

Aintree Village Parish Council

At a meeting of the Parish Council held on 28 July 2008 at 7.00pm
the following Parish Councillors were present:

G Downey (Chairman)

T Baldwin, P Carlton, M Duggan, J Harkins, G Payne and M Varney

Apologies for absence were received from
Councillors F Forrest, L Green, C Mitchell and J Rooney

Prior to the commencement of the formal business, a resident informed the Parish Council of damage to a neighbouring resident's fence allegedly caused by park users; Councillor Baldwin took up the issue on the Parish Council's behalf.

4630 Minutes – 14 July 2008

The minutes of the meeting held on 14 July 2008 were received as a correct record and signed by the Chairman.

4631 Financial Matters

The Parish Council

- 1) approved the following for payment:

Payee	Details	Amount £-p	Cheque
Kirkby Skips	Skip hire	282-00	5018
Mr R Atherton	Petty cash	34-74	5019
Sefton Council	Altside Business Village membership	2,500-00	5020
R G Harris	Photocopying, postage and batteries	29-02	5021
J Gordon	Taxi fare reimbursement	57-10	5022
Euphony	Telephone calls	4-98	D/D

- 2) agreed that the above payments were lawfully payable under the General Powers of the Parish Council and Open Space legislation
3) considered and noted the following budget monitoring report for June 2008:

<u>Budget head</u>	2008/2009 budget £	Three monthly budget £	3 months' expenditure £
Wages	70,000	17,500	15,272
Heat, light & telephone	2,500	625	365
Water	2,000	500	59
Repairs & renewals	10,000	2,500	4,245
Bank charges	500	125	69
Loan repayments	14,200	3,550	0
Sundries	15,000	3,750	1,278
Purchases	20,000	5,000	3,520
Mileage	500	125	69
Section 137	2,000	500	400
Altside Business Village membership	2,500	625	0
Totals	£139,200	£34,800	£25,277

4632 Internal Auditor's Report

The Parish Council

- 1) considered the following internal auditor's report dated 17 June 2008:

"Findings:

Having received the books from the Responsible Finance Officer I checked the maintenance of the cashbook and the bank reconciliation which are up to date. I checked the preparedness of the books for external audit and found a number of related anomalies that need to be addressed.

I have no knowledge concerning the requirements of the external audit but it seems to me that consistency in presentation is an essential criterion. In this regard it is clear that on a number of occasions the bank reconciliation for the current account for the month has not been signed off by a councillor. The months not signed are months 1, 11 and 12. All other months are signed which indicates that this should be the norm. Another missing element on the Bank Reconciliation is the balance agreed at the month end and going forward. This information is missing for months 6, 7 and 10. The three packets of information prepared for the external audit include payroll, bank statements and paid invoices. It is difficult to be clear that returned cheques and bank statements are all in place. For example, the cheques are in six unmarked envelopes which may not be ordered monthly.

The payroll packet appears in monthly order and should be easy for the auditors to follow. The paid invoices are in number order and again should be easy for the auditors to follow.

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."

- 2) agreed that Mr Evans be thanked for his report
- 3) noted that the bank reconciliations for months 1, 11 and 12 had now been signed
- 4) agreed that Councillor Harkins be requested to discuss the remaining two issues with the RFO in due course.

4633 Correspondence

- 1) LALC re Annual Conference on 3/5 October 2008, Case Studies Workshop on 9 September 2008, Chairmanship Workshop on 15 October 2008 and the Galloway's Society for the Blind walk across Morecambe Bay on 25 August 2008 all noted.
- 2) Liverpool PCT via Mr G Howarth MP – noted that the Aintree Park Group Practice premises in Oriel Drive would be rebuilt with a hopeful implementation timescale of late 2009.
- 3) Councillor G Howe re repairs to Blue Anchor Bridge; noted that British Waterways had another similar bridge in the region requiring repairs so repairs would be linked, hopefully in September 2008 but Councillor Howe would confirm in due course.

4634 Model Chairmanship Procedures and Standing Orders

The Parish Council agreed that

- 1) subject to further consideration in due course on issues relating to the Standards Board, the model Chairmanship Procedures and Standing Orders as submitted and amended be adopted
- 2) the Clerk be requested to send an updated copy to Parish Councillors
- 3) the model agenda as submitted and amended be adopted and its operation be reviewed at the 13 October 2008 meeting.

4635 Scheme of Delegation

Following the adoption of the Standing Orders in the above minute, the Parish Council agreed the following scheme of delegation:

Park Matters

1. Specific delegation is given to the Park Committee to make appropriate decisions on park matters.
2. Should the committee be unable to meet to consider a park issue or if the Chairman of the committee deems it inappropriate to hold a meeting and if the issue must be decided upon before the next ordinary Parish Council meeting, then the Chairman of the Parish Council may call an emergency meeting of the Parish Council.
3. Should the Chairman of the Parish Council also deem it inappropriate to hold an emergency Parish Council meeting, then the delegation will pass to the Clerk.

General Matters

4. Should the Parish Council be unable to meet to consider a non-park issue or if the Chairman of the Parish Council deems it inappropriate to hold a meeting and if the issue must be decided upon before the next ordinary Parish Council meeting, then the Chairman of the Parish Council will ask the Chairman of the Park Committee to call an emergency meeting of the committee.
5. Should the Chairman of the Park Committee also deem it inappropriate to hold an emergency committee meeting, then the delegation will pass to the Clerk.

4636 Park/Safety Issues

The Parish Council agreed that

- 1) Mr Atherton be requested to attend the next meeting with the incident book
- 2) the model agenda should contain a report to each meeting from Mr Atherton
- 3) Yates Playgrounds be requested to investigate the noisy rocking horse and to repair the safety surfaces
- 4) as far the Parish Council's facilities were concerned, all arrangements were in place for the SPARC event in the park on 30 July 2008 but Mr Atherton be asked to confirm that the toilets are in working order
- 5) Parish Councillors be recommended to use the above event as an opportunity to walk around the park to familiarise themselves with issues, reporting any comments direct to the Park Committee
- 6) the public toilets be left open forthwith on a 9.00am/5.00pm basis
- 7) Zurich Municipal Insurance be asked what cover the Parish Council has for the following events:

a person climbing into the park when the park is locked

a person climbing in or out of the park when the park is locked

a person climbing out of the park when the person has been inadvertently locked into the park or did not leave the park when requested

- 8) the report from Sefton Security relating to young people being on the shelter roof late at night be noted and the issue of the pedestrian gate on Harrow Drive being left open after 5.00pm be referred to the Park Committee for review
- 9) the request from Aintree Vipers FC to use a football pitch prior to 1 September 2008 be regretfully declined.

4637 Outline Planning Application – 600 Place Prison in Maghull – S/2008/0547

The Parish Council considered the above application and agreed that

- 1) the strongest possible objection be lodged to the construction of a 600 place prison in Maghull
- 2) the grounds of objection be that the Merseyside area is already over burdened with such developments and the Parish Council is of the opinion that it is wholly inappropriate that this further development should be located in Merseyside and so believes that it should be placed elsewhere.

4638 Planning Application – Old Roan Baptist Church – former Holy Rosary Infant School Site

The Parish Council considered the above application and agreed that

- 1) the church's attention be drawn to the apparent lack of supervision levels on the evening when it was visited by Parish Councillors
- 2) Parish Councillors be encouraged to visit the development to satisfy themselves as to the various issues raised and residents concerns, principally relating to the use of the grassed area, engineered turf, car parking and opening hours.

4639 Web Site

The Parish Council

- 1) noted that the web site was now operational under www.AintreeVpc.org.uk
- 2) noted that a press release had been issued to inform the public of the web site address
- 3) agreed that Councillor Mitchell be thanked for her time and hard work in getting the web site operational and in such a good format
- 4) noted that minor presentational issues would be addressed in due course.

4640 Past Civic Award Winner – Mr Ken Matthews

Parish Councillors heard with great sadness that past Civic Award winner Ken Matthews had recently passed away and agreed to fly the Union Flag at half mast as a token of the Parish Council's respect; the Parish Council further agreed that a letter of condolence be sent to relatives and the protocol for the flag be amended to include Civic Award winners.

4641 Local Works – Guide to the Sustainable Communities Act

The Parish Council agreed that this item be deferred to the next meeting.

4642 The New “Ain Tree”

The Parish Council agreed that this item be deferred to the next meeting.

4643 Disciplinary and Dismissal Procedures

The Parish Council agreed that this item be deferred to the next meeting.

4644 Review of flower bed payment

The Parish Council agreed that this item be deferred to the next meeting.

4645 Parish Councillors' Business/Clipboard

- 1) Alleged dangerous wooden bracket – Bleasdale Centre.
- 2) Letter to be sent to Mr J Burke re his participation in the Great Britain Under 15 football team at the European Catholic Schools Games in Malta.

4646 Next Meetings

The Parish Council noted that the next meetings would be held at 7.00pm on the following dates:

11 August 2008
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 10.35pm

Minutes 4630 to 4646 received as a correct record on 11 August 2008

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Chairman