



12th January 2017

Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 23rd January 2017, in the Elm Room at the Village Hall, commencing at 7.30pm. Currently one resident has registered to speak, if further residents register before the deadline I will notify you accordingly.

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



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Serving the Rainhill Community since 1894

RAINHILL PARISH COUNCIL AGENDA

23rd JANUARY 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 12th December 2016
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/2016/0882 - 4 Elmswood Avenue, demolition of existing detached garage and erection of a two storey side extension and a single storey rear extension
 - P/2016/0898 - 10 Burton Avenue, single storey rear extension projecting 4.01m from the rear, 3.65m high overall and 2.45m to the eaves.
 - P/2016/0918 - The Manor Farm, Mill Lane, proposed retractable roof pavilion over existing outdoor courtyard area.
 - P/2016/0919 - The Manor Farm, Mill Lane, Listed building consent for a proposed retractable roof pavilion over existing outdoor courtyard area.
 - P/2016/0932 - 11 St James Mount, Demolition of existing attached garage and erection of new attached garage along with a single storey front extension.
 - P/2016/0820 - 346 Warrington Road, single storey side extension
 - P/2016/0853 - 28 Ellon Avenue, demolition of existing attached garage and erection of a two storey side extension and single storey rear extension.
 - P/2017/0012 21 Lawton Road, Two storey side extension
7. To authorise the accounts payable (list included in report)
8. To consider the St.Helens Local Plan Preferred Options Report
9. To consider the future of the wildflower areas
10. To approve the Risk Assessment
11. To consider amendment to the Clerk's contract of employment
12. To approve the quarterly budget report and bank reconciliation
13. To consider police use of the 4F Centre
14. To consider the logo for Rainhill Parish Council
15. To approve the annual report timetable
16. To approve the future meeting dates
17. To consider the format of the Good Citizenship Award Scheme
18. To consider the Christmas decorations in Rainhill village
19. To Consider Residents Comments and Complaints:
20. 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
21. Date & Time of Next Meeting:
Ordinary Meeting 7:30pm, Monday 6th March 2017
22. Exclusion of the Public
Recommended that the public be excluded from the meeting during consideration of the following items for the reason stated:
Item 23 Reason (under the Local Government Act 1972)
Exempt information concerning the financial or business affairs of any particular person (Para 3 of Schedule 12a).
23. Private Agenda – Precept Statement

RAINHILL PARISH COUNCIL – MINUTES
12th December 2016

At a meeting of the Parish Council held at 7.30pm on Monday 16th December 2016 at Rainhill Village Hall, the following were present:

Cllrs: B. Almond, J. Carroll, M. Donovan, J. Doyle, J. De'Asha, J. Fulham, B. Heydon, D. Long, P. Long, C. Moore and W.M. Wood.

843. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs L. Glover, S. Glover and B. Grunewald. Apologies were received from Cllr P. Long for late arrival.

844. DECLARATIONS OF INTEREST

Non-pecuniary interests were declared by Cllrs J. De'Asha, J. Fulham and D. Long – Members of Borough Planning Committee.

845. MINUTES OF THE ORDINARY MEETING HELD ON 17th OCTOBER 2016 AND FINANCE MEETING HELD ON 14th NOVEMBER 2016

It was resolved that the minutes of the Parish Council Meeting held on the 17th October 2016 and the minutes of the Finance Committee Meeting held on the 14th November 2016 should be approved and signed by the Chair as a correct record.

846. TO RECEIVE POLICE MONTHLY STATISTICS REPORT

Resolved that the report of the crime statistics for Rainhill be noted.

847. CLERK'S REPORT

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

Councillor P. Long entered the meeting during discussion on the next item.

848. PLANNING APPLICATIONS

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

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

P/2016/0777 Rainhill Railway Station Footbridge Station Road, variation of condition 2 of planning permission P/2016/0384/LBC for minor amendments to approved scheme;

P/2016/0797 Shirebrook, Fairchild Farm, Foxs Bank Lane, demolition of existing garage and erection of two storey front extension along with raising of roof height;

P/2016/0811 Forge Fitness Rainhill, 456 Warrington Road, retrospective planning permission to develop the existing site premises for the purpose of running a private fitness centre including boxing training, at the specified location, and change of use from general industrial to leisure;

P/2016/0820 346 Warrington Road, single storey side extension;

P/2016/0826 19 St Winifred Road, demolition of existing rear extension and erection of a two storey side extension along with single storey front and rear extensions;

P/2016/0853 28 Ellon Avenue, demolition of existing attached garage and erection of a two storey side extension and single storey rear extension;

P/2016/0881 17 Stour Avenue, erection of front porch and canopy.

P/2016/0831 Land North West of Woods House Farm, School Lane, conversion and

RAINHILL PARISH COUNCIL – MINUTES
12th December 2016

extension to existing stables to form 1 dwelling; and
P/2016/0868 Manor Croft, Mill Lane, erection of two storey side and a single storey rear extension.

That a letter endorsing the Tree Officer’s recommendations be submitted on the following application:

P/2016/0879 9 Owen Road, erection of 1 detached dwelling.

That a letter of objection be submitted to the following application due to affect on neighbouring properties and Conservation Area:

P/2016/0835 6 Lawton Road, erection of single story rear extension, along with alterations to existing single storey rear extension and front bay windows; removal of existing rear attic pitched roof with replacement dormer window at rear.

849. ACCOUNTS FOR PAYMENT

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

| Payee | Description | Amount | Ref |
|-------------------------|---|---------------|------------|
| G Pinder | Telephone | 15.00 | |
| | Salary - Dec (less Tax, NI & Pens) | 1093.82 | |
| | Photocopying - Oct | 16.00 | |
| | Photocopying - Nov | 10.50 | |
| | 123 Reg - Renewal of hosting server for web | 179.64 | |
| | Printer Ink | 10.79 | |
| | Refreshments for Winter Warmers | 5.68 | |
| | | 1331.43 | TFR203 |
| Merseyside Pension Fund | LGPS – Dec | 422.60 | TFR204 |
| HMRC | Tax & NI (Oct-Dec) | 580.29 | TFR205 |
| Scottish Power | Deepdale Drive (Rainhill Park) - Dec | 21.00 | STO |
| Npower | Martin Close (Holt) - Dec | 3.00 | DD |
| United Utilities | Rainhill Park Playing Fields – Dec | 75.43 | 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 |
| W M Wood | Mileage Allowance | 36.06 | TFR207 |
| St.Helens Council | 2 x bins at Holt Lane and Two Butt Lane | 1090.08 | TFR208 |
| S.137 Payments | | | |
| Kevin Wilkes | Donation to Equipment for alleyway project | 150.00 | 067 |
| RBL Poppy Appeal | Wreath x 2 & Donation | 61.00 | 068 |
| John Houghton Trust | Donation to Rainhill Music Festival | 400.00 | TFR206 |

850. TO RECEIVE A REPORT FROM THE EXECUTIVE COMMITTEE

Resolved that the report from the meeting of the Executive Committee held on 14th November 2016 be noted.

851. CONSIDER THE UPKEEP OF THE RED TELEPHONE BOX

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12th December 2016

Resolved that repainting of the telephone be authorised up to a value of £180, plus the cost of materials.

852. TO RECEIVE AN UPDATE ON RAINHILL TRIALS 200 GROUP

The Council noted the actions taken by the Rainhill Trials 200 Group.

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

Resolved that a donation of £100 will be made to St. Ann's School and a donation to Willowbrook Hospice of £100 in lieu of payment to Councillor Shields. The Clerk will notify Councillor Shields of this action.

854. TO CONSIDER DONATION TO BRITISH LEGION FOR REMEMBRANCE SUNDAY

Resolved that a £25 donation to the British Legion be approved, in addition to payment for the wreath.

855. TO RECEIVE RECOMMENDATIONS FROM GOOD CITIZENSHIP AWARDS PANEL

Resolved that the recommendations of the Good Citizenship Award Working Group be approved and that the Clerk notifies the successful nominees. A review of the award process would be undertaken and discussed at a future meeting.

The Chair confirmed the Awards Evening will take place on Friday 24th February 2017.

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

Resolved that the Council has considered the 'review of effectiveness' and has not identified any concerns arising from this. The Effectiveness of Internal Audit and Controls, and Testing of Key Internal Controls documents are approved. The Council appointed Tom Kelly to undertake internal audit for 2016/17.

857. TO CONSIDER THE CURRENT ASSET REGISTER

Resolved that the Council have reviewed the current asset register and approved it. It was recommended that further work be undertaken to ensure it is comprehensive.

858. TO CONSIDER THE ST.HELENS LOCAL PLAN PREFERRED OPTIONS REPORT

Resolved that further consideration is given to the contents of the plan through the consultation events, and the item be returned to the next meeting for discussion.

859. TO CONSIDER RESIDENT'S COMMENTS AND COMPLAINTS

Resolved that:

The complaint in respect of cleanliness in Rainhill Village be noted and the situation monitored.

The complaint regarding the quality of Christmas decorations in Rainhill Village be discussed at the next meeting, for consideration when setting the budget.

With regard to the complaint against Rainhill Parish Council's lack of representation in relation to a planning application to convert a former nursing home into an asylum hostel in Halton

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12th December 2016

Borough Council, Cllr D. Long explained that the Parish Council had considered the planning issues in relation to the proposal and any concerns had been conferred to St.Helens Council, for inclusion in their representation to Halton Borough Council on behalf of all St.Helens residents. The concerns raised had not been addressed by the planning application. It was resolved that a letter be sent to Halton Borough Council to reinforce the concerns expressed by some residents, to ensure their consideration in determination of the application. Further, a letter be sent to the complainant to notify of the actions taken.

860. TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

Resolved that the Council noted the following reports:

- Public Open Spaces: All issues had been covered in the agenda.
- Village Hall Management Committee: meeting on 22nd November, the stage curtains were now OK. The Management Committee Chair was continuing to prepare the accounts in the absence of a Treasurer. The Committee were grateful for confirmation of the Parish Council grant for 2017/18. Issues had arisen with automatic enrolment for pensions for staff, however, the retained accountant had offered to undertake this procedure. Repair work had been undertaken on the foyer to rectify damage due to the leak. Repairs to the boiler had cost approx. £1,000. Preparation work had commenced for redecorating the foyer with removal of some wall displays. Repainting would commence in the New Year. A new sign was needed for outside and could be expensive. The Gala Committee had enquired about hosting a themed event. The next meeting was 10th January.
- Rainhill Railway & Heritage Society: The quiz night had not been well attended. A schedule of speaker meetings had been prepared, the next meeting was 16th January and the theme was Women in the Mines.
- Merseyside Association of Local Councils: Cllr Wood explained that MALC was not a big organisation and was therefore affiliated to the Lancashire Association of Local Councils. LALC organised a series of training workshops for members and a list was circulated. Each Parish Council is allowed three representatives on the organisation, one of which may be the Clerk.
- Gala Committee: no report, Clerk instructed to liaise with Committee to assess if support was needed.
- 4F Centre: There was nothing significant to report.

861. DATE & TIME OF NEXT MEETING

It was resolved that the next ordinary meeting would be held on Monday 23rd January 2017, starting at 7:30pm, the venue being Rainhill Village Hall.

The meeting closed at 7.45 pm.

Chair of the Parish Council
23rd January 2017

Merseyside Police Report for Rainhill Parish Council Meeting Monday 23rd January 2017

Area: Rainhill

Month: December 2016

| | 2015 | 2016 | Diff | % Diff | Description |
|--------------------------------|------|------|------|--------|---|
| Burglary Dwelling | 6 | 2 | -4 | -66.7 | 1) Front door lock forced - empty premises - Mill Lane. 2) Entry via rear bedroom window - costume jewellery stolen - Mill Hey |
| Burglary Other Than A Dwelling | 1 | 4 | 3 | 300.0 | 1) Entry via magnetic front fire door - office searched - nothing stolen - Blundell's Lane 2) Gates climbed - re-cycled items stolen - Tasker Terrace 3) Side fire door of hotel forced - no entry gained - Warrington Road 4) Money stolen from shop till - Warrington Road |
| Criminal Damage | 3 | 1 | -2 | -66.7 | 1) Criminal damage to motor vehicle - paintwork keyed causing a lot of damage - Rainhill Road |
| Drugs | 1 | 1 | 0 | 0.0 | 1) Cannabis plants located - Warrington Road |
| Other Theft | 7 | 7 | 0 | 0.0 | 1) Shell garage - making off without payment x 4 - part of the offences - vehicles using false plates 5) Lock broken to cage - car batteries for re-cycling stolen - Tasker Terrace 6) Fight in Public House - bag left unattended - not there on return - Mill Lane 7) Mobile phone left unattended in bar - unable to find - Rainhill Road |
| Theft From Person | 0 | 1 | 1 | 100 | 1) When helping intoxicated female bag stolen - Warrington Road |
| Theft Bike | 0 | 0 | 0 | 0 | 1) Pedal cycle locks broken & 2 pedal cycles stolen - Ratcliffe Place |
| Theft Shop | 4 | 3 | -1 | -25 | 1) McColl's, Warrington Road - detergents stolen 2) Bargain Booze, Warrington Road - can of lager stolen 3) Shell garage, Warrington Road - making off without payment - vehicle using false plates |
| T.F.M.V. | 0 | 0 | 0 | 0.0 | |
| Theft Of Motor Vehicle | 2 | 2 | 0 | 0 | 1) Vehicle parked outside home address - vehicle tracker may have been removed - Two Butt Lane 2) Vehicle parked on driveway - vehicle stolen overnight - Victoria Place |
| Vehicle Interference | 0 | 2 | 2 | 200.0 | 1) Screwdriver used to puncture vehicle door lock - alarm activated - offenders run off - Amanda Rd 2) Brick thrown towards vehicle window - tobacco stock on display - offender seen & made off - Elgin Ct |
| | | | | | |
| Total | 24 | 23 | -1 | -4.2 | |
| | | | | | |
| ASB | 7 | 13 | 6 | 85.7 | |

RAINHILL PARISH COUNCIL - CLERK'S REPORT JANUARY 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.
-

PART 1 - ACTIONS TAKEN

5. CLERKS REPORT

All actions resulting from resolutions made at the 12th December ordinary meeting have either been completed or are in progress. Additionally I can report the following:

5.1 GOOD CITIZENSHIP AWARDS

All 4 approved recipients, Edna North, Joan Owen, Margaret Blackburn, and Rainhill Eco Group are happy to receive their awards.

Just to confirm, the presentation evening will take place on Friday 24th February in the Teak Room. Attendees are being asked to arrive from 7:30pm with the presentations starting as soon as possible after 8pm.

Four plaques will be ordered at a cost of £28 each plus VAT.

Caterers – I have had to switch caterers this year and the payment arrangements will be different. A deposit of 50% will be payable a week before the event, and the residual after the event. Whilst final numbers are not yet known I have calculated that the first payment will not exceed £150.00. I therefore propose to pay £150.00 on 16.2.17, and have added this to the table of payments for authorisation. The final payment will be in the region of £117.00, dependant on numbers. Whilst I can only report the final payment figure at the March meeting, members should authorise this expenditure for payment on 25th February 2017.

Members should authorise payment for the plaques and the caterers. It would help me with catering if Councillors could let me know at this meeting or by email / telephone before 31st January whether they will be attending and, if so, whether they will be bringing a partner/guest.

5.2 RECALL ON DEFIBRILLATOR

In November 2016, we received a request from the suppliers of the Village Hall defibrillator, Physio Control, to undertake a number of checks on the machine and report back. After undertaking the checks, the defibrillator was declared OK and kept in service. However, as a precaution Physio Control recalled the defibrillator for further examination. The defibrillator was collected by courier on 6th January and a replacement provided. The original was returned 11.1.17.

5.3 KNOWSLEY HOUSING DEVELOPMENT GRANTED GARDEN VILLAGE STATUS

An announcement was made on 2nd January that the Government had designated 14 new garden villages to be developed across England, one of which was to be at Halsnead in Knowsley. Following enquiries it was confirmed that this relates to the sustainable urban

extension, previously included in the Knowsley Local Plan. Given its new status, Govt funding will be available to facilitate its early development. The Council will produce a masterplan / Supplementary Planning Document that should be subject to consultation.

5.4 REPAIRS TO GATE AT ECO GARDEN

Members will recall that at the September meeting, authority was delegated to the Clerk to undertake urgent repairs required to the gate at the Eco Garden (MIN 819: 5.9.16). The invoice for £91.96 for the works has now been received and is included in the table of payments for authorisation.

PART 2 - AGENDA ITEMS – SUPPLEMENTARY NOTES

6. PLANNING APPLICATIONS

The following applications have been assessed and comments submitted as indicated: A letter expressing concern at the loss of TPO'd trees, but endorsing the Tree and Woodlands Officer's comments was submitted on P/2016/0879, erection of a detached dwelling at 9 Owen Road, Rainhill.

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/2016/0882 - 4 Elmswood Avenue, demolition of existing detached garage and erection of a two storey side extension and a single storey rear extension

P/2016/0898 - 10 Burton Avenue, single storey rear extension projecting 4.01m from the rear, 3.65m high overall and 2.45m to the eaves.

P/2016/0918 - The Manor Farm, Mill Lane, proposed retractable roof pavilion over existing outdoor courtyard area.

P/2016/0919 - The Manor Farm, Mill Lane, Listed building consent for a proposed retractable roof pavilion over existing outdoor courtyard area.

P/2016/0932 - 11 St James Mount, Demolition of existing attached garage and erection of new attached garage along with a single storey front extension.

P/2016/0820 - 346 Warrington Road, single storey side extension

P/2016/0853 - 28 Ellon Avenue, demolition of existing attached garage and erection of a two storey side extension and single storey rear extension.

No comment has yet been submitted for the following application, the closing date for comments will still be open at the time of the meeting:

P/2017/0012 21 Lawton Road, Two storey side extension

7. TO AUTHORISE ACCOUNTS FOR PAYMENT

| Payee | Description | Amount | Ref |
|-------------------------|--|---------|--------|
| G Pinder | Telephone | 15.00 | |
| | Salary - Jan (less Tax, NI & Pens) | 1161.61 | |
| | Photocopying - Dec | 18.20 | |
| | Printer Inks | 7.19 | |
| | | 1202.00 | TFR209 |
| Merseyside Pension Fund | LGPS – Jan | 455.71 | TFR210 |
| Scottish Power | Deepdale Drive (Rainhill Park) - Jan | 21.00 | STO |
| Npower | Martin Close (Holt) - Jan | 3.00 | DD |
| United Utilities | Rainhill Park Playing Fields – Jan | 75.43 | DD |
| United Utilities | Holt Playing Fields – Jan | 6.33 | STO |
| Hydraclean | Legionella Testing Holt Lane - Jan | 51.00 | STO |
| Hydraclean | Legionella Testing Rainhill Park – Jan | 52.00 | STO |
| Unity Trust Bank | Bank Charges – Oct-Dec | 18.00 | DD |
| St Helens Council | Footpath at Two Butt Lane | 4452.00 | TFR211 |
| St Helens Council | Repair to gate at Exchange Place | 91.96 | TFR212 |
| St Helens Council | TRO Remembrance day road closure | 474.00 | TFR213 |
| St Helens Council | Maintenance contract for Eco Garden | 456.00 | TFR214 |
| G Pinder | Telephone | 15.00 | |
| | Salary - Feb (less Tax, NI & Pens) | 1068.93 | |
| | | 1083.93 | TFR215 |

| | | | |
|-------------------------|--|--------|--------|
| Merseyside Pension Fund | LGPS – Feb | 410.50 | TFR216 |
| Scottish Power | Deepdale Drive (Rainhill Park) - Feb | 21.00 | STO |
| Npower | Martin Close (Holt) - Feb | 3.00 | DD |
| United Utilities | Rainhill Park Playing Fields – Feb | 75.43 | DD |
| United Utilities | Holt Playing Fields – Feb | 6.33 | STO |
| Hydraclean | Legionella Testing Holt Lane - Feb | 51.00 | STO |
| Hydraclean | Legionella Testing Rainhill Park – Feb | 52.00 | STO |
| S.137 Payments | | | |
| St. Ann's School | Donation – Christmas Lights Event | 100.00 | 069 |
| Willowbrook Hospice | Donation – Christmas Lights Event | 100.00 | 070 |

The Council should consider approving the above payments.

8. TO CONSIDER THE ST.HELENS LOCAL PLAN PREFERRED OPTIONS REPORT

As members will be aware, St.Helens Council are undertaking public consultation on the 'Local Plan Preferred Options' concluding on 30th January 2017. There is local opposition to the loss of Green Belt land at Eccleston Park Golf Course, and the identification of land at Hanging Bridge Farm and south of Mill Lane to be safeguarded for future housing development. Residents will be addressing the Council at the meeting to highlight their concerns.

Draft comments were received from a member of Rainhill Civic Society Planning Subcommittee, which urged consideration of the Rainhill Township as an identifiable community in its own right. Their draft comments on Rainhill's Future were circulated electronically on 4.1.17, and a final version was expected, but had not been received at time of printing. If any member would like a paper copy please let me know.

Members should consider whether they wish to submit any representation on the plan as, once adopted, this will dictate the pattern for development through to 2033, and beyond.

Members should consider the St.Helens Local Plan Preferred Options Report and whether they wish to submit a representation.

9. TO CONSIDER THE FUTURE OF THE WILDFLOWER AREAS

At the Finance Committee meeting in November, it was resolved that: "the commitment to wildflower planting on highway verges be maintained, however, some areas had not been as successful as others. The Clerk was instructed to invite the contractor (St.Helens Council) to the January Parish Council meeting to discuss issues such as seed mix and ground conditions". (MIN 08: 17.11.16)

Mr Gary Stevens will be in attendance at the meeting to discuss any issues that members may wish to raise. If anyone would like to forward any issues to me in advance, I can forward them to Mr Stevens to allow time for any research that may be needed.

This item has been included to facilitate discussion.

10. TO APPROVE THE RISK ASSESSMENT

The Risk Assessment document should be reviewed and approved annually and the Council confirm that it is satisfied it is taking appropriate steps to manage the risks it faces. The current document has been circulated electronically, and a paper copy will be available at

the meeting. If anyone would like a paper copy in advance of the meeting please let me know.

Additional risks have been added to the register to recognise:

- the potential for Government to extend council tax referendum principles to local parish and town councils; and
- diminishing contributions from St.Helens Council both in joint funding and service provision.

The Council should approve the Risk Assessment Schedule and confirm that it is satisfied appropriate steps are in place to manage the risks faced and authorise the Chair to sign it.

6. TO CONSIDER AMENDMENT TO THE CLERK'S CONTRACT OF EMPLOYMENT

An anomaly has arisen regarding the award of increments for satisfactory performance. The Clerk's contract currently reads at paragraph 5.2: "Subject to satisfactory performance, and at the discretion of the Council, you will progress through the salary scale by annual increments until you reach the maximum of the scale. Any annual increments awarded will be payable on 1st April each year."

However, this has caused complications as the timing does not coincide with the yearly appraisal date. Having considered other options, it is considered more robust to amend paragraph 5.2 of the contract to read: ". . . Any annual increments awarded will be payable each year on the anniversary of the date of commencement." This will future proof the statement for subsequent Clerks. The amended contract will then be signed by the Clerk and the Chair.

The Council should approve the amendment to the Clerk's Contract of Employment and authorise the Chair to sign the amended version.

7. TO APPROVE THE QUARTERLY BUDGET REPORT AND BANK RECONCILIATION

I have prepared a quarterly budget report, attached at appendix 1, to provide an update on the financial position to the end of December. I have explained the expenditure in relation to the budgeted figure and the reason for any major variance. A bank reconciliation has been prepared for signing by the Chair, copy also attached.

The figures show underspend on:

Administration – again there have been no major expenses in this quarter;
Public Open Spaces budget – bill for new footpath at Two Butt Lane (£4452) will be deducted next quarter; and
Website – no improvement have been commissioned.

If members wish to email any questions in advance of the meeting, I would be happy to prepare a response in time for the meeting.

The Council should note the current budgetary position, approve the report and approve the bank reconciliation for signing by the Chair.

8. TO CONSIDER POLICE USE OF 4F CENTRE

In March 2015 a Police/Community Compact was introduced. One of the measures agreed was that the Parish Council would fund the rental of an office at the 4F Centre to facilitate a drop in centre on a Friday afternoon. This was duly established.

In March 2016 a meeting was held with Inspector Collins, Merseyside Police to review the compact. At the meeting it was agreed that use of the 4F Centre had not been effective and would cease. As an alternative to the drop in service all local organisations were contacted to assess the level of interest in attendance of PCSOs at their meetings. This was reported to the May 2016 meeting of Parish Council.

In recent months it became apparent that the use of the 4F Centre had not ceased and contact was made with Insp. Collins. There appears to have been confusion regarding who gives the instruction to cease, as Insp. Collins had been awaiting our confirmation to cease, hence the use has continued. No rent has been paid since March 2016.

There seems to be agreement that the facility has not been used as it should have been by the public, and paying rent for something that is not used would be a waste of money.

Insp. Collins has requested that we agree a specific date when it can be closed as a drop in centre, and the attending PCSOs would be notified accordingly.

Members should consider a date for closure of the service at the 4F Centre, whether there is any desire to relocate the service back to the library, or dispense with it altogether, leaving the PCSOs more visible whilst out and about.

Members should consider the future of the Police drop-in facility.

9. TO CONSIDER THE LOGO FOR RAINHILL PARISH COUNCIL

The logo traditionally used for Rainhill Parish Council is a drawing of the Rocket locomotive within a roundel. This appears on the Chairman's chain of office, and on several documents produced by the Parish Council. I am not sure of the origin of the logo, but recently issues have arisen when needing electronic reproduction of the image. The Council's letterhead carries a different, sharper image of the Rocket locomotive, which may have been used due to the reproduction issues with the original.

Given the Rocket 190 celebrations being planned, and branding for publicity materials, etc., it will be important that the Parish Council have a clear, electronically available logo. Whilst Cllr. Heydon has improved the original, suitable for the use previously required, the resolution is low and might not meet printer's exacting standards. I would recommend that an electronic version of the logo is commissioned and agreed in time for use during the Rocket 190 event. Members should consider whether they wish to maintain the roundel, sticking as closely to the original as possible, or consider redesigning the logo, along a similar theme. It will be important to agree the parameters within which the future logo must fit.

The Council should consider commissioning an updated electronic logo, and agree the parameters for the design.

10. TO APPROVE THE ANNUAL REPORT TIMETABLE

The Annual Parish Meeting is to be held on 26th April 2017, it is hoped that the Annual Report will be delivered to every household two weeks prior to the meeting. I have produced an indicative schedule, which takes account of the Clerk not being available 27th March – 6th April. Details of timescales have been confirmed with the printers, and the delivery firm. The number of copies has been increased, to take account of new dwellings, however the quote for 5,050 copies is a slight decrease on 2016 prices at

£1,095.00. Distribution to 4,955 properties at the same rate as 2016 would cost £443.00, members should consider approving this expenditure. A draft schedule would be as follows:

| | | |
|--|---|------------------------------|
| Draft required by printers for layout, etc | 14 th March | (1 week to format and proof) |
| Print version reading for printing | 22 nd March | (before Clerk's holidays) |
| Receipt of printed report by delivery co. | 4 th / 5 th April | (4 delivery days) |
| Delivery of annual report complete by | 12 th April | (two weeks before APM) |
| Annual Parish Meeting | 26 th April | |

The above schedule may be subject to minor amendment which will be circulated to members of the editorial group if necessary. Could I agree a meeting date with the members of the editorial group please?

The schedule should be noted and expenditure approved, and date for first meeting of editorial group agreed.

11. TO APPROVE THE FUTURE MEETING DATES:

I am proposing the following dates to be published in the 2017 Annual Report (all Mon unless stated otherwise):

Annual Parish Meeting Wed 26th April 2017 (already approved)

AGM 15th May 2017 (already approved)

19th June 2017

24th July 2017

4th September 2017

16th October 2017

Finance 13th November 2017 (not published)

11th December 2017

22nd January 2018

5th March 2018

The following dates will not be published in the 2017 Annual Report:

2018 Annual Parish Meeting Wed 25th April 2018

2018 Annual Parish Council Meeting 14th May 2018

The Council should consider approving these dates

12. TO CONSIDER THE FORMAT OF THE GOOD CITIZENSHIP AWARD SCHEME

At our December meeting concern was expressed that the Good Citizenship Award scheme does not attract many nominations for younger residents. It was felt that changes could be made to address this anomaly. Across St.Helens only Seneley Green Parish operate a similar award scheme, where each school has a shield, provided by the Parish Council, which they award each year. The Good Citizenship Panel are considering alternatives, and if anyone has any suggestions as to how a better balance could be achieved they would be welcomed.

This item has been included to facilitate discussion.

13. TO CONSIDER THE CHRISTMAS DECORATIONS IN RAINHILL VILLAGE

At our December meeting a resident's complaint regarding the standard of Christmas decorations in the village was considered, and deferred to this meeting for further discussion (MIN 859: 12.12.16). Each year the cost of provision, erection/removal and

storage of the village Christmas decorations is met out of CIF money. The following expenses are met:

- To fit 6 sets of lights on the Christmas tree.
- To remove 6 sets of lights from the Christmas tree.
- To fit decorations on 14 columns.
- To remove decorations from 14 columns.
- To fit and remove fence around the tree.
- To store all decorations and fencing.

| | |
|-----------------------------|-----------------|
| Total Price: £1700.00+VAT = | 2040.00 |
| Cost of Tree £775 +VAT = | 930.00 |
| Total | <u>£3330.00</u> |

The future of CIF money is uncertain, and the Parish Council should consider if it is able to continue with the current provision should CIF be withdrawn. Further, given the complaint regarding the standard of decorations, whether new, replacement/additional decorations need to be provided.

Members should consider the future provision of Christmas Decorations.

14. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with correspondence relating to:

Together with the ongoing complaint regarding the general cleanliness along Warrington Road retail area, a specific complaint was received regarding the footpath outside of the War Memorial which was not considered to be cleaned to the same standard as the remainder of the road. The complaint was passed to St.Helens Council.

Compliments were received from two residents.

Broadband Speed in Rainhill

An email was received which enquired:

Has anyone on the council taken up on behalf of the residents opposite Tower College the fact that we have poor broadband speed with BT. I have responded indicating that the Parish Council have no jurisdiction on this issue, but would members like to pursue this further?

Members should consider if there is any further action that can be taken.

G R Motor Vehicles being used as advertisements

An email was received complaining that G R Motors regularly park liveried vehicles in the layby at Loyola Hall and at Jnc 7. The complainant makes the following points:

A company has taken to leaving vans parked around Rainhill for the purpose of Advertising.

One parked in front of Loyola Hall and has not moved for at least 4 weeks. The rust on the disc brakes are clear evidence that it isn't moved at night. This advertisement has been placed on a blind bend, between 2 schools, both within 100 metres. Between 3-4pm, that area is packed with schoolkids. Two further vehicles are parked at the Stoops roundabout, another sharp bend. Maybe this should be a matter for the Police, as a road safety issue?

I have forwarded the complaint to the Enforcement Team at St.Helens Council, and explained the exception given to moving vehicles to the complainant. St.Helens Council have agreed to monitor the situation. I have not involved the Police.

Members should consider if they wish the Clerk to take any further action.

Lack of bins provided for dog waste

A complaint was received regarding the lack of dog waste bins. It was confirmed that their provision is normally within the jurisdiction of St.Helens Council, however no budget is currently available. The Parish Council may supplement existing provision at a cost of £545.00 per bin to supply, fit and empty for 12 months. The cost to empty for two years after the initial 12 months is £310.61. I will return this to the next meeting if Members wish to give it further consideration.

Members should consider if this is an issue they wish to bring to a future meeting.

15. 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

16. DATE AND TIME OF NEXT MEETING

7th March 2017, 7.30pm.

**Rainhill Parish Council
Budget Monitoring Report 2016/17**

October - December 2016

| Item of Expenditure | Budget for this period | Actual Spend to date | Budget for 2016/2017 | Variance from Budget (£) | Variance from Budget (%) | Explanation for Major Variances (>£500) |
|---------------------------------------|------------------------|----------------------|----------------------|--------------------------|--------------------------|---|
| 1. Association of Local Councils | 825 | 0 | 1,100 | -825 | -100 | The total amount (=£975 in 2016) is paid in March |
| 2. Wages/Salaries - Gross | 10,828 | 10,879 | 14,437 | 51 | 0 | |
| 3. Employer NI & Pension Payments | 3,488 | 3,553 | 4,650 | 65 | 2 | |
| 4. Administration | 3,000 | 1,222 | 4,000 | -1,778 | -59 | Underspend may disappear through year |
| 5. Insurance | 750 | 1,011 | 1,000 | 261 | 35 | Premium paid in lump sum will balance throughout the year |
| 6. Public Open Spaces | 7,500 | 4,233 | 10,000 | -3,267 | -44 | Some underspend apparent - bill for £4k due in January |
| 7. Rainhill Village Hall | 8,267 | 4,150 | 11,023 | -4,117 | -50 | Balance always cleared at 31st March |
| 8. Contingency | 3,750 | 0 | 5,000 | -3,750 | -100 | There has currently been no call on contingency |
| 9. Environmental Improvements (+S137) | 9,000 | 6,932 | 12,000 | -2,068 | -23 | Bill for barrier baskets outstanding |
| 10. Election Expenses/Reserves | 0 | 0 | 0 | 0 | 0 | |
| 11. Good Citizenship Award | 525 | 0 | 700 | -525 | -100 | Expense is due in February |
| 12. Charter Mark/Publicity | 2,250 | 1,722 | 3,000 | -528 | -23 | Cost of Annual Report will make up the deficit |
| 13. Website Improvements | 750 | 0 | 1,000 | -750 | -100 | No improvements undertaken |
| 14. Development Reserve | 7,500 | 0 | 10,000 | -7,500 | -100 | Money transferred at year end |
| Totals | £58,434 | £33,702 | £77,910 | -24,732 | | |

Income April - Dec 2016

| Remitter | Precept | Pitch Hire | Bank Interest | TOTAL INCOME | VAT Refund | Explanation |
|--------------------------------|----------------|---------------|---------------|----------------|---------------|---------------------------|
| 22/04/16 St Helens Council | 29,250 | | | 29,250 | | Precept Part 1 of 2 |
| 04/06/16 Unity Trust | | | 22 | 22 | | Bank Interest |
| 23/06/16 St Helens Council | 29,250 | | | 29,250 | | Precept Part 2 of 2 |
| 21/07/16 Rainhill United | | | 1,000 | 1,000 | | Contribution to Signs |
| 21/07/16 HMRC | | | | - | 1,250 | Refund rather than income |
| 01/08/16 Rainhill Town AFC | | 910 | | 910 | | Pitch Hire Fees |
| 12/08/16 Rainhill Rockets | | 314 | | 314 | | Pitch Hire Fees |
| 14/09/16 Unity Trust Bank ALTO | | | 4 | 4 | | ALTO card fee refunded |
| 26/09/16 4F Centre Insurance | | | 465 | 465 | | 4F Insurance Premium |
| Totals to Dec 2016 | £58,500 | £1,224 | £1,490 | £61,214 | £1,250 | |

BANK ACCOUNTS / BANK RECONCILIATION

BANK RECONCILIATION AS AT 31 Dec 2016:-

| | | | |
|----------------|-----------------|-------------------------|-----------------|
| BALANCE B/F: | 45814.94 | CURRENT ACCOUNT BALANCE | 60740.54 |
| plus | | plus | |
| TOTAL RECEIPTS | 62464.07 | TSB HOLDING A/C | 14000.00 |
| less | | less | |
| TOTAL PAYMENTS | 33702.47 | UNPRESENTED CHEQUES | 164.00 |
| BALANCE c/f | <u>74576.54</u> | | <u>74576.54</u> |

Meeting held on 23rd January 2017

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Chairman