16. To receive reports from member representatives on local organisations:
 - a) Public Open Spaces
 - b) Village Hall Management Committee
 - c) Rainhill Railway & Heritage Society
 - d) Merseyside Association of Local Councils
 - e) Rainhill Gala
 - f) 4F Centre
17. Date & Time of Next Meeting:
Ordinary Meeting 7:30pm, Monday 22nd January 2018

RAINHILL PARISH COUNCIL – MINUTES
16th OCTOBER 2017

At a meeting of the Parish Council held at 7.30pm on Monday 16th October 2017 at Rainhill Village Hall, the following were present:

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

Cllr J. DeAsha welcomed back Cllr B. Grunewald on behalf of the Parish Council.

985. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: M. Donovan and J. Fulham.

986. DECLARATIONS OF INTEREST

Non-pecuniary interests were declared on behalf of: Cllrs: J. DeAsha, and S. Glover – Members of Borough Planning Committee, and D. Long – Cabinet Member. Cllrs D. Long and P. Long declared a non-pecuniary interest in planning application P/2017/0761.

The meeting was adjourned.

A presentation was made by a member of the public in relation to wildflower displays on Warrington Road. A number of points were clarified before the meeting was resumed.

The meeting was reconvened.

987. MINUTES OF THE ORDINARY MEETING HELD ON 4th SEPTEMBER 2017

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 4th September 2017 should be approved and signed by the Chair as a correct record.

988. TO RECEIVE POLICE MONTHLY STATISTICS REPORT

Resolved that the report of the crime statistics for Rainhill be noted. Concern was expressed at the increase in crime numbers and the Clerk was instructed to write to the Police and Crime Commissioner to request a meeting.

989. CLERK'S REPORT

It was resolved that the contents of the Clerk's report be noted.

990. PLANNING APPLICATIONS

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

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

P/2017/0701 53 Amanda Road, single storey extension to side and rear elevation, and new roof to existing garage

P/2017/0703 814 Warrington Road, single storey rear extension

P/2017/0707 Plumb Centre, Hemmingsway, consent to display 6 fascia signs; 1 architrave entrance sign; and 1 poster sign

P/2017/0710 Rainhill Recreation Club, Victoria Terrace, grading and importation of topsoil, new pipe drainage and seeding of southern part of site

P/2017/0712 172 Rainhill Road, replacing flat roof with pitched roof over existing detached garage

P/2017/0721 12 Second Avenue, erection of rear conservatory

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P/2017/0729 9 Owen Road, works to multiple trees covered by a Tree Preservation Order
P/2017/0732 58 Holt Lane, retention of rear extension.

P/2017/0735 Rainhill High School Media Arts College, Warrington Road, demolition of existing single storey extension on 6th form block and erection of a two storey teaching block.

P/2017/0747 Crantock, Mill Lane, conversion and extension of existing garage and outbuildings to link into the existing dwelling, single storey front extension along with a rear infill extension

P/2017/0761 30 The Meadows, single storey rear extension projecting 6.0m from the rear, 4.0m high overall and 4.0m to the eaves

P/2017/0766 531 Warrington Road, two storey extension to side and rear elevations.

P/2017/0777 P and S Self-drive, Station Road, change of use from existing car repair garage to retail unit (florist), along with shop front alterations to east and west elevations.

P/2017/0809 45 St James Road Certificate of lawfulness for roof alterations including full width rear dormer with pitched roof.

It was noted that representations had been submitted to the following applications:

P/2017/0730 Land to rear of 576 Warrington Road, erection of a two storey dwelling on land to the rear of The Village Butcher

P/2017/0784 11 Owen Road, demolition of existing conservatory, pool house, chimney and front entrance and erection of 2no two storey rear extensions, covered pergola and 2no front dormers.

991. ACCOUNTS FOR PAYMENT

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

Payee	Description	Amount	Ref
G Pinder	Telephone	15.00	
G Pinder	Salary - Oct (less Tax, NI & Pens)	1086.32	
	Photocopying & Paper – Sept	15.00	
		1116.32	TFR257
Merseyside Pension Fund	LGPS – Oct	301.53	TFR258
Scottish Power	Albert Fellowes Park - Oct	21.00	STO
Npower	Martin Close (Holt) - Oct	16.00	DD
United Utilities	Rainhill Park Playing Fields – Oct	55.06	DD
United Utilities	Holt Playing Fields – Oct	6.33	STO
Hydraclean	Legionella Testing Holt Lane - Oct	51.00	STO
Hydraclean	Legionella Testing Rainhill Park - Oct	52.00	STO
BDO LLP	External Audit Fee	360.00	TFR262
Village Hall	Repayment of Insurance Premium	3024.00	TFR259
St. Ann Millennium Centre	Room Hire – Merchant Navy Day	17.50	TFR260
G Pinder	Telephone	15.00	
G Pinder	Salary - Nov (less Tax, NI & Pens)	1086.52	
		1101.52	TFR263
Merseyside Pension Fund	LGPS – Nov	301.53	TFR264
Scottish Power	Albert Fellowes Park - Nov	21.00	STO
Npower	Martin Close (Holt) - Nov	16.00	DD
United Utilities	Rainhill Park Playing Fields – Nov	55.06	DD
United Utilities	Holt Playing Fields – Nov	6.33	STO
Hydraclean	Legionella Testing Holt Lane - Nov	51.00	STO
Hydraclean	Legionella Testing Rainhill Park - Nov	52.00	STO

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S.137 Payments			
Dementia Friends	Donation	100.00	TFR261

992. TO RECEIVE A REPORT FROM EXECUTIVE COMMITTEE

Resolved that the report from the meeting of the Executive Committee held on 25th September 2017 be noted.

993. TO APPROVE THE QUARTERLY BUDGET REPORT AND BANK RECONCILIATION

The Council reviewed the current budgetary position and bank reconciliation, and resolved to approve the report.

994. TO APPROVE THE TIMETABLE FOR GOOD CITIZENSHIP AWARDS

Resolved that the arrangements proposed by the Clerk be accepted and that the Awards Evening be set for Friday 23rd February 2018.

995. TO CONSIDER ROAD CLOSURE FOR REMEMBRANCE SERVICE

Resolved that the Parish Council would meet the cost of the road closure to facilitate the Remembrance Service, this expenditure would be met each year and should be added to the budget.

996. TO CONSIDER THE OUTCOME OF THE CLERK'S APPRAISAL

Resolved that, following the Clerk's appraisal and subsequent discussion by Council members, the Clerk will progress to salary scale point 33, in accordance with the written terms and conditions of employment.

997. TO APPROVE THE AUDITED ANNUAL RETURN

Resolved that the final version of the Annual Return be approved and accepted and payment be authorised.

998. TO CONSIDER ASSETS OF COMMUNITY VALUE

Resolved that the Clerk investigate registering the Commercial Hotel as an asset of community value. Other sites would be considered in due course. Return to next meeting.

999. TO CONSIDER THE ACTIONS OF THE ROCKET 190 GROUP

The Council noted the actions taken by the Rocket 190 Group.

1000. TO CONSIDER UNAUTHORISED ACTIVITIES AT ALBERT FELLOWES PARK

Resolved that signage be erected to indicate 'No Golf' and 'No Unauthorised Vehicles' at both entrances to Albert Fellowes Park.

1001. TO CONSIDER OPTIONS FOR THE WEB SITE DOMAIN NAME

Resolved that the domain name rainhill.gov.uk be pursued. The current domain name rainhillparish.org.uk be maintained until the new site is established.

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1002. TO CONSIDER WEB SITE SECURITY

Resolved that a SSL certificate was not considered necessary. Clerk instructed to remove contact form from web site to reduce risk.

1003. TO CONSIDER QUOTES FOR CLEANING OF THE WAR MEMORIAL

Resolved that Stone Central be appointed to undertake cleaning of war memorial.

1004. TO CONSIDER REPAIRS TO CHANGING ROOMS AT ALBERT FELLOWES PARK

Resolved that Kirby Roofing be appointed to undertake roof repairs to changing rooms at AFP.

1005. TO CONSIDER RESPONSE TO DCLG CONSULTATION

Resolved that a representation be submitted to consultations on both the Liverpool City Region Strategic Housing and Employment Land Market Assessment, and the DCLG white paper 'Planning for the right homes in the right places' as detailed in the Clerk's report.

1006. RESIDENTS COMMENTS AND COMPLAINTS

Resolved that the complaints reported in the agenda report be noted and that contact be made with St. Helens Council regarding the wildflower areas. Clerk to investigate solutions and return to future meeting. The issue of on street parking was recognised as a long standing problem. An item would be placed in the next Annual Report. Cllr S. Glover offered to report the overhanging vegetation.

Cllr J. Carroll expressed disappointment on behalf of the Parish Council, that the cost of work undertaken to remove graffiti from the War Memorial would not be reimbursed by the offender.

1007. TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

Resolved that the Council noted the following reports:

- Public Open Spaces: Cllr S. Glover reported that the Eco Garden would be hosting 'Something Spooky in the Garden' on 28th October. Discussions had been held with Rainhill Town to facilitate the First Team's return to Rainhill. Discussions would now be held with St. Helens Council to assess the feasibility.
- Village Hall Management Committee: A meeting was held 12th September. A campaign had been launched to raise funds for upkeep of the building. Several user groups had made donations. Cllr T. Long suggested contact with local colleges to provide practical work experience for trades students.
- Rainhill Railway & Heritage Society: Cllr B. Wood reported that the group had recently received a presentation on the Mersey Bridge. It was suggested that the Parish Council enter a team in the forthcoming quiz.
- Merseyside Association of Local Councils: Parish Councils were reminded that resolutions could be submitted to MALC for consideration.
- Rainhill Gala: Cllr B. Grunewald reported that all issues had been considered during the meeting.
- 4F Centre: A charge had been introduced for waste collections, which was an additional expenditure.

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1008. DATE & TIME OF NEXT MEETING

It was resolved that a Finance Meeting would be held on Monday 13th November commencing at 7.30pm, the venue being Rainhill Village Hall. The next ordinary meeting would be held on Monday 11th December 2017, starting at 7:00pm and would be followed by the Christmas Meal.

1009. EXCLUSION OF THE PUBLIC

Resolved that the public be excluded from the meeting during consideration of the following items for the reason stated:

<u>Minute</u>	<u>Reason (under the Local Government Act 1972)</u>
1010	Exempt information concerning the financial or business affairs of any particular person (Para 3 of Schedule 12a).

1010. CONSIDERATION OF LOGO COMPETITION

It was agreed that all of the designs submitted were of a very high standard. Resolved that Cllr D. Long would circulate options for the preferred submission for further assessment by the Executive Committee.

The meeting closed at 9.43 pm.

Chair of the Parish Council
11th December 2017

RAINHILL PARISH COUNCIL – MINUTES
13th November 2017

At a meeting of the Finance Committee of the Parish Council held on Monday 13th November 2017 at Rainhill Village Hall, the following were present:

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

01. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: M. Donovan, B. Heydon, L. Glover, and B. Grunewald.

02. DECLARATIONS OF INTEREST

No declarations of interest were received.

03. ACCOUNT BALANCES, INCOME EXPENDITURE & RESERVES

The Clerk gave a report on the half-year bank account balance including a summary reconciliation of figures for each month of the half-year. It was agreed that funds above £75,000 be moved from Unity Trust into TSB to ensure all funds are covered by the financial services compensation scheme.

It was agreed that the Clerk would provide training to the Unity Trust Bank authorisers on authorising transactions to familiarise them with the process.

The Clerk outlined the updated auditing requirements and arrangements, and invited members to examine the accounts and processes if they so wished.

Last year the Development reserve was increased to £25,000. This incorporates funds for Rocket 190 and replacement changing rooms.

It was agreed that the Election Reserves be maintained at £11,000.

The Clerk reported that cash reserves are within the range advised by national bodies. It was agreed that cash reserves would be kept to a minimum.

04. PRECEPT

The Clerk was instructed by the Council on the parameters for determining the 2018 Precept. It was agreed that a final decision on the Precept amount will be made at the 22nd January 2018 meeting, informed by the budget papers. Sufficient funds needed to be raised to meet the expected expenditure. Together with the risks outlined by the Clerk, detailed below, the following factors needed to be considered when determining 2018 precept: transfer of responsibilities for services currently provided or co-funded by St.Helens Council; loss of Council Tax support grant; and increases in National Insurance contributions.

05. RISKS

The Clerk summarised potential financial risks, including:

Open Spaces

Responsibility for statutory inspections has been passed to the Parish, increasing the annual costs. It was agreed that the shower facilities at the sports pavilions be decommissioned to reduce costs. Future maintenance at the sites could pass to the Parish.

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Asset Register

It is essential that the Asset Register is finalised. It was agreed that the costs associated with this could be incurred.

Sandstone Wall

Following a recent incident with the collapse of the sandstone wall at Old Lane open space, it was agreed that retention of the sandstone material was important to the character of the village. Quotes would be obtained to include the wall within the insurance schedule, however this may not be cost effective.

06. 4F CENTRE

The Centre is currently self-financing and was no longer considered to be a demand on Parish money.

07. VILLAGE HALL GRANT

It was agreed that the Village Hall grant be maintained at £11,023, for the third consecutive year. The outcome of a grant application for essential repairs was awaited. Should this not be forthcoming additional support may be needed.

08. OTHER POTENTIAL PROJECTS FOR 2018/19 AND BEYOND

Holt Changing Rooms

This proposal had been discussed for many years and it was agreed that resolution was needed. A meeting of the Executive Committee would be arranged to discuss whether a scheme was feasible or it should be discounted.

More immediate storage problems at Holt Lane would be considered for a landfill tax grant application. It was agreed that the Parish Council would contribute the 10% clawback money required to secure the application, together with submission of a planning application.

Rainhill Visioning

Work was progressing at St.Helens Council level and proposals would soon be available for consideration by the Parish Council and public. The Parish would then need to decide whether to invest in its progress.

Rainhill Rocket 190th Celebration

Work was progressing, and previous commitments to underwrite costs associated with the celebration should be covered by ensuring adequate reserves were available.

Environmental Improvements

Wildflowers – following issues with some areas of planting, wildflowers had been replaced with bulbs. This would be assessed before any other areas were considered for similar treatment.

Tree planting – the working group would consider where planting could be accommodated. An initial commitment to £3,000 to facilitate the first year of planting was agreed.

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13th November 2017

Village Hall Land Contract

The land on which the Village Hall stands is leased and the contract will require renewal after 2032. Discussion would be needed to determine the best way forward and advice would be sought from St.Helens Council Chief Executive.

DATE & TIME OF NEXT MEETING

It was resolved that the next ordinary meeting will be held on Monday 11th December 2017, starting at 7:00pm, the venue being Rainhill Village Hall.

The meeting closed at 9.25 pm.

Chair of the Parish Council
11th December 2017

DRAFT

Police Report

Merseyside Police Report for Rainhill Parish Council Meeting Monday 11th December 2017

Area: Rainhill Month: October 2017

	2016	2017	Diff	% Diff	Description
Burglary Business & Community	2	1	-1	-50	1) Lock forced to open outside porta cabin - lawnmower & tools stolen - Victoria Terrace
Burglary Residential	2	2	0	0	1) Offender gains entry to utility room by unknown means & takes car keys & car - Mooreway 2) Rear ground floor window frame damaged to gain access - mobile phone stolen - Trent Road
Criminal Damage	4	3	-1	-25	1) Lock on outside shed damaged - Elderswood 2) Damage to wheel clamp - Roby Close 3) Mirror damaged in a dwelling by intoxicated family member - Dee Road
Drugs	0	0	0	0	
Other Theft	11	9	-2	-18	1) Fuel put in vehicle - drivers making off without payment x 7 - false plates at times - Warrington Rd 8) Fence panels removed - Braithwaite Close 9) Theft of bag & contents from under seat of a bus - no CCTV coverage - Millom Avenue
Public Order	3	2	-1	-33	1) Verbal threat - was a misunderstanding - Blundells Lane golf club 2) Verbal threat involving youths - Ratcliffe Place
Robbery Business	0	0	0	0	
Robbery Personal	2	0	-2	-100	
Theft Bike	1	0	-1	-100	
T.F.M.V.	3	5	2	67	1) Theft of VRM number plates from a motor cycle when parked on the driveway - Longton Lane 2) Insecure vehicle door - chainsaw stolen - foot pursuit chainsaw dropped & recovered - Lowther Drive 3) New tyre exchanged for old tyre - Warrington Road 4) Theft of VRM number plates from a motor vehicle when parked on the highway - Second Avenue 5) Theft of VRM number plates from a motor vehicle when parked on the highway - Holt Lane
Theft Shop	5	5	0	0	1) Theft of coffee & biscuits - Shell - Warrington Road 2) Theft of radio x 2 - Co-op - Warrington Road 4) Razors, deodorant, drinks & confectionery stolen - McColl's - Warrington Road 5) Theft of meat - Co-op - Warrington Road
T.O.M.V.	1	2	1	100	1) Ford Fiesta stolen - car keys secure - Deepdale Drive 2) Ford Focus stolen - car keys secure - Ashley Close
Vehicle Interference	2	1	-1	-50	1) Insecure vehicle searched - nothing stolen - Norlands Lane
Total	36	30	-6	-17	
ASB	17	10	-7	-41	

Police Report

Merseyside Police Report for Rainhill Parish Council Meeting Monday 11th December 2017

Area: Rainhill Month: November 2017

	2016	2017	Diff	% Diff	Description
Burglary Business & Community	1	2	1	100	1) Storage sheds broken into - damage caused - nothing stolen - Warrington Road 2) Storage shed broken into - stock stolen - Warrington Road
Burglary Residential	4	7	3	75	1) Rear door lock damaged - no entry gained - Old Lane x 2 - 6/11/17 3) Ladder used to gain entry to bathroom window - Old Lane - 6/11/17 4) Blunt instrument used to force ground floor window - males seen & make off - View Road 5) Neighbour witnesses male stealing property from garden shed - Holt Lane 6) Front window of premises smashed to gain entry - hand tools stolen - Station Road 7) Entry gained possibly through rear door - large amount of cash stolen from purse - Francis Close
Criminal Damage	6	7	1	17	1) Bodywork of vehicle scratched extensively including roof & bonnet - Longton Lane 2) Garage door lock glued - unable to open - Meade Close 3) Wing mirror of vehicle damaged by male passing by - Rainhill Road
Drugs	0	2	2	0	1) Vehicle stop checked - small amount of cannabis found - Warrington Road 2) Vehicle stop checked - small amount of cannabis found - Kendricks Fold
Other Theft	6	6	0	0	1) Golf course used without payment - Blundells Lane 2) Fuel put into vehicles - no attempt to pay x 3 - Texaco Warrington Road 5) Fuel put into vehicles - no attempt to pay x 2 - Shell Warrington Road
Public Order	3	4	1	33	1) Pupils fighting - advised by member of public who was verbally abused x 2 - Warburton Hey 2) Verbal threat involving youths - Ratcliffe Place 3) Verbal threats involving family members - Horwood Avenue 4) Verbal threats in relation to dog fouling - Warburton Hey
Robbery Business	0	0	0	0	
Robbery Personal	0	1	1	0	1) Male jumped from behind by a group of males - small amount of money dropped & stolen - Warburton Hey
Theft Bike	0	0	0	0	
T.F.M.V.	5	4	-1	-20	1) Vehicle headlights & lights taken from vehicle on the driveway - Ryder Close 2) Unnamed items stolen from vehicle - Warrington Road 3) Theft of rear VRM number plate from a motor vehicle - Toftwood Gardens 4) Theft of rear VRM number plate from a motor vehicle - Stapleton Road
Theft Shop	1	4	3	300	1) Theft from Co-op x 3 - Warrington Road 4) Theft of cider from Bargain Booze - Warrington Road
T.O.M.V.	0	2	2	0	1) Ford Focus stolen from driveway - unknown means - Longton lane 2) Motor scooter stolen from rear garden overnight -Toftwood Gardens
Vehicle Interference	1	1	0	0	1) Front passenger window of lorry smashed on private land - attempt made to start vehicle - School Lane
Total	27	40	13	48	
ASB	8	12	4	50	

RAINHILL PARISH COUNCIL - CLERK'S REPORT DECEMBER 2017

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

5. CLERKS REPORT

All actions resulting from resolutions made at the 16th October ordinary meeting have either been completed or are in progress. Additionally I can report the following:

5.1 CLERKS HOLIDAYS

A reminder that the Clerk will be on leave 13th January 2018 – 21st January 2018.

5.2 WINTER WARMER EVENT

The winter warmer team were invited to attend Rainhill Village Hall on 5th December, to coincide with the Luncheon Club day. All expenses have been met by the Winter Warmer Team. I may have further details of numbers of visitors, etc., at the time of the meeting.

5.3 PLANTER AT HOUGHTON STREET

The planter provided in a joint project between the Civic Society and Parish Council is now in position on Houghton Road. It had not been planted up at the time of writing but should be in the near future.

5.4 COMMERCIAL HOTEL – ASSET OF COMMUNITY VALUE

At the October meeting it was resolved that the Clerk investigate registering the Commercial Hotel as an asset of community value. A nomination form has now been submitted to St.Helens Council by a local resident. Copies have been supplied to the Parish Council. Notification has been received that St.Helens Council aims to come to a decision by 18th December 2017.

5.5 REPLACEMENT OF WILDFLOWERS ON WARRINGTON ROAD

Members will recall the presentation on wildflower planting, given by a local resident at the last meeting. At that meeting it was resolved that a solution to the issues be sought. Following the meeting contact was made with both St.Helens Council and the resident. It was agreed that the land in question be included in a programme of bulb planting, previously authorised by Parish Council. This has since been implemented and should be evident in the new year.

5.6 REQUEST FOR FUNDING TOWARDS WHEELBARROW

A request for funding towards a wheelbarrow was received from residents around the alleyway project. A donated wheelbarrow was offered and supplied to the residents. This has fulfilled their requirement and a donation is no longer needed.

PART 2 - AGENDA ITEMS – SUPPLEMENTARY NOTES**6. PLANNING APPLICATIONS**

The following applications have been assessed and comments submitted as indicated:

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/2017/0814 12 View Road Replacement hipped roof over existing two storey side extension.

P/2017/0867 2 Kingsdale Avenue, Erection of a single storey side extension along with the erection of a perimeter wall.

The following applications are still under discussion:

P/2017/0902 3 Owen Road Removal of condition 2 on approval P/2014/0842 to replace railings with a solid gate / fence.

7. TO AUTHORISE ACCOUNTS FOR PAYMENT

Payee	Description	Amount	Ref
G Pinder	Telephone	15.00	
	Salary - Dec (less Tax, NI & Pens)	1258.35	
	Photocopying - Oct	40.00	
	Photocopying - Nov	9.80	
	Posters for Beer Festival	2.10	
	Printer Ink	17.39	
		1342.64	TFR265
Merseyside Pension Fund	LGPS – Dec	332.58	TFR266
HMRC	Tax & NI (Oct-Dec)	675.49	TFR267
Scottish Power	Deepdale Drive (Rainhill Park) - Dec	21.00	STO
Npower	Martin Close (Holt) - Dec	16.00	DD
United Utilities	Rainhill Park Playing Fields – Dec	55.06	DD
United Utilities	Holt Playing Fields – Dec	6.33	STO
Hydraclean	Legionella Testing Holt Lane - Dec	51.00	STO
Hydraclean	Legionella Testing Rainhill Park – Dec	52.00	STO
Kirby Roofing	Repairs to AFP pavilion roof	708.00	TFR268
St.Helens Council	Repair to Eco Garden Gate	66.40	TFR269
St.Helens Council	Bulb Planting	746.70	TFR270
W M Wood	Mileage Allowance	46.15	TFR271
Unity Trust Bank	Bank Charges	18.00	DD
S.137 Payments			
RBL Poppy Appeal	Wreath & Donation	43.50	076

The Council should consider approving the above payments.

8. TO CONSIDER THE ACTIONS OF THE ROCKET 190 GROUP

The Rocket 190 Group invited the business community of Rainhill to a meeting on 2nd November, to discuss involvement in the celebration weekend. Letters were hand delivered to 58 business premises in the village, no businesses attended the meeting, three apologies were received. Negotiations are progressing with NRM. A method statement with details on transportation, storage and use of the Rocket during the loan has been submitted to support

the security check with the Arts Council England. The bank account has now received the opening balance of £100.00 from Parish Council funds.

For information only.

9. TO CONSIDER DONATIONS IN RESPECT OF THE CHRISTMAS LIGHTS SWITCH-ON

The Christmas Lights Switch on took place on 24th November. The Chair opened the ceremony and children from Oakdene School, supervised by Mr Weston, sang a number of Christmas songs. The event was well supported, posters had been erected in local shops and emails sent to all schools.

A letter has been given to the landlady of the Victoria Hotel to thank her for generously helping the Council by allowing use of the forecourt for a PA system to be set up (including providing the electricity supply). Oakdene choir have been thanked.

In previous years a donation has been made to the participating school. Last year the Council decided to make a £100 donation to the participating School, as a gesture of thanks for their involvement in the event. Further the Council are asked to consider a donation to Willowbrook Hospice in lieu of any payment to Councillor Shields for his time and use of his audio visual equipment.

It has been suggested that the Switch On Event is relocated to beside the tree, as those attending the event do not see the lights come on. I think the event used to be centred on Houghton Street, but was relocated to provide some protection from inclement weather. Are there any views on the best location for the event?

The Council should consider approving a donation to Oakdene Primary School, and to Willowbrook Hospice, so that any payment could be authorised at the January meeting. Members should also consider their preferred location for the event.

10. TO CONSIDER DONATION TO BRITISH LEGION FOR REMEMBRANCE SUNDAY

The Remembrance Sunday Service took place at the War Memorial on Sunday 12th November, at which the Chairman laid a wreath. Payment for the wreath £18.50, and a suggested donation to the Poppy Appeal of £25, in line with previous years, are included in the table of payments for authorisation, the total being £43.50. A temporary road closure was organised with St.Helens Council and funded by the Parish Council, a bill is awaited.

The Council should consider approving a £25 donation in addition to payment for the wreath.

11. TO RECEIVE RECOMMENDATIONS FROM GOOD CITIZENSHIP AWARDS PANEL

The nomination forms received for this year's Good Citizenship Awards have been passed to the Working Group. Their recommendations should be available to be reported to full Council.

Unless there are exceptional reasons not to, the Council should accept the recommendations of the Working Group.

12. TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT SYSTEMS AND CONTROLS AND APPOINT AN AUDITOR

In order to ensure compliance with the requirements of The Accounts and Audit Regulations 2015, and confirm compliance with the statements agreed to in the annual governance

statement of the Annual Return, the Council must have the following key internal control documents in place:

- Financial Regulations
- Quarterly budget monitoring reports
- Effectiveness of Internal Audit and Controls
- Testing of Key Internal Controls
- Risk Management Schedule
- Register of Assets and Liabilities

Most of these documents are already reviewed and approved on an annual basis, however the new requirement is the review the effectiveness of the system of internal audit and the official appointment of internal auditors.

Attached at appendix 1 is an Effectiveness of Internal Audit and Controls document outlining how each requirement is currently complied with, together with the Testing of Key Internal Controls document, both of which require approval. The second document will be used as the terms of reference, in appointing the internal auditor.

As you are aware the Parish Councils of Billinge, Seneley Green, Bold and Rainhill undertake an internal audit examination twice a year. This year our examination will be undertaken by Stephen Gaskell, Clerk to Bold Parish Council. I have prepared a letter of appointment accordingly.

The Council should appoint Stephen Gaskell as internal auditor and review and approve the Effectiveness of Internal Audit and Controls, and Testing of Key Internal Controls documents.

13. TO CONSIDER REPAIRING THE SANDSTONE WALL AT OLD LANE OPEN SPACE

In October notification was received that the sandstone wall which forms the boundary to our open space at Old Lane with Fairclough Road had collapsed. The area was fenced off for safety and three quotes have been invited for its repair.

Company and details of repair quoted for	Quote
<p>Stone Central We have not allowed for any works to the existing foundations and assume they are in good condition, if this is not the case once works commence there will be a requirement to cost for these works. Sort all stone to enable rebuild to commence, inspect for any damaged stone requiring replacement & advise accordingly. Take down any loose stone to both sides of the existing wall prior to commencement. Rebuild existing wall to lines and levels to match existing using a lime mortar for all building & pointing works <u>Extras</u> New stone where existing cannot be reused: £100 per sqm Timber fence to be taken down & re-erected at other's expense.</p>	£8,541.03
<p>Burleighs Sort and clean off remnants of old mortar to existing collapsed walling. Store adjacent to the works. Carefully dismantle section of wall to the left side approx. 2m long, and to the right side up to the large crack. Clean off stone and set aside adjacent to the works. Prepare top of existing wall and rebuild to original line and form using stone from site, all bedded and pointed in suitable lime mortar. Where required, stainless steel ties to be used. Reset coping. <u>Optional</u></p>	£6,725.00

<p>Excavate for and provide concrete foundation for stone buttress. Form stone buttress tied into wall as the works proceed. (Subject to agreeing details) As above, but in brick.</p> <p><u>Extras:</u> New stone where existing cannot be reused: £100 per sqm Timber fence to be taken down & re-erected at other's expense.</p>	<p>£890.00 per buttress £580.00 per buttress</p>
<p>Steve Walling There are approximately 6 linear metres still to come down. Approximately 1 tonne of new stone will be needed and 12 linear metres in total to be rebuilt. We feel that the foundation of the wall is okay and the new wall can be built on the existing foundation.</p>	<p>£10,272.00</p>

The first two quotes do not include costs for additional sandstone which may be needed in rebuilding. This is an unknown quantity, until the existing materials have been sorted and assessed. This would have to be factored in if accepting either of these quotes, but I would estimate the addition cost to be less than £1,000. Each of the quotes would have to be supplemented with the cost to take down approximately 3 fencing panels and nail them back on completion. If you have any questions you would like me to put to the contractors prior to the meeting please let me know. I would recommend that the quote from Burleighs is accepted.

The Council should consider the quotations received and award the contract.

14. TO AUTHORISE DECOMMISSIONING OF THE CHANGING ROOM SHOWERS

At the finance meeting it was agreed to decommission the showers at the sports facilities. In order to authorise the obtaining of quotes for the work, the Parish Council should formally endorse this decision. In addition it is recommended that the taps are replaced with auto shut off valves, to avoid any repeat of the water loss incident experienced in November.

The Council should approve the decommissioning of the shower facilities.

15. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with correspondence relating to:

General cleanliness of highway/paths, especially outside shops; parking both at the school entrances and generally; promotion of land at Mill Lane by conveyancing company; local plan impact on house purchase; flooding at St. Ann's lych gate; lack of bus services; provision for dyslexic student at Rainhill High; drainage at AFP; and broadband speeds. If Members would like any further information on any of these complaints, please ask.

Vermin at AFP

A complaint was also received of vermin in the changing rooms at AFP. A call has been lodged with St. Helens Council, treatment is likely to cost £65.00 per hour.

The Council should authorise treatment by the Pest Control Section at St. Helens Council.

Several compliments have been received regarding the improved Christmas lights and especially the tree.

16. TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

- a) Public Open Spaces
- b) Village Hall Management Committee
- c) Rainhill Railway & Heritage Society
- d) Merseyside Assoc. of Local Councils
- e) Rainhill Gala
- f) 4F Centre

17. DATE AND TIME OF NEXT MEETING

22nd January 2018

5th March 2018

Appendix 1

Rainhill Parish Council Effectiveness of Internal Audit 2017/18

Expected Standard	How To Be Achieved	Evidence Of Compliance
Scope of Internal Audit	<p>Terms of reference were approved by Council.</p> <p>Scope of audit work is defined and takes into account risk management processes and wider internal control.</p> <p>Terms of reference define audit responsibilities in relation to fraud.</p> <p>Additional work to correct previous failures/discrepancies.</p>	<p>Terms of reference approved 11th December 2017.</p> <p>Suggested Testing of Internal Controls document attached for approval and forms audit plan.</p> <p>Included in terms of reference approved as above.</p> <p>Asset Register to be completed.</p>
Independence of Internal Audit	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to Council.</p> <p>Auditor does not have any other role within the Council.</p>	<p>Internal auditor has direct access to RFO and any member of Council as required.</p> <p>Report made by internal auditor direct to Council.</p> <p>Confirmation from Council that internal auditor has no other role within the Council.</p>
Competence of Internal Audit	<p>No evidence that the internal audit work has not been carried out ethically with integrity and objectivity.</p>	<p>Confirmation received that the Internal Auditor has:</p> <ul style="list-style-type: none"> - Understanding of basic accounting processes; - understanding of the role of internal audit in reviewing systems; - awareness of risk management issues; and - understanding of accounting requirements and the legal framework and powers of local councils. <p>Internal auditor as undertaken task successfully in previous years.</p>
Relationships	<p>Responsible officer is consulted on, and agrees with, the content of the audit plan.</p> <p>Responsibility of officer and internal audit are defined in relation to internal control, risk management, and fraud and corruption matters.</p>	<p>RFO has considered requirements in line with Practitioners Guide 2014.</p> <p>Risk management document sets out responsibilities for Councillors and Clerk and Internal audit is covered by terms of reference and Testing of Key Internal Controls document.</p>

	The responsibilities of members are understood, the annual internal audit report is considered at Council and recommendations addressed, and training carried out where appropriate.	Councillors are aware that they are responsible for the financial controls of the Council. Consideration of the annual internal audit report is minuted. Appropriate training is offered.
Audit Planning and Reporting	<p>The audit plan takes account of risk and is designed to meet the Council's governance assurance needs and audit plan has been approved by the Council.</p> <p>The internal auditor has reported in accordance with the plan.</p> <p>Follow up actions and recommendations of internal audit are fully considered by Council.</p>	<p>Risk is included in the 'Testing of Key Internal Controls document' this forms the audit plan and was approved on 11th December 2017.</p> <p>The Internal Auditor will report in accordance with the plan.</p> <p>Recommendations are reported to Council and considered, where necessary procedures are improved to meet recommendations.</p>
Standing Orders & Financial Regulations	Standing Orders and Financial Regulations are in place and reviewed on a regular basis. (minimum 4 year cycle)	These were reviewed and approved on 15 May 2017
Insurance Cover	The Council maintain adequate insurance cover which is reviewed annually.	Insurance cover is reviewed and approved annually by Council upon receipt of renewal papers and by RFO when any changes take place.
Risk Assessment Register	The Council maintain a risk assessment register which is reviewed annually	Approved by Council in May 2017.
Asset Register	The Council maintain an Asset register which is reviewed and updated annually	Approved by Council in May 2017 and is currently being reviewed.
Bank Accounts	3 authorised signatories are required to sign cheques/authorise on line payments in accordance with lawful procedures and all payments are listed at each meeting for approval/confirmation	Bank Mandate conforms to requirements and payments are listed at each meeting for approval/confirmation. Councillors are aware of responsibility in this area.
Budget and Financial Statement	The budget is prepared on an annual basis and agreed by Council.	Budget approved at January 2017 meeting.

	<p>Quarterly Financial Statements which include budget comparison are presented to Council for approval</p> <p>Explanations for significant variances are provided by the RFO as required.</p>	<p>Minutes confirm requirements on a quarterly basis.</p> <p>RFO reports are produced in line with requirements when Statements produced.</p>
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Reviewed and adopted on: _____

Signed: _____ Chair (on behalf of Council)

Testing of Key Internal Controls Document 2017/18

Internal Control	Suggested documentation	Work Plan
<p>Proper book keeping</p>	<p>Copy of cash book (hard copy or access to electronic version)</p>	<p>Review latest cashbook and check a sample month that:</p> <ul style="list-style-type: none"> • It is up to date • It adds up • It is in balance.
<p>a) standing orders and financial regulations adopted and applied; and b) payments controls</p>	<p>Standing orders and financial regulations</p> <p>Minute showing adoption of standing orders and financial regulations</p> <p>Quotations for any purchases above de minimis level</p> <p>Invoices paid with evidence of authorisation by Chair and Clerk</p> <p>Minutes showing payments approved by Council</p> <p>Copy of latest VAT claim</p> <p>Calculation of s137 limit and total payments in year</p> <p>Examples of s137 payments recorded separately in minutes</p>	<p>Obtain latest standing orders and financial regulations. Confirm these have been reviewed and adopted in the last year.</p> <p>Confirm with Clerk that they have been appointed as Responsible Financial Officer. If not, establish who performs this role.</p> <p>Establish the Council's de minimis level for purchases (from Financial Regulations) and check cash book for any items above this. For any items found, check that Financial Regulations have been followed (eg verify that three quotations received).</p> <p>Select a random sample of 10 payments from cashbook and ensure they are:</p> <ul style="list-style-type: none"> • Supported by invoices • Authorised by Clerk/Chair • Recorded in minutes • VAT has been identified and recorded where appropriate. <p>Check a VAT claim has been made to HMRC in last year.</p> <p>Check that s137 payments are separately recorded within minutes and is within limits (£7.57 per elector in 2017/18).</p>

Testing of Key Internal Controls Document 2017/18

<p>Risk management arrangements</p>	<p>Minutes for the year Minute showing annual risk assessment Insurance policy Minute showing review of internal financial controls</p>	<p>Review minutes for any unusual financial activities. Verify from minutes that an annual risk assessment has been carried out. Review insurance policy and ensure cover is appropriate and adequate (e.g. employer's liability, officials' indemnity, fidelity guarantee, personal accident for employees and councillors, public liability, libel and slander, property cover). Verify from minutes that internal financial controls have been documented and reviewed in the last year.</p>
<p>Budgetary Controls</p>	<p>Annual budget report Latest budget monitoring report</p>	<p>Obtain and review the annual budget that provides the basis for the precept. Obtain a copy of the latest budgetary reporting to the Council. Follow up any unexplained variances with Clerk and obtain explanations for these.</p>
<p>Income Controls</p>	<p>Bookings diary Invoices raised Cash book Bank statements St Helens precept notification Description of how significant cash income is controlled</p>	<p>Select a random sample of income (e.g. 10 items) from bookings diary. Check that: <ul style="list-style-type: none"> • Income is recorded (per cash book and invoices raised) • Monies are promptly banked (from bank statements) Check that precept recorded by Council agrees with St Helens notification. Is cash income significant? If so, establish how this is controlled and assess whether this is adequate.</p>

Testing of Key Internal Controls Document 2017/18

<p>Petty cash procedures</p>	<p>Record of petty cash Supporting invoices/receipts Minutes showing reporting to Council Link to reimbursement</p>	<p>Does the Council operate a petty cash system? If so, check a sample month that:</p> <ul style="list-style-type: none"> • it is properly recorded • it is supported by invoices/receipts • it is reported to each Council meeting • it is reimbursed regularly.
<p>Payroll Controls</p>	<p>Copies of employees' contracts of employment Minutes showing annual approved salaries Supporting evidence for monthly salaries (ensuring this links clearly to annual amount) Supporting evidence for any other payments made to employees (including approval in minutes) Supporting evidence for PAYE/NIC payments to HMRC</p>	<p>Establish whether the Clerk and other employees have contracts of employment. Review these to ensure they have clear terms and conditions. Check salaries paid for a sample month. Ensure this is in line with annual amounts approved by the Council. Check any other payments made to employees over a three month period. Ensure these are approved by the Council in minutes and are reasonable (eg supporting evidence). For a sample month, ensure that PAYE/NIC is being properly operated for all employees.</p>
<p>Assets controls</p>	<p>Asset register Cash book Insurance policy</p>	<p>Obtain latest copy of asset register and ensure this includes all assets. Confirm whether asset and Investment registers are up to date by checking for any large purchases during the year, then ensuring they are included on registers. Check valuations used in register agree with insurance policy valuations.</p>

Testing of Key Internal Controls Document 2017/18

<p>Bank Reconciliation</p>	<p>Reconciliations for all bank accounts Supporting evidence for investments held</p>	<p>Review latest bank reconciliation for all bank accounts and ensure these are up to date. Identify any unexplained balancing entries and establish what these are and whether they are reasonable. Ensure any investments held are summarised within the overall bank reconciliation.</p>
<p>Year-end procedures</p>	<p>Copy of annual return and clear links to cash book If I&E prepared, supporting evidence for debtors and creditors If I&E prepared, cash book for new financial year</p>	<p>Ensure accounts are prepared on the correct accounting basis (I&E accounts if inc /exp exceeds £200,000). Agree annual accounts to cash book. Test a sample of items to ensure there is a clear trail from underlying financial records to the accounts If I&E accounts are being prepared, check a sample of income and expenditure in the new financial year to assess whether debtors and creditors are included.</p>