



10th October 2017

Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 16th October 2017, in the Elm Room at the Village Hall, commencing at 7.30pm. One resident has registered to speak regarding the appearance of the wildflower areas.

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
16th October 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 Blair.

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 4th September 2017
4. To receive Police monthly statistics report – 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/2017/0701 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, replace flat roof with pitched roof over existing detached garage
 - P/2017/0721 12 Second Avenue, erection of rear conservatory
 - 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/2017/0730 Land to rear of 576 Warrington Road, erection of a two storey dwelling on land to the rear of The Village Butcher
 - P/2017/0747 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/2017/0784 11 Owen Road, demolition of existing conservatory, pool house, chimney and front entrance and erection of 2 x two storey rear extensions, covered pergola and 2 x front dormers.
7. To authorise the accounts payable (list included in report)
8. To receive a report from Executive Committee (for information only)
9. To approve the quarterly budget report and bank reconciliation
10. To approve the timetable for good citizenship awards
11. To consider road closure for remembrance service
12. To consider the outcome of the Clerk's appraisal
13. To approve the audited annual return
14. To consider assets of community value
15. To consider the actions of the Rocket 190 Group
16. To consider unauthorised activities at Albert Fellowes Park
17. To consider options for the web site domain name
18. To consider web site security
19. To consider quotes for cleaning of the war memorial
20. To consider repairs to changing rooms at Albert Fellowes Park
21. To consider response to DCLG consultation
22. To consider residents comments and complaints
23. 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

24. Date & Time of Next Meeting:

Finance meeting 13th November 2017, 7.30pm
11th December 2017, 7.30pm

25. Exclusion of the Public

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

Item 26	Reason (under the Local Government Act 1972) Exempt information concerning the financial or business affairs of any particular person (Para 3 of Schedule 12a).
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26. Private Agenda – Consideration Of Logo Competition

RAINHILL PARISH COUNCIL – MINUTES
4th SEPTEMBER 2017

At a meeting of the Parish Council held at 7.30pm on Monday 4th September 2017 at Rainhill Village Hall, the following were present:

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

964. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: B. Grunewald and M. Donovan. Apologies for late arrival were received from Cllrs: J. DeAsha, J. Fulham, L. Glover, S. Glover and D. Long, due to attendance at a meeting at St.Helens Council.

965. DECLARATIONS OF INTEREST

Non-pecuniary interests were declared on behalf of: Cllrs: J. DeAsha, J. Fulham, and S. Glover– Members of Borough Planning Committee, and D. Long – Cabinet Member.

The meeting was adjourned.

A presentation was made by a member of the public in relation to unauthorised golf practice and motorised vehicles on Albert Fellowes Park.

A minutes silence was held in memory of former Parish Councillor Pat Johnson.

The meeting was reconvened.

966. MINUTES OF THE ORDINARY MEETING HELD ON 24th JULY 2017

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 24th July 2017 should be approved and signed by the Chair as a correct record.

967. TO RECEIVE POLICE MONTHLY STATISTICS REPORT

Resolved that the report of the crime statistics for Rainhill be noted. Concern was expressed at the general increase in crime in Rainhill. Clerk instructed to request details of resolution of crime to be included in statistics to understand how effective Police measures are.

968. CLERK'S REPORT

It was resolved that the contents of the Clerk's report be noted, and that judging of the Logo Competition be delegated to the Executive Committee for determination. Clerk instructed to obtain quotes for cleaning of war memorial.

969. 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/2017/0593 - Shirebrook Fairchild Farm, Foxs Bank Lane, single storey extension to front elevation to include conversion of existing garage to habitable room and front porch, and creation of Juliette balcony to first floor left side elevation.

P/2017/0608 - 180 Rainhill Road, demolition of existing rear extension/sunroom, and erection of a single storey rear extension, first floor side extension, and single storey front extension.

P/2017/0612 - Rainhill Nursery School, Deepdale Drive, extension to existing school building including associated landscaping.

P/2017/0618 - 2 St Davids Close, demolition of existing attached garage and erection of a single storey side extension.

RAINHILL PARISH COUNCIL – MINUTES
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P/2017/0626 - 4 Stonecross Drive, erection of first floor side extension above existing garage.
P/2017/0628 - 531 Warrington Road, works to assorted trees covered by a tree preservation order.

P/2017/0661 - 1 View Road, works to trees covered by a tree preservation order to prune 1 beech tree – since withdrawn.

P/2017/0694 - 20 Lincoln Way, two storey side/rear extension, and two storey extension to front elevation.

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

P/2017/0637 Rocklands House View Road, demolition of existing single storey chalets and erection of 1 x 4 bedroom detached dwelling and 4 x 3 bedroom semi-detached dwellings with driveways.

P/2017/0644 139 Stoney Lane, certificate of lawfulness for proposed use as a children’s care home (maximum up to 3 young people).

970. 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 - Sept (less Tax, NI & Pens)	1086.52	
	Photocopying & Paper – July	16.50	
	McAfee Antivirus	17.99	
		1136.01	TFR248
Merseyside Pension Fund	LGPS – July	301.53	TFR249
Scottish Power	Albert Fellowes Park - Sept	21.00	STO
Npower	Martin Close (Holt) - Sept	3.00	DD
United Utilities	Rainhill Park Playing Fields – Sept	55.06	DD
United Utilities	Holt Playing Fields – Sept	6.33	STO
Hydraclean	Legionella Testing Holt Lane - Sept	51.00	STO
Hydraclean	Legionella Testing Rainhill Park - Sept	52.00	STO
Rainhill Town FC	Refund of Pitch Hire Fees	187.00	074
Rainhill Recreation Club	Refund of Pitch Hire Fees	187.00	075
Regency Property Asset Mgt	Ground Rent for Village Hall	35.00	TFR250
B Walsh	Website Consultancy and Support	50.00	TFR252
Zurich Municipal	Insurance Renewal Premium	1055.88	TFR251
HMRC	Tax & NI (Jul - Sep)	616.60	TFR253
Kirby Roofing Limited	Repair to AFP Sports Pavilion	72.00	TFR255
Unity Trust Bank	Bank Charges	18.00	DD
S.137 Payments			
Rainhill Trials Commemoration Group	Donation	100.00	TFR254

971. TO APPROVE MAINTENANCE CONTRACTORS FOR CHANGING ROOMS

Resolved that:

- Craig Roller Shutters be appointed to undertake annual checks on the roller shutters at Albert Fellowes sports pavilion; and
- CC Elec Ltd be appointed to undertake Fire Alarm and Emergency Lighting testing; Electrical Installation Condition Report; and PAT testing at both playing field sites.

RAINHILL PARISH COUNCIL – MINUTES
4th SEPTEMBER 2017

972. TO CONSIDER TREE PLANTING SCHEME ON ROADS AND VERGES

Resolved that a working group be established to consider the viability and timing of a scheme. Should a scheme be considered necessary, to determine where trees would be planted. Group to report by June 2018. Clerk to invite members to contribute to group.

973. TO CONSIDER CLEANING OF RAILWAY PLINTH

Resolved that ownership of plinth should be established. Plinth should remain in situ until after the 190th celebration of Rainhill Trials. The cost of cleaning could not be justified.

Consideration of item 11 on the agenda was deferred for consideration with item 18.

974. TO CONSIDER FUNDING FOR DEMENTIA FRIENDS

Resolved that a donation of £100.00 be made to Dementia Friends.

975. TO CONSIDER ADDITIONAL COSTS FOR PROVISION OF BINS

Resolved that the new bin approved at the previous meeting be ordered including the annual cost of emptying.

976. TO CONSIDER THE ACTIONS OF THE ROCKET 190 GROUP

Resolved that the actions of the Group be noted and that £100.00 be donated to set up new bank account.

977. TO CONSIDER SALE OF REDUNDANT BARRIER BASKETS

Resolved that the surplus barrier baskets be sold for a price of £50.00. Thanks be sent to Mr G. Phillips for his assistance in removal of the baskets.

Cllrs: J. DeAsha, J. Fulham, L. Glover and S. Glover entered the meeting during discussion on the following item.

978. TO CONSIDER WILDFLOWER AND BULB PLANTING CONTRACT

Resolved that:

- A two year contract for wildflower provision be approved;
- Clerk instructed to write to St.Helens Council regarding problems with wildflower display during 2017;
- Discussion on additional bulb planting be deferred to next meeting, when feasibility of planting areas would be known.

979. TO CONSIDER PLACING AN ADVERT IN THE BEER FESTIVAL PROGRAMME

Resolved that the Parish Council would place an advert in the beer festival programme at a cost of £100.00.

980. TO CONSIDER UNAUTHORISED ACTIVITIES AND UNAUTHORISED USE OF PITCHES AT ALBERT FELLOWES PARK

Resolved that the Clerk investigate the erection of signs and report to next meeting. Clerk instructed to write to pitch hirers and remind them of the need to pay for friendly matches, and encourage the removal of goal posts over the summer break. No additional monitoring of pitch use was required.

981. TO CONSIDER THE REQUEST FOR ADDITIONAL STORAGE AT HOLT LANE

RAINHILL PARISH COUNCIL – MINUTES
4th SEPTEMBER 2017

The Council noted the consultation results and resolved that sufficient funding would need to be identified before planning permission would be pursued.

982. RESIDENTS COMMENTS AND COMPLAINTS

Resolved that the complaints reported in the agenda report be noted and that: the Borough Councillors would pursue the issue of bollards at View Road; Issues with noise at the Victoria Hotel were receiving attention; and the signage at Victoria Terrace had been agreed with residents prior to erection.

Cllr Moore reported a vehicle parked on the pavement at Warrington Road, advertised for sale. Clerk to write to PCSO and planning enforcement to pursue its removal. Further, it was reported that the Commercial Hotel was advertised for sale and members of the community were pursuing registration of the building as an Asset of Community Value. Members were requested to lend their support to this request. The Clerk was instructed to look at previous work undertaken to consider other buildings worthy of registering as Assets of Community Value and bring to future meeting.

Cllr S. Glover reported that the Borough Councillors were investigating the introduction of traffic calming measures on Sandhurst Road.

Cllr J. Fulham reported that an attack had occurred on Pennies Pit Park, gangs of youths were known to congregate around the area and damage had been sustained to residential property. PCSOs were aware of the situation. Further, security issues had arisen due to bad design on the properties at Warburton Hey, which required doors to be left open to provide ventilation. This could only be addressed with full refurbishment.

983. REPORTS

Resolved that the Council noted the following reports:

- Public Open Spaces: All issues covered in agenda.
- Village Hall Management Committee: Next meeting due 5th September.
- Rainhill Railway & Heritage Society: Next meeting due 18th September, Cllr. Wood reported that the current subscription fee of £5.00 p.a. may need to be increased to cover the cost of speakers. It was agreed that a card of support be sent to Mr D Houghton.
- Merseyside Association of Local Councils: Cllr. Wood reminded members that the Parish Council were entitled to 3 delegates. The September meeting had been postponed to October.
- Rainhill Gala: no report
- 4F Centre: Next meeting due 13th September.

984. DATE & TIME OF NEXT MEETING

It was resolved that the next ordinary meeting would be held on Monday 16th October 2017, starting at 7:30pm, the venue being Rainhill Village Hall.

The meeting closed at 9.40 pm.

Chair of the Parish Council
16th October 2017

Police Report

Merseyside Police Report for Rainhill Parish Council Meeting Monday 16th October 2017
Area: Rainhill Month: August 2017

	2016	2017	Diff	% Diff	Description
Burglary Business & Community	1	3	2	200	1) Upstairs window forced - cash stolen - Station Street 2) Offender reaches over counter & takes sleeve of cigarettes - Warrington Road 3) Offender has taken copper cabling from electricity sub station - Calder Drive
Burglary Residential	3	5	2	67	1) Attempted forced entry - conservatory lock damaged - Warrington Road 2) Rear patio window smashed to gain access - items stolen include jewellery & fibre cycle - Mill Lane 3) Attempt to barrel lock & remove glass from window frame - offenders disturbed - Ellon Avenue 4) Entry gained via patio window - car keys & car stolen - Ashton Avenue 5) Forced entry - mobile phone, laptop & vehicle stolen - Warburton Hey
Criminal Damage	5	4	-1	-20	1) Object thrown at moving bus - side window broken - Warrington Road 2) Window smashed to premises - Warrington Road 3) Rear window of a car smashed with a brick - Warrington Road 4) Cloned vehicle clamped - Stapleton Road
Drugs	0	1	1	0	1) Warning issued for possession of small amount of cannabis - Mill Lane
Other Theft	6	8	2	33	1) Fuel put in vehicle - drivers making off without payment x 4 - false plates at times - Warrington Rd 5) Front garden ornaments stolen - Warrington Road 6) Hand held device stolen from delivery driver - Warburton Hey 7) Earthing cable stolen from electricity sub station - Blundells Lane 8) Earthing cable stolen from electricity sub station - Owen Road
Public Order	0	3	3	100	1) Racial abuse to shop staff by male with face covered - Longton Lane 2) Male walks up garden path - when challenged by resident issues threats - Warburton Hey 3) Dispute between car drivers - motorway between Junctions 7 and 8
Robbery Business	1	0	-1	-100	
Robbery Personal	0	1	1	100	1) Three males threaten male on a pedal cycle then take the pedal cycle - field off King Edward Close
Theft Bike	0	1	1	100	1) Pedal cycle locked to lamp post - returns to discover cycle has been taken - Station Street
T.F.M.V.	1	3	2	200	1) Front & rear number plates stolen from vehicle - Galston Avenue 2) Side door of transit van forced - power tools stolen - Warrington Road 3) Bank code stolen from insecure vehicle - Stephenson Grove
Theft Shop	4	1	-3	-75	1) Theft of cans of alcohol - McColl's - Warrington Road
T.O.M.V.	2	0	-2	-100	
Vehicle Interference	0	1	1	100	1) Vehicle passenger side window broken - nothing stolen - Rainhill Road
Total	23	31	8		
ASB	24	16	-8	-33	

Police Report

Merseyside Police Report for Rainhill Parish Council Meeting Monday 16th October 2017
 Area: Rainhill Month: September 2017

	2016	2017	Diff	% Diff	Description
Burglary Business & Community	1	1	0	0	1) Cash from sweet machine stolen from licenced premises & attempted break into staff room - Mill Lane
Burglary Residential	0	7	7	100	1) Attempted burglary via garage door - alarm activation - no entry gained - Old Lane 2) Rear door forced damaging lock - door window smashed - disturbed by residents - Bishopdale Drive 3) Forced entry to garage - golf clubs stolen - Ashton Avenue - 3rd September 4) Attempted break into garage - Fairlie Drive - 3rd September - Ashton Avenue close by 5) Garage window smashed - School Lane - 7th September 6) Rear door insecure - I Pad taken from settee in living room while occupants at home - Dorgan Close 7) Rear door lock damaged - no entry gained - Holt Lane
Criminal Damage	5	3	-2	-40	1) Stones thrown at rear window breaking outer glass pane of a double glazed window - Stapleton Road 2) Damage to coin machine outside shop - Dunbeath Avenue 3) Damage to fencing - Old Lane
Drugs	0	1	1	100	1) Possession of drug with intent to supply - Blundells Lane
Other Theft	5	13	8	160	1) Fuel put in vehicle - drivers making off without payment x 3 - false plates at times - Warrington Rd 4) Parcel delivered & signed for - not passed on to intended recipient - King Edward Close 5) I-pad missing from premises during the time contractors were working - Longton Lane 6) Male in taxi - goes into house to obtain money to pay fare - does not return to pay - Warburton Hey 7) Earthing cable stolen from electricity sub station - Owen Road 8) Fence panel taken from garden fence - Foxs Bank Lane 9) Dragon ornament taken - St James Road 10) Glass panels taken out of greenhouse in rear garden - Warrington Road 11) Little tykes bench taken from garden - Old Lane 12) Tips collection box stolen from shop counter - Warrington Road 13) I phone, house & car keys taken from bag when shopping - bag unattended for short time - Warrington Road
Public Order	1	6	5	100	1) Verbal abuse to local female resident by youths - Ratcliffe Place 2) Male making accusations to other male - Norbury Fold 3) Racial abuse when walking in the street - Warrington Road 4) Young male reported to be carrying a Knife - Ratcliffe Place 5) Breach of order - Mill Lane 6) Verbal threats made to taxi-driver - Ritherup Lane
Robbery Personal	0	0	0	0	
Theft Bike	0	2	2	100	1) Garden entered via rear gate - pedal cycle taken - Warburton Hey 2) Pedal cycle put against fence - looks again to discover cycle had been taken - Warburton Hey
T.F.M.V.	5	8	3	60	1) Unknown instrument used to force drivers lock - entry gained & items stolen - Sandhurst Road 2) Lock damaged to gain entry & items stolen - Warrington Road 3) Entry gained to vehicle - tools stolen - First Avenue 4) Entry gained to vehicle by unknown means - untidy search of vehicle - Second Avenue 5) Entry gained to insecure vehicle - central locking faulty - hedge cutter taken - Ratcliffe Place 6) VRM plates taken from vehicle overnight x 2 - both 24th September - Ashton Avenue 8) Mobile phone taken from unattended delivery van - Old Lane
Theft Person	2	0	-2	0	
Theft Shop	2	2	0	0	1) Items taken from shelf of store & concealed x 2 - Warrington Road
T.O.M.V.	0	1	1	-100	1) Vehicle taken - keys left in ignition while owner went to collect a takeaway - Warrington Road
Vehicle Interference	0	0	0	0	1) Vehicle passenger side window broken - nothing stolen - Rainhill Road
Total	21	44	23		
ASB	12	16	4	33	

RAINHILL PARISH COUNCIL - CLERK'S REPORT OCTOBER 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 4th September ordinary meeting have either been completed or are in progress. Additionally I can report the following:

5.1 MR D HOUGHTON

Members will recall that at the last meeting it was agreed that a card expressing our best wishes be sent to Mr Derek Houghton. Mr Houghton has expressed his gratitude for the card which was greatly appreciated.

5.2 POLICE STATISTICS

A request was made for additional statistics to be provided for Parish Council meetings to detail the number of crimes solved. Unfortunately this request has been refused as it would be a very time consuming task which would involve looking through all crimes and investigations and historic results. This is something that the Police do not consider to be in a position to assist with due to increasing demands. However, Insp. Drennan has provided details of a web site that provides details of reported crime and their current status, this can be found at: <https://www.police.uk/merseyside/D1D2D3/crime/>

5.3 REQUEST FOR MEETING WITH RAINHILL CIVIC SOCIETY

A request has been received to meet with the Heritage Sub-Committee of Rainhill Civic Society to discuss use of Community Improvement Fund money to improve the environment in the village. The Civic Society interests include the provision of heritage signage, upgrading Dane Court precinct and planting of flower tubs.

5.4 REQUEST FOR MEETING WITH RAINHILL ROCKETS

Following our September meeting Rainhill Rockets were informed that funding for a proposed storage container and fence would need to be identified, prior to a planning application being submitted. Rainhill Rockets expressed their disappointment that all their effort put into public consultation was wasted and requested a meeting to discuss the way forward.

5.5 OWNERSHIP OF RAILWAY PLINTH

Following discussion regarding the railway plinth in Houghton Street, I can confirm that the plinth was funded out of Ward Committee money and its ownership lies with St.Helens Council. Any future actions proposed to the plinth will need agreement from St.Helens.

5.6 CONSULTATIONS

The Parish Council has received the following consultations:

Liverpool City Region Strategic Housing and Employment Land Market Assessment (SHELMA) – consultation end date 5pm on Tuesday 31st October 2017 - no comments submitted.

Public Space Protection Orders – consultation end date 16th October 2017 – no comments submitted.

Planning for the right homes in the right places - consultation end date 27th October 2017 – suggested comments included on agenda.

5.7 BOLD FOREST PARK AAP

We have received a copy of the Bold Forest Area Action Plan which was adopted in July 2017. I will bring the final document to the meeting.

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/2017/0701 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

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.

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

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/2017/0747 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/2017/0784 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.

The Council should note the actions taken.

7. TO AUTHORISE ACCOUNTS FOR PAYMENT

Payee	Description	Amount	Ref
October			
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

Clerk's Report October 2017

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
November			
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
S.137 Payments			
Dementia Friends	Donation	100.00	TFR261

The Council should consider approving the above payments.

8. TO RECEIVE A REPORT FROM EXECUTIVE COMMITTEE

At a meeting of the Executive Committee held on 25th September it was resolved that the following Christmas decorations be ordered:

- 24 x Christmas Tree Lights
- 10 x braided light strings for lighting columns
- 1 x tree topper

As members will be aware, currently decorations are installed on 14 lighting column together with a central tree. Initially, the suggested replacement scheme was costed at £6,424, including installation, removal and storage.

The Executive have agreed a scheme which reuses some of the existing decorations and would cost £4,907, saving £1,517 on the original estimate. Unfortunately a suitable tree topper is not available in time for this year's display but will be ordered in time for next year.

An assessment will be made following this year's display to assess whether further improvements are needed.

The Council should note the actions of the Executive Committee.

9. 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 September. 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:

Employer NI & Pension Payments – pension contributions were reduced after budgeting.

Administration – again there have been no major expenses in this quarter.

Public Open Spaces budget – bill for repairs to roof at AFP and new inspection charges will consume current underspend.

Environmental Improvements/S.137 –invoices for barrier baskets, etc., expected; 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 and approve the report and bank reconciliation.

10. TO APPROVE THE TIMETABLE FOR GOOD CITIZENSHIP AWARDS

Nomination forms have been sent out to all the main organisations in Rainhill, and to those individuals who have requested a form.

The closing date for nominations is 17th November 2017 and, allowing a couple of days grace for late submissions, the following time table is suggested:

- Clerk copies nomination forms to members of Awards Group by 22nd November.
- Awards Group meets at a convenient time before 8th December
- Recommendations of Awards Group ratified by full Council at 11th December Council meeting.

Subject to Member's agreement, the awards evening will take place, on same basis as in previous years, on Friday 23rd February 2018. If this date can be agreed, I can book the room now.

The Council should consider approving this timetable.

11. TO CONSIDER ROAD CLOSURE FOR REMEMBRANCE SERVICE

The Remembrance Service held each November at the War Memorial requires a traffic regulation order to temporarily close the road. The cost of this is expected to be £480 and was met from Parish Council funds last year. Members need to consider if they are happy to meet this expense this year.

The Council should consider funding the road closure for the Remembrance Service.

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

The Clerk's annual appraisal took place on 11th October. This item has been included so that the Council may consider feedback from the Clerk's Appraisal Group.

The Council should consider feedback from the Clerk's Appraisal Group and determine any actions that are required.

13. TO APPROVE THE AUDITED ANNUAL RETURN

The external auditors, BDO LLP, have confirmed that the 2017 audit has been completed. An issue has been raised with the fixed assets – the assets register, which has resulted in the annual return being 'qualified', i.e. actions are required in the coming year. I attach the auditor's report at appendix 2. It is recommended that the value of fixed assets are recorded in a fixed assets register, and this must agree with figures stated in the annual return.

This issue has been reported to the Council previously, and is an ongoing project. We have stated assets totalling £169,259, but no asset register exists to qualify this. I will seek to ensure that the issue is resolved before next audit.

A full copy of the Annual Return, including the auditor's opinion, and Issues Arising Report is available for inspection on our web site (a paper copy will be available at the meeting, but if you would like an electronic copy in advance please let me know). The letter from BDO requests that there is a minute recording that the Council approves and accepts the final audited version of the Annual Return. The Annual Return and notice of conclusion of audit must be published for at least 14 days, this commenced on 28th September.

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

14. TO CONSIDER ASSETS OF COMMUNITY VALUE

At the September meeting it was noted that the Commercial Hotel, Station Road was currently offered for sale. A bid to have the building listed as an 'Asset of Community Value' had been organised by a local resident. It was requested that details of the Parish Council's previous consideration of such assets be returned to this meeting.

On St.Helens Council web site it informs that:

The Community Right to Bid for Assets of Community Value allows voluntary and community organisations to nominate an asset which they consider has benefits for social well-being and social interests.

If the owner of a listed asset wants to sell, they must contact the council, who in turn will notify the nominating community group. The community then has an opportunity to bid for the property/land within the first six months of the property going on sale.

The right came into force on the 21 September 2012 under the Localism Act 2011 and will give community and voluntary bodies the opportunity to nominate, bid and take over the running of assets that are considered of value to the local community.

In 2014 a list was drawn up of the potential sites in Rainhill to be considered as Assets of Community Value, these included:

- Commercial Hotel and Car Park
- Coop and Car Park, Warrington Road
- Land on North Side of Station Road
- Rainhill Post Office
- Rainhill Railway Station
- Victoria Hotel and Car Park
- Waste Transfer Station

The sites were submitted to St.Helens Council for consideration for inclusion on the list. The response received indicated that a separate form must be submitted for each site and in terms of the qualifying criteria, the most significant factor is how the nomination promotes the social interests or wellbeing of the area.

The applications were not pursued further.

The Council should consider if they wish to resume this procedure.

15. TO CONSIDER THE ACTIONS OF THE ROCKET 190 GROUP

A series of meetings were held in September with community groups to confirm the current planned events and ensure those planned were self-funding. The Village Hall Management Committee have confirmed that groups participating in events over the celebration weekend will not be charged room hire, which has been welcome news.

Following a letter from Marie Rimmer, M.P., the National Railway Museum has agreed in principle to the loan of the Rocket replica. This is subject to meeting their requirements to loan in terms security, insurance and environmental checks, procedures are now underway.

A meeting with local businesses is planned for the end of October, the date had not been confirmed at time of printing, but may be available at the meeting.

The Council should note the actions of the Rocket 190 Group.

16. TO CONSIDER UNAUTHORISED ACTIVITIES AT ALBERT FELLOWES PARK

Members will recall that a resident attended the September meeting to discuss unauthorised use of Albert Fellowes Park for golf practice and vehicular use. The following details were presented:

A complaint has been received regarding unauthorised golf practice and unauthorised vehicles on Albert Fellowes Park. The resident indicates:

“The incidence of people using the Albert Fellowes Park at the rear of Deepdale Drive, Rainhill, for golf practice is increasing. They arrogantly assume that they can knock their golf balls about with no regard for other users, including children. I'm sure there must be a byelaw that prevents public parks being used for golf practice. If so, could you attach signage at the entrances to the park advising of this? Another sign denying the park to motorised vehicles could be usefully attached at the same time. This may keep the occasional motorbikes off it.”

Further correspondence was initiated to investigate possible solutions which prompted the following suggestions:

“the only resolution if the council is convinced that golf play on our parks is dangerous and needs to be stopped is to enshrine it's prevention in law. Whether this is enforceable or not is not the point. At the moment, the public are being endangered, and at the moment there is nothing that can be done. If someone is seriously injured then is the council not responsible now I have raised it's possibility? Bylaws exist so that sanction can be taken against someone breaking them. I'm not expecting a "Golf Warden" to be appointed, but I'm relying on the public will to stay within the law if one exists prohibiting an action.

Signage may make people think twice, but the addition of reference to a bylaw may stop them altogether. The "no motorbikes" sign needs "or Quadbikes". A better sign would be "No unauthorised vehicles".

Is St Helens the only council that does not have these bylaws? Is there any data nationally available on accidents caused by golfers on public parks? Are the police willing to respond to golfing incidents? Should there be a campaign/leafletting in the local golf clubs pointing out the disrepute being brought on the sport by

irresponsibility? Should the golf driving range at Sherdley Park have an open day to encourage it's use rather than the parks? If anyone can play golf on any park, including Sherdley Park, what incentive do they have to use the Range?"

New legislation was introduced in 2016 to transfer the accountability for making byelaws to local councils. Byelaws are considered measures of last resort, after a local council has tried to address the local issue through other means. Unless a byelaw is enforced, its presence is somewhat ineffective in resolving the problem. As it is not a legal matter (with or without a byelaw) the Police would not become involved and enforcement would be down to the local authority.

Several messages have been left with the Safer St.Helens Campaign but without response.

Since the last meeting a response has been received from Havering Council who confirmed that they have a byelaw to prevent golf practice in place. They employ Park Police who practice early enforcement intervention to keep the peace. They have never prosecuted under the byelaw. Neighbouring authorities do not have a similar byelaw, nor an enforcement team.

St.Helens Council have confirmed that any byelaw would be very hard to enforce, this is due to resources.

A quote has been obtained for the erection of signs to include both 'No Golf' and 'No Unauthorised Vehicles':

Gated entrance: 1 sign (300x400), on the fence line	= £209
Entrance 2: 1 sign (300x400) and post 976mm	= <u>£308</u>
Total cost	= £517 (+VAT)

There are no restrictions to the erection of a sign, but their effectiveness could not be guaranteed.

The Council should consider what action to take in relation to the unauthorised activities.

17. TO CONSIDER OPTIONS FOR THE WEB SITE DOMAIN NAME

123 Reg, our web domain suppliers, are offering the '.uk ' version of our web site address. As current owners of 'rainhillparish.org.uk', the opportunity to own and use 'rainhillparish.uk', is being offered to us first, to stop anyone else using it. The option costs nothing until June 2019. After that date an annual fee would be payable, the amount is not currently available but would be in the region of £10.00 per year. If before June 2019 it is decided that the .uk domain is not wanted, we can opt out without charge. At June 2019, if we have opted out the rainhillparish.uk domain would be available for anyone else to purchase and use.

Consideration needs to be given as to whether we would wish to use/own the .uk domain. If we secure the domain the following options are available:

- redirect the .uk domain name to the rainhillparish.org.uk address. This ensures that no one else can register the matching domain and compete directly against our web site.
- use the .uk address as the main website name, updating advertising and marketing materials to show the shorter, easier .uk domain name.
- use the .uk domain as a test bed, putting a new website online ahead of a switch over, or using for specific projects/campaigns.

It is understandable that businesses would wish to secure their .uk domain name to stop competition, but I'm not sure how many people would wish to pose as Rainhill Parish Council, by paying for the domain name, and setting up a web site.

If we choose to secure the .uk web domain, the annual charge would be incurred from June 2019. The domain 'rainhillparish.org.uk' was renewed in 2015 for 3 years, expiring May 2018, at a cost of £12.56. The currently advertised price for a .org.uk domain is £9.99 p.a.

The options for consideration include:

- switch to the new domain, do not renew .org.uk releasing it for use by others, cost approx. £10.00 p.a. (not yet confirmed); or
- stay with .org.uk, opt out of .uk releasing it for use by others, cost approx. £10.00 p.a.; or
- retain both, cost approx. £20.00 p.a.

If there could be an initial indication of how to proceed, the steps needed to pursue that route can be investigated.

The Council should consider whether to pursue a rainhillparish.uk domain name and if applicable, decide how this would be used.

18. TO CONSIDER WEB SITE SECURITY

Our current website providers, 123 Reg, have sent out a generic email recommending that all web sites should have SSL certificates (Secure Sockets Layer). This encrypts information sent between the website and a visitor's web browser, so that it cannot be read by a third party.

It is advised that, if a website is using a content management system, then a SSL certificate can: secure login & administrative areas; protect customer data transfer; and ensure feedback received from e.g. a comment sections and forms remains confidential. Further information is provided on reassuring visitors that the site is secure and increasing search engine ranking.

With my limited knowledge, this appears to be geared towards sites where people could be entering personal or confidential details: credit card details, or usernames/passwords, which would not apply to the Parish Council site. However, we have a contact form, which requests an email address for response, the security of this information could pose a data protection risk.

If it is considered that a certificate is necessary, the following options are available:

- Basic 123-SSL (essential security and encryption with visible security indicators) £14.99 first year, £29.99 each year afterwards.
- Domain SSL (strong protection for established websites) £24.99 first year, £49.99 each year afterwards.

Alternatively, as the only identifiable risk is the contact form, this could be removed and an email address provided for submission of comments.

The Council need to consider whether an SSL Certificate is needed for the web site.

19. TO CONSIDER QUOTES FOR CLEANING OF THE WAR MEMORIAL

The war memorial was last cleaned in 2013 and is beginning to look mouldy. Quotations were invited from three qualifying companies, two quotes were received as follows:

Calvey Restoration

Method would be doff clean, i.e. steam, we would then apply a moss and algae remover which stays on the stone to slow down / prevent any future growth

Cost £ 1,200.00 net

Stone Central

Provision of Alloy Tower

Provision of barriers, signs, etc. to warn public of the works

Provision of standpipe for water & generator for power

Clean memorial using the Doff or ThermaTech steam cleaning system to remove biological growth & loose surf contaminants.

Apply biocide upon completion of works to protect from algae growth in the short term. (We can leave some on site for you to apply when necessary).

Clear site

We have allowed for carrying out the works out of hours to minimise any disruption which maybe caused.

There has been no allowance for any repointing and we assume this is still in good condition. (please let me know if you wish for us to look at this too)

Cost £1,050.00 +VAT

Both contractors have confirmed that they are available to carry out the works before Remembrance Sunday if desired. Also, is it considered that repointing is needed?

The Council should consider appointing contractors to clean the war memorial.

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

During my routine visit to Albert Fellowes changing rooms, I noted that water was coming through the roof. It was identified as coming through ill-fitting flashings around the soil pipe. However, I had also previously been alerted that the ridge tiles were loose and would need rebedding in the near future. I invited two roofers to provide quotes to repair both the leak and re-bed the ridge tiles.

SAS Roofers

To repair the flashings = £300

To repoint all the top ridge including fixing the holes and vent = £400

If all the ridges need taking off and fixing additional problems if identify any = £700

That will cover everything along top ridge (VAT not applicable)

Kirby Roofing

To remove loose ridge tiles, clean off old mortar and set aside for reuse. Fix new underfelt to damaged areas and rebed ridge tiles on sand : cement mortar with waterproofing additive and trowel to smooth finish. Repair leaking soil pipe.

Cost £590.00 plus vat (£708)

Both contractors are local, and receive good recommendations on the St.Helens Council Traders Register. Kirby's appear to have more accreditations.

The repair work cannot be reclaimed on insurance as it is general wear and tear rather than accidental.

The Council should appoint a roofer to undertake the necessary repairs.

21. TO CONSIDER RESPONSE TO DCLG CONSULTATION

The Department Communities and Local Government recently issued a consultation on Planning for the right homes in the right places. NALC extracted the key questions from the document and circulated for comments.

Cllr D Long has suggested we make the following comments:

- it's important that Local Authorities can make own decision in relation to their own market and
- important that brownfield remediation is funded
- important that DCLG does not force use of green belt by hidden land supply targets

No further comments have been received. The closing date for consultation is 27th October 2017.

The Council should confirm that these comments be submitted.

22. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with correspondence including those relating to: Broadband speeds; Heritage plaques & the need for advertisement consent; and replacement flowers in the telephone kiosk, further details available on request. The following complaints require further consideration:

Appearance of Wildflowers

A complaint has been received regarding the appearance of the wildflower planting areas along Warrington Road. Whilst the complaint was not averse to wildflowers, he referred to the unsightly aftermath following flowering. Contact was made with St. Helens Council regarding flailing. It is hoped that the complainant will be in attendance at the meeting to discuss the issue further.

Parking on pavements

A complaint was received regarding vehicles parking on pavements. The complainant reported:

"This problem, as you are aware, is endemic, and starts immediately I leave my house. I have spoken to various neighbours about this with some effect. The problem being if they can't or won't put their cars on the drive, they must have them immediately outside of their house. This being a narrow road means total disregard for pedestrians.

I do not have a problem with two wheels of the car on the pavement. I do regard 3/4 or all of the car on the pavement as hazardous. I walk to the village, either using Tasker Terrace and the footbridge, or via Rainhill Road, both of these routes generally obstructed.

I will list below a few instances when I alone, or with my grandson in a pushchair, meet with inconsiderate and selfish parking.

Rainhill Road

A car fully on the pavement opposite my road. This car must have driven on the pavement therefore committing an offence?

Turn left, an unattended van parked on pavement towards junction with Roby Close, unable to pass this van without going onto the main road. This van preventing me

from using pavement and blocking my access to crossing at pedestrian crossing near Coach & Horses pub.

Tasker Terrace

Overhanging trees and parking again making pavement usually impassable. Two large areas of pavement leading to St. David's Close generally blocked by large vans dropping or picking machinery up from workshop sited in Tasker Terrace. These two pavement areas are surrounded by double yellow lines. This means an inability to cross to step bridge as sightlines are hindered.

Rainhill Road

This is appalling, when pushing a pushchair this road is a nightmare. Again car owners abandoning their cars without regard for pedestrians/ children/ disabled / poor sighted etc. A large car was left unattended, parked on left hand side of pavement before traffic lights onto Warrington Road, again this car must have driven onto it. It was left on full view of passing police etc.

The rest of Rainhill is just as bad.

Does the car parking warden ever visit Rainhill? Do we actually have one allocated? Does he/she achieve anything?

Is Rainhill now to become a no go area for pedestrians, one large car park.

The general attitude is, I will park where I wish.

At this rate a crime of Jaywalking will need to be made law, as pedestrians will need to walk in the road.

This is just a small segment of how bad it is now and will get worse unless the law is adhered to, i.e. do not cause an obstruction. Not to mention thought for others."

The Police were contacted regarding possible obstruction and agreed to provide extra attention to the locations listed, however they are only able to deal with obstruction. The enforcement of parking restrictions and overhanging trees are the responsibility of St.Helens Council. Whilst the Police suggested further parking restrictions are introduced to alleviate the issue, these would similarly be subject to enforcement by St.Helens Council's wardens.

The Council should consider if further action is needed.

23. TO RECEIVE REPORTS FROM EXTERNAL GROUPS

- 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

24. DATE AND TIME OF NEXT MEETING

Finance Meeting 13th November 2017, 7.30pm

Ordinary meeting of Parish Council 11th December 2017, 7.30pm

25. 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).

PRIVATE AGENDA

26. CONSIDERATION OF LOGO COMPETITION

The competition to redesign the Parish Council logo closed on 30th September. A number of submissions have been received. A copy of each of the submissions is attached. I have recreated the existing letterhead with each of the designs as an example, though the whole letterhead could be reconfigured if desired.

Whilst the final decision on the outcome has been delegated to Executive Committee, it was considered that all members should be given the opportunity to express their views with regard to the decision.

The criteria set for the competition included:

- Provide a visually strong logo for a leading Parish Council
- Reflect the railway heritage of the parish
- Be of a professional standard
- Include the potential for combining with a strapline that reads 'Rainhill – Birthplace of the Railways'

If necessary, Members may wish to work with one of the entrants to adapt their submission if alterations are required.

In the publicity for the competition it was indicated that the outcome would be announced on 27th October 2017, therefore a decision is needed shortly.

The Council should consider if they wish to pursue any of the submissions further and if a decision is not agreed, set a date for a meeting of the Executive Committee to make the final decision.

**Rainhill Parish Council
Budget Monitoring Report 2017/18**

April - September 2017

Item of Expenditure	Budget for this period	Actual Spend this period	Budget for 2017/2018	Variance from Budget (£)	Variance from Budget (%)	Explanation for Major Variances (>£500)
1. Association of Local Councils	600		1,200	-600	-50	The total amount is paid in March
2. Wages/Salaries - Gross	7,850	7,699	15,700	-151	-2	
3. Employer NI & Pension Payments	2,750	1,862	5,500	-888	-32	Employer pension contribution has been reduced
4. Administration	1,750	1,349	3,500	-401	-23	Underspend may disappear through year
5. Insurance	600	1,056	1,200	456	76	Premium paid in lump sum will balance throughout the year
6. Public Open Spaces	5,000	2,250	10,000	-2,750	-55	Figure included potential improvements at sites
7. Rainhill Village Hall	5,512	3,047	11,023	-2,464	-45	Expenses claimed as incurred
8. Contingency	2,500	0	5,000	-2,500	-100	It is a contingency
9. Environmental Improvements (+S137)	5,250	578	10,500	-4,672	-89	Invoices for barrier baskets, maintenance, etc. still outstanding
10. Election Expenses/Reserves	0	0	0	0	0	
11. Good Citizenship Award	350	0	700	-350	-100	Expense is due in February
12. Charter Mark/Publicity	1,500	1,538	3,000	38	3	
13. Website Improvements	500	0	1,000	-500	-100	No improvements undertaken
Totals to Sept 2017	34,162	£19,378	£68,323	-14,783		

Income April - Sept 2017

Remitter	Precept	Pitch Hire	Other	TOTAL INCOME	VAT Refund	Explanation
22/04/16 St Helens Council	31700.00			31,700		Precept Part 1 of 2
23/06/16 St Helens Council	31700.00			31,700		Precept Part 2 of 2
22/06/17 Scottish Power			25	25		Goodwill Payment
01/06/17 HMRC				-	2898	Refund rather than income
08/08/17 Rainhill Town AFC		1,309		1,309		Pitch Hire Fees
12/08/17 Rainhill Rockets		322		322		Pitch Hire Fees
Totals to Sept 2017	£63,400	£1,631	£25	£65,056	£2,898	

BANK ACCOUNTS / BANK RECONCILIATION

BANK RECONCILIATION AS AT 30 September 2017:-

BALANCE B/F:	53284.90	CURRENT ACCOUNT BALANCE	88334.26
plus		plus	
TOTAL RECEIPTS	67953.72	TSB HOLDING ACCOUNT	14000.00
less		less	
TOTAL PAYMENTS	19378.36	UNPRESENTED CHEQUES	474.00
BALANCE c/f	<u>101860.26</u>		<u>101860.26</u>

Meeting held on 16th October 2017

-
Chair

The following issues have resulted in the annual return being qualified. They indicate either a breach of proper practices or legislation and they require the smaller authority to take immediate action to rectify these issues.

Fixed Assets

What is the issue?

The smaller authority has not included all additions or replacements of fixed assets, in the year in box 9 of Section 2 of the Annual Return

Why has this issue been raised?

The value of fixed assets included in the Annual Return appears to be under valued.

What do we recommend you do?

The smaller authority must ensure that the value of its fixed assets is correctly stated in Section 2 of the Annual Return. The value of all fixed assets must be recorded in the fixed assets register. Assets may comprise of land, buildings, plant and equipment, vehicles, notice boards, street furniture etc, property that will be of economic benefit to the meeting over a period substantially longer than one financial year.

The smaller authority must ensure that the register of assets is updated to record all additions and disposals of assets on an annual basis.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC
