

Aintree Village Parish Council

At a meeting of the Parish Council held on 11 August 2008 at 7.00pm
the following Parish Councillors were present:

G Downey (Chairman)
T Baldwin, M Duggan, F Forrest, J Harkins, C Mitchell and G Payne

Prior to the commencement of the formal business, the Chairman informed Parish Councillors that individuals had left the last meeting before he had declared it closed and requested that this be borne in mind in the future.

4647 Declarations of interest

The Chairman reminded Parish Councillors that they should declare any interests they may have; Councillors Harkins and Baldwin declared their respective interests in the payments for cheque numbered 5029 and 5030 under agenda item 4656.

4648 Apologies for absence

Apologies for absence were received from Councillors L Green, J Rooney and M Varney.

4649 Minutes of the meeting held on 28 July 2008

The Parish Council agreed that the minutes be received as a correct record and authorised the Chairman to sign them; there were no matters arising.

4650 Outstanding items from the last meeting

The Parish Council considered the following items deferred from the last meeting and agreed the decisions shown:

Details	Decisions
1. Local Works – Guide to the Sustainable Communities Act	Agreed that this Parish Council supports the provisions of the Sustainability Communities Act and looks forward to the opportunity for the community of Aintree Village to be included in the consultation process and will write to each of the Molyneux Ward borough councillors to urge them to opt into the Sustainability Communities Act process when invited to do so by the Government in October 2008.
2. The New “Ain Tree” – plaque and wording	Agreed that Councillors Duggan and Harkins be requested to submit suggested wording to the next meeting.
3 Disciplinary and Dismissal Procedures	Agreed that the procedures as submitted be adopted and they be reviewed in one year.
4. Review of flower bed payment	The Parish Council carried out a review of the quality of the maintenance of the flower beds and agreed that as there had been no change, Mr Bleasdale be informed that it is still unable to pay the invoice for £158-63 being 50% of the flower bed maintenance.

4651 Park and safety issues

The Parish Council considered the following items and agreed the decisions shown:

Details	Decisions
1. Park Manager’s report	Report re problems in the park noted.

2. Park Committee meeting of 5 August 2008	<p>Agreed that the minutes be accepted and it be particularly noted that</p> <ol style="list-style-type: none"> 1) the public toilets would remain locked 2) both gates on Harrow Drive would be locked at the same time 3) Mr Atherton was arranging for quotations to close off the gap from the tennis courts at the rear of the bowling green. <p>The Parish Council further agreed that investigations be made into the possibility of "crowns of thorns" to prevent access to the bowling green over fences.</p>
3. Review of the SPARC event held on 30 July 2008	<p>Agreed that the event in the park had been very successful; letter to be sent to the organisers informing them so with a request for the event to be held annually.</p>
4. Cleaning of the changing rooms	<p>Mrs Gill's request for reduced hours be agreed and her hours be reduced to two hours per week with the cleaning of the changing rooms being undertaken by the staff.</p>

4652 Correspondence

The Parish Council considered the following items of correspondence and agreed the decisions shown:

Details	Decisions
1. Sefton Council – replacement road nameplates	<p>Noted that the budgetary arrangements for the replacement of missing name plates was currently under review and the Parish Council would be notified of the outcome in due course.</p>
2. Maghull Town Council – proposed prison in Maghull	<p>Maghull Town Council's detailed objections to the proposed prison noted.</p>

4653 General matters

The Parish Council considered the following general matters and agreed the decisions shown:

Details	Decisions
1. LALC Conference, Chorley, 3/5 October 2008	<ol style="list-style-type: none"> 1) Councillors Downey and Harkins' attendance on 4/5 October 2008 and Councillor Payne's attendance on 5 October 2008 agreed 2) total conference fees totalling £323.40 agreed 3) travelling and subsistence allowances in accordance with the Parish Council's scheme in connection with attendance at the conference agreed 4) the conference be a standing agenda item for the next two meetings.
2. 2008 Civic Award	<ol style="list-style-type: none"> 1) The award be a standing agenda item until the Parish Council has made the award 2) noted that the Aintree Ratepayers' Association had agreed to make a further appeal for nominations.
3. Old Roan Baptist Church – request for letter of support from the Parish Council in connection with the church's grant applications	<p>Agreed that the church be informed that the Parish Council has agreed to defer until such time as any planning issues and residents' concerns regarding the church's use of the former Holy Rosary infant school site have been satisfied.</p>

4. Minor issues – proposed delegation to the Clerk	Clerk given delegated authority to report minor issues such as street lighting and road repairs between meetings subject to the issues being reported to the following meeting.
5. Sefton Council – contract for acting as CRB Umbrella Organisation	Clerk authorised to sign the contract.
6. New off licence at 187 Altway – proposed opening hours	Agreed that an objection be lodged to the proposed opening hours of 7.00am to 11.00pm and a suggestion be made that opening hours of 10.00am to 10.00pm would be more appropriate, particularly as there are two other off licences in the immediate area.
7. Sefton Council's letter to residents of Canterbury Close regarding parking	Noted.

4654 Vacancy for a Parish Councillor

The Parish Council considered the vacancy and as there were no nominations, agreed that it be a standing agenda item until it the vacancy is filled.

4655 Councillor J Rooney – extension of leave of absence

The Parish Council

- 1) noted that Councillor Rooney had been absent from Parish Council meetings since 14 January 2008 due to sickness
- 2) agreed that approval be given to leave absence of Councillor Rooney from 14 January 2008 until 8 September 2008.

4656 Financial matters

The Parish Council

- 1) after agreeing that the payments were lawfully payable under the General Powers of the Parish Council and Open Space legislation further agreed that the following payments be made:

Payee	Details	Amount £-p	Cheque no.
HMRC	Tax/NI August 2008	1,317.05	5023
NatWest	Payroll August 2008	4,032.26	D/D
Kirkby Skips	Skip hire 22 July 2008	141.00	5024
ASDA	Fuel	50.65	D/D
ICS	Cleaning materials	102.61	5025
K Ellis	Stamps/stationery	16.49	5026
Aitkens	Grass treatments	233.83	5027
Handscon	H/S review	324.75	5028
J Harkins	Flowers for Mrs Ellis	15.00	5029
T Baldwin	Mileage	54.59	5030
LALC	LALC conference fees	323.40	5031

Having earlier declared their respective interests in the payments for cheques 5029 and 5030, Councillors Harkins and Baldwin took no part in the discussions or decisions for those respective payments.

- 2) considered the following internal auditor's report:

"Findings:

Having received the books from the Responsible Finance Officer (RFO) I checked the maintenance of the cashbook and the bank reconciliation which are up to date.

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I checked the balance of books for April, May and June finding an error in column 7 of April 2008 headed 'Maintenance Expenses, Park.' The total of the column is shown as £992.21 while the arithmetic total for the column is actually £991.53. This error appears to come from the element named machinery repair.

I am unclear as to the figures in the record for June 2008 for petty cash which appears by deduction of the arithmetic total to be £74.62 but the figures are not clear enough to be certain.

The VAT is identified.

I checked a number of invoices against the appropriate entry and for the necessary two signatures. 1, 5, 7, 9, 17, 23 and 29 were checked and invoice number 9 has only one signature. I am also concerned that this invoice along with invoice number 23 has no total or cheque number attached to them.

In order to allow the RFO to pay the wages I had to pass back the wages book unsampled.

I checked the cheque book for two signatures and 004951 – 004960 were fine. However in the next series 004982 to 004987 I found that 004987 only had one set of initials. In the third series between 004993 and 005001 I found that on cheque 005001 the second signatory had initialled over the first. I found this confusing and would ask Parish Councillors to ensure that their initials are each clearly visible.

Proposal:

In consequence I would propose that the items highlighted above should be noted and appropriate action taken by the Parish Council to ensure compliance with Financial Standing Orders and external audit requirements."

3) noted that the items raised by the internal auditor had now been corrected.

4657 Chairman's communications

The Chairman did not have any communications to report.

4658 Dates of next meetings

The Parish Council noted the following meetings, all at 7.00pm:

8 September 2008
22 September 2008
13 October 2008
27 October 2008
10 November 2008
24 November 2008
15 December 2008

The meeting closed at 8.40pm

Minutes 4647 to 4658 received as a correct record on 8 September 2008

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Chairman