

Rainhill Parish Council

Clerk to the Council:
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7th December 2020

Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council on Monday 14th December 2020 to be held online via teams. The meeting will start at 7.30pm but ask you to log on to the link sent at 7.15pm to ensure the meeting is ready to commence on time.

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

Please take time to read through the documents before the meeting. If you have any questions in advance of the meeting please forward them and I will prepare a response.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K E Adamson', is placed on a light grey rectangular background.

K E Adamson
Clerk to Rainhill Parish Council



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**RAINHILL PARISH COUNCIL AGENDA
14TH DECEMBER 2020**

1. To Vote on Co Option
2. To receive apologies for absence
PUBLIC SESSION Ordinary Meeting Agenda: The public will be allowed to speak on any matters of concern, subject to prior written notification being received. No such requests have been received.
3. To receive declarations of interest from members
4. To consider and approve the minutes of the Ordinary Meeting held on 3rd August 2020 and 7th September 2020
5. To receive Police monthly statistics for August, September, October – for information only
6. To note the contents of the Clerk's Report– for information only
7. To consider the following Planning Applications and note any actions taken:
8. To authorise the accounts payable (list included in report)
9. To review the Effectiveness of Internal Audit Systems and Controls and Appoint an Auditor
10. To approve the quarterly budget report and bank reconciliation
11. To approve and accept the audited annual return
12. To appoint contractors to undertake annual maintenance tests
13. Update on draft social media policy for information only
14. To consider future ways of supporting village hall
15. To consider 2020/2021 pitch fees and future support of football teams
16. To consider the future planting of barrier baskets
17. To consider the purchase of 50 new lamppost poppies
18. To consider residents comments and complaints
19. To consider Future agenda items for information only
20. Date and time of next meeting for information only
21. Exclusion of the Public
22. To receive recommendations of Good Citizenship Award Panel
23. To consider the outcome of the Clerk's appraisal

Public have been given prior notification if wishing to attend as the meeting is being held online due to the current Covid 19 restrictions

RAINHILL PARISH COUNCIL - MINUTES
3rd August 2020

At a meeting of the Parish Council held at 7.30pm on Monday 3rd August 2020 at Rainhill Village Hall, the following were present:

Cllrs: G. Barker, A. Daniels, D. Hendrick, A. Howitt, G Roberts, S Roscoe, J Tasker G Ward, W Williams .

Attending online

Cllrs: D Greaves, K Stevenson- Black,

3 members of the public were also present

1. It was proposed that Cllr. A Howitt be Chair for the 2020/2021 year. Being no other nominations, it was resolved that Cllr. A Howitt be elected Chair and sign the Acceptance of Office form.
2. It was proposed that Cllr. W Williams be Deputy-Chair for the 2020/2021 year. Being no other nominations, it was resolved that Cllr. W. Williams be elected Deputy-Chair and sign the Acceptance of Office form.

Prior to commencement of business the meeting was adjourned to allow members of public to raise any concerns. A member of the public stated they had several matters of concern which will be put in writing to the Clerk.

The meeting was recommenced.

20.43 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: I Brown, M Rothwell.

20.44 DECLARATIONS OF INTEREST

Cllr Tasker declared an interest as personally knowing the member of the public requesting to use the public open space and Cllr Ward declared an interest as being related to the member of the public also requesting to use the public open space.

20.45 MINUTES OF THE ORDINARY MEETING HELD ON 2nd March 2020

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 2nd March 2020 should be approved and signed by the Chair as a correct record.

20.46 TO RECEIVE MERSEYSIDE POLICE MONTHLY STATISTICS REPORT

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

20.47 TO NOTE THE CONTENTS OF THE CLERK'S REPORT

It was resolved that the contents of the Clerk's report be noted. It was agreed Cllr Tasker will be identified on email out of office message as point of contact for any emergencies.

20.48 PLANNING APPLICATIONS

It was resolved to note the following actions taken in relation to planning applications:

An objection has been submitted to the following applications:

P/2020/0123 Change of use from C2 and C2a (Orchard House as confirmed by P/2010/0091 to C2 and C2a (Orchard House as confirmed by P/2010/0091) and B1 use of the site together with minor internal works. Crossley Manor (Formerly Briars Hey)

Rainhill Parish council received a reply from representatives for Crossley Manor (Briars Hey) - ref P/2020/0123 and their response forwarded to all Councillors

20/00102 erection of convenience store (use class a1); retention of public house (use class a4) and demolition of outbuilding; replacement of freezer store and resiting of smoking shelter and beer garden together with alterations to car park and vehicular access from holt lane holt hotel 285 Warrington road

P/2020/0041 Erection of restaurant with associated parking. Land Adjacent to Rainhill Station Station Road - Refused

Re P/2020/0061 Land to west of Omega South and south of M62

Hybrid Planning Application for the following development (major development); (i) Full Planning Permission for the erection of a B8 logistics warehouse, with ancillary offices, associated car parking, infrastructure and landscaping; and (ii) Outline Planning Permission for Manufacturing (B2) and Logistics (B8) development with ancillary offices and associated access infrastructure works (detailed matters of appearance, landscaping, layout and scale are reserved for subsequent approval)

P/2020/0117 Erection of detached two storey garage, Sandy Carr Farm Farmhouse Hall Lane- Refused

P/2020/0265 Land to The West Of 74 School Lane rection of a stable block, outdoor manege, creation of a new access road and track along with the erection of a 2.0m fence on the north boundary - Refused

P/2020/0437 Listed building consent for the installation of 3 no. platform validators. Rainhill Railway Station

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/2020/0132 Certificate of lawfulness for proposed side/rear extensions. Sandy Carr Farm Farmhouse Hall Lane

P/2020/0159 Certificate of lawfulness for proposed single storey rear extension 7 Dunbeath Avenue

P/2020/0167 Installation of 3no external flues to rear Victoria Hotel

P/2020/0166 Cliflen Norlands Lane Demolition of existing garage and rear extension; the erection of single storey side and rear wrap around extension along with single storey front extension with minor alterations to front elevation and raising of roof height 19.03.20 withdrawn planning application

P/2020/0181 Single storey rear extension projecting 6m from the rear, 3.5m high overall, and 2.4m to the eaves. 36 Norcliffe Road

P/2020/0193 Certificate of lawfulness proposed extension of existing rear dormer. 8 Railton Close

P/2020/0207 Part two storey part first floor extension over existing garage at the side.1 Briars Close

P/2020/0208 Change of use from 2no first floor flats to beauty salon. Flat 1 And Flat 2 24 Victoria Terrace

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P/2020/0209 Single storey rear extension projecting 6.75m from the rear, 4m high overall and 2.41m to the eaves. Cliflen Norlands Lane
P/2020/0210 Single storey side extension. Cliflen Norlands Lane Rainhill St Helens
P/2020/0236 Erection of first floor rear extension along with rear porch. Sandy Carr Farm Farmhouse Hall Lane
P/2020/0237 Single storey side extension. 53 Vincent Road
P/2020/0238 Demolition of existing garage and rear extensions and erection a part two storey, part single storey front, side and rear extension.180 Rainhill Road
P/2020/0221 Two storey rear extension. 16 Tarlton Close Rainhill
P/2020/0225 Erection of first floor rear extension over existing garage and single storey rear extension. 11 The Meadows
P/2020/0247 Replacement flat roof with lantern on existing single storey rear extension. 45 Longton Lane
P/2020/0248 Certificate of lawfulness for single storey rear extension.19 Stonecross
P/2020/0293/TPO Works to assorted trees covered by a tree preservation order. 31 View Road
P/2020/0294 Erection of first floor side extension. 45 Vincent Road
P/2020/0335 First floor rear extension. 389 Warrington Road Rainhill
P/2020/0352 Demolition of existing outbuilding and erection of a new outbuilding. 1A The Meadows
P/2020/0377 Single storey rear extension projecting 4.5m from the rear, 4m high and 3m to the eaves. 589 Warrington Road
P/2020/0381 Retrospective application for alterations to dormer roofs from pitched to flat. | Valluga Old Lane
P/2020/0395 Works to trees covered by a Tree Protection Order | Commercial Business Centre 9 Victoria Street
P/2020/0371TPO Works to assorted trees covered by a Tree Protection Order. 22 Fairlie Drive
P/2020/0427 Single storey rear extension. 38 Stephenson Grove
P/2020/0456 Demolition of existing rear extension and erection of a single storey rear extension. 2 Fairclough Road
P/2020/0465 Single storey rear extensions along with a single storey front extension and alterations to roof. 2 Swale Avenue

20.49 ACCOUNTS FOR PAYMENT

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

APRIL 2020			
Payee	Description	Amount	Ref
K Adamson	Clerk's Salary – April	1060.79	TFR438
	Telephone @ 18.99/month	18.99	
	Printing Feb Agenda	5.95	
	Printing for Covid posters Wil Williams	20.00	
Merseyside Pension Fund	LGPS - April	299.67	TFR437
Rainhill Village Hall	CCTV installation -from their annual amount	1,900.00	TFR439
Rainhill Village Hall	Payroll Software & Furlough application	545.00	TFR440

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MAY 2020			
Payee	Description	Amount	Ref
K Adamson	Clerk's Salary – May	1015.85	TFR442
	Telephone @ 18.99/month	18.99	
	Stationary a4 paper & file & Dividers	9.58	
	Printer Ink	17.39	
		Total	1061.81
Merseyside Pension Fund	LGPS – May	299.67	TFR443
	Eccleston Golf Club A4 Leaflet Distribution		TFR444
LDS Ltd	Is being reimbursed by RSOG	210.00	
Water Plus	Water - Rainhill Park	112.58	STO
Water Plus	Water – Holt Playing Fields	19.06	DD
Npower	Electricity - Holt Playing Fields	30.00	DD
Scottish Power	Electricity - Rainhill Park	10.00	DD
JUNE 2020			
K Adamson	Clerks Salary – June	1015.85	TFR445
	Telephone @ 18.99/month	18.99	
	Book of 6 stamps	4.56	
	2 x 4 drawer filing Cabinets	200.00	
	2 x pack of 20 a4 suspension files	22.00	
HMRC	Tax & NI April – June 2020	351.33	TFR446
Merseyside Pension Fund	LGPS June	299.67	TFR447
Water Plus	Water-Rainhill Park	112.58	STO
Water Plus	Water- Holt Playing Fields	30.00	DD
Scottish Power	Electricity Rainhill Park	10.00	DD
Npower	Electricity -Holt Playing Fields	41.00	DD
Unity Trust Bank	Bank Charges	18.00	DD
JULY 2020			
K Adamson	Clerks Salary – July	1015.85	TFR448
	Telephone @ 18.99 / month	18.99	
Merseyside Pension Fund	LGPS July	299.67	TFR449
Water Plus	Water-Rainhill Park	112.58	STO
Water Plus	Water- Holt Playing Fields	30.00	DD
Scottish Power	Electricity Rainhill Park	10.00	DD
Npower	Electricity -Holt Playing Fields	41.00	DD
AUGUST 2020			
K Adamson	Clerks Salary – August	1015.85	TFR450
	Telephone @ 18.99 / month	18.99	
	Cllr Daniels reimburse for Vouchers & Donation	30.00	
Merseyside Pension Fund	LGPS July	299.67	TFR451
Water Plus	Water-Rainhill Park	82.71	STO

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Water Plus	Water- Holt Playing Fields	30.88	DD
Scottish Power	Electricity Rainhill Park	10.00	DD
Npower	Electricity -Holt Playing Fields	41.00	DD

It was resolved to note the following income.

INCOME	DESCRIPTION	AMOUNT
APRIL 2020		
St Helens Council	1 st Precept Payment	34,170
JUNE 2020		
St Helens Council	2 nd Precept Payment	34,170
HMRC	VAT Reclaim	1,586.07
Water Plus	Credit	113.04
JULY 2020		
RSOG	Payment of monies for delivery of leaflet drop	210.00

20.50 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2019/20

Resolved that the Annual Governance Statement be approved for signing by the Chair on behalf of the Council.

20.51 TO APPROVE THE 2019/20 ACCOUNTS FOR EXTERNAL AUDIT & BANK RECONCILIATION

It was resolved that the accounts presented by the Clerk, having been scrutinised by internal audit, be approved and that the Annual Accounting Statement be signed by the Chair and Clerk on behalf of the Council, and the Bank Reconciliation be approved for signing by the Chair.

20.52 TO REVIEW, CONSIDER AMENDMENTS, AND APPROVE COUNCIL DOCUMENTS

Resolved that the Council has reviewed and approves the following documents:

- i. Standing Orders
- ii. Financial Regulations
- iii. Asset Register
- iv. Risk Assessment

20.53 TO CONSIDER POSTPONING UNDERTAKING A TOUR OF PUBLIC OPEN SPACES

It was resolved the Council postpone undertaking a tour of public open spaces until setting a possible date at the 7th September 2020 Parish Council meeting. Decision deferred.

20.54 TO CONSIDER A REQUEST FOR USING A PUBLIC AREA/ PARKS FOR DELIVERY OF SMALL GROUP FOOTBALL AND EXERCISE SESSIONS

Decision deferred. The Clerk to seek advice if no public liability insurance is held by the requesting party. Also to compile a list of our playing fields and who plays and

trains on them and on what days / approximate times.

20.55 TO NOTE CLLR LARNER'S RESIGNATION

It was resolved that Cllr Larner's resignation was noted and Cllr Howitt thanked Cllr Larner for his time as a Parish Councillor. It was agreed to proceed with a move to Co-Option. Cllrs Barker, Brown and Howitt to proceed as a working party to identify the criteria they would be looking for and how they would mark and make a decision from written interests. Cllr Greaves recommended the use of online platforms for interviewing if face to face is not a possibility.

20.56 TO CONSIDER REPLACEMENTS AND APPOINTMENTS OF REPRESENTATIVES TO LOCAL ORGANISATIONS

It was resolved that the 2020/2021 representatives would be as follows.

Public Open Spaces:	Cllrs. J. Tasker, Deputy Chair (W. Williams), I. Brown, G. Ward, G. Roberts.
Village Hall Management Committee:	Cllr. A. Daniels.
Rainhill Railway & Heritage Society:	Cllr. D Hendrick, G. Ward.
Merseyside Assoc. Local Councils:	Cllr. M. Rothwell.
Rainhill Gala Committee:	Cllr. A Daniels, Cllr Hendrick
4F Centre:	Cllrs. D. Greaves, J. Tasker, S. Roscoe.
ECO Garden	Cllr. S. Roscoe, Clerk K Adamson.
Children's Playground Charity:	Rainhill Parish Council.
Planning Applications Advisory Group:	Chair (Cllr. A. Howitt) Cllrs. I. Brown, S. Roscoe, G. Roberts
Good Citizenship Award Group:	Cllrs. D. Greaves, W. Williams, K. Stevenson-Black, S. Roscoe.
LALC AGM and Conference:	Cllr. G Barker.
Clerk's Appraisal Group:	Cllrs J. Tasker, M. Rothwell.
Executive Committee:	Chair (Cllr. A. Howitt), Deputy Chair (Cllr. W Williams), Cllr. G. Barker, M. Rothwell.
Finance Working Group:	Full Council
Rainhill Trials 200 Working Group:	Cllrs. D. Greaves, G. Roberts.
Twinning Group:	Chair (Cllr. A. Howitt), Cllr. K. Stevenson-Black.
Armed Forces Community Covenant Working Group:	Cllrs. G. Ward, D. Hendrick

20.57 TO AUTHORISE NETWISE TO REVIEW RAINHILL PARISH COUNCIL WEBSITE.

It was resolved for Netwise to review Rainhill Parish Council Website to ensure the Website will meet the new regulations to enable accessibility.

20.58 TO AUTHORISE PAYMENT TO ST HELENS COUNCIL FOR THE ECO GARDEN ANNUAL MAINTENANCE

It was resolved that the following ECO garden annual maintenance cost was approved for payment. 448.87 + VAT 89.77 Total 538.64

20.59 TO AUTHORISE PAYMENT FOR SIGNAGE FOR THE DOG EXERCISE AREA TOGETHER WITH THE DOG WASTE BIN.

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It was resolved the cost be approved for the following
Supply and fit 1off 600 x 400mm sign panel with full digital print and laminate overlay @ £60.00 + VAT
Dog Waste Bin Supplied by St Helens Council, new bin and insulation £397.00 + VAT cost to empty for 12 months £167.27 + VAT and an annual cost to empty the bin and charged for on a 24 month basis.

Cllr Roscoe thanked Cllr Daniels on the completion of the project.

20.60 TO CONSIDER DEVELOPING A LOCAL NEIGHBOURHOOD PLAN

It was agreed to defer moving forward within the present situation/restrictions.

20.61 TO CONSIDER POSTPONING THE MERCHANT NAVY DAY CEREMONY

It was resolved to postpone the Merchant Navy Day Ceremony. It was agreed for the Clerk to contact St Ann's Church to look at possibility of having the flag raised on 3rd September 2020 and for it to be filmed and live streamed. Also request to be kept updated with arrangements for Remembrance Sunday.

20.62 TO CONSIDER IF THE PARISH COUNCIL WISH TO PREPARE AN EMERGENCY PLAN FOR THE FUTURE

It was resolved a working group be established. Cllrs Daniels, Greaves, Stevenson-Black and Williams, to identify possible structure and emergency strategy.

20.63 TO RECEIVE AN UPDATE ON THE RAINHILL COVID 19 COMMUNITY SUPPORT GROUP

Cllr Roscoe provided an update on the actions of the Covid 19 Community Support Group. Resolved that the update be noted. Cllrs supported the comments of the fantastic Rainhill Community through the very recent difficult times.

20.64 TO CONSIDER HOW THE MILLENNIUM CENTRE CAN BE SUPPORTED

Cllr Howitt reported approximately £3,700 had been raised via crowdfunding. Any Decision deferred.

20.65 TO CONSIDER THE PROGRESS CCTV & BROADBAND

Cllr Ward provided an update on the CCTV installation and the ongoing possible improvements. Cllr Ward provided an update on Open Reach and Broadband. Cllr Ward will continue to monitor any further Open Reach Schemes. Resolved that the update be noted.

20.66 TO RECEIVE PROGRESS REPORTS ON YOUTH AMBASSADORS

Cllr Roscoe provided an update on the Youth Ambassadors. The group will reform once schools are back in September. Resolved that the update be noted.

20.67 THE COUNCIL TO NOTE REPORTS ON LOCAL GROUPS 4F CENTRE & ECO GARDEN

Cllr Roscoe reported continuous contact with the 4F centre. Confirmed the centre has been closed since March but hopefully will be in a position to open shortly. Cllr Roscoe reported the ECO garden has fared quite well and members are

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managing to attend on a weekly basis. The next meeting is provisionally arranged for 2nd September 2020.

Resolved that the update be noted.

20.68 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

Resolved that the complaints reported in the agenda report have been dealt with and be noted. Clerk to contact St Helens Council maintenance to confirm if any chemicals are used within the open spaces.

20.69 TO DISCUSS FUTURE AGENDA ITEMS

Cllr Howitt put forward Christmas light festival – Christmas lights on the outside of resident's houses last year could be expanded.

Village Light switch on and its possibility

Scarecrow festival.

Mersey forest tree planting report to provide an update at Septembers meeting.

Safer Roads initiative within Rainhill suggested by Cllr Brown.

Togetherness at home could be expanded to incorporate Halloween celebrations and Pumpkin festival.

20.70 DATE AND TIME OF NEXT MEETING

7th September 2020 7.30pm

The meeting closed at 8.45 pm

Chair Of The Parish Council
14th December 2020

RAINHILL PARISH COUNCIL - MINUTES
7th September 2020

At a meeting of the Parish Council held at 7.30pm on Monday 7th September 2020 at Rainhill Village Hall, the following were present:

Cllrs: G. Barker, D Greaves, D. Hendrick, A. Howitt, G Roberts, M Rothwell, S Roscoe, K Stevenson- Black, J Tasker, G Ward

1 member of the public were also present

Prior to commencement of business the meeting was adjourned to allow members of public to raise any concerns. A member of the public raised a concern regarding a comment made by a Councillor whilst discussing agenda item 14 at the meeting held on 3rd August 2020. It was clarified by the Council the comment was made to ensure due to the recent restrictions in place due to Covid 19 cross contamination could be stopped.

Cllr Brown entered the room at 7.35pm

The meeting was recommenced.

20.71 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: A. Daniels, W Williams. Youth Ambassadors, E. Jackson & I. Scotson
Apologies for late arrival received by Cllr Brown

20.72 DECLARATIONS OF INTEREST

Non-pecuniary interests were declared on behalf of Cllr K Stevenson-Black in relation to Rainhill United

20.73 MINUTES OF THE ORDINARY MEETING HELD ON 3rd August 2020

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 3rd August 2020 should be approved and signed by the Chair as a correct record.

20.74 TO RECEIVE MERSEYSIDE POLICE MONTHLY STATISTICS REPORT

Resolved that the report of the crime statistics for Rainhill be noted. Cllr Ward reported concern not all incidents are being shown on report. The Clerk to request from the PCSO how the report is compiled.

20.75 TO NOTE THE CONTENTS OF THE CLERK'S REPORT

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

20.76 PLANNING APPLICATIONS

It was resolved to note the following actions taken in relation to planning applications:

No objections have been submitted:

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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/2020/0485/HHFP Single storey side extension.5 Badgers Close
 P/2020/0484/FUL Change of use from A1 to A4 along with outdoor seating. The Hop House 14 Dane Court
 P/2020/0494/HHFP Demolition of existing conservatory and erection of a first floor side extension above the existing garage, single storey rear extension along with alterations to the front elevation to incorporate feature porch and rendering of the property.104 Ashton Avenue.
 P/2020/0517/HHFP Alterations to existing wall to include installation of railing along with 2m high vehicle access gates. 55 St James Road
 P/2020/0530/HHFP Removal of existing garage, and erection of two storey side extension. 6 Alness Drive
 P/2020/0540/HHFP Single storey rear extension. 25 Lawton Road

20.77 ACCOUNTS FOR PAYMENT

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

September 2020			
Payee	Description	Amount	Ref
K Adamson	Clerk's Salary – September	1015.85	TFR452
	Telephone @ 18.99/month	18.99	
	Printing August Agenda	12.96	
	Cleaning & Sanitizer for August meeting	8.89	
Merseyside Pension Fund	LGPS – September	299.67	TFR453
Unity Trust Bank	Bank Charges	18.00	DD
Water Plus	Water-Rainhill Park	112.58	STO
Water Plus	Water- Holt Playing Fields	30.00	DD
Scottish Power	Electricity Rainhill Park	10.00	DD
Npower	Electricity Holt Playing Fields	41.00	DD
Netwise	Council Website Review	499.00	TFR454
	Annual Charge	250.00	
Zurich Municipal	Annual Insurance Policy	1654.29	TFR455

Cllr Stevenson- Black left the room at 7.55pm

20.78 TO CONSIDER ISSUES RELATING TO ALBERT FELLOWES OPEN SPACE

Resolved for the Clerk to contact Rainhill United and request if they are any further forward in drawing up a long term lease as requested. It was resolved the Clerk contact the request to run sessions and gather further information and report back at next meeting. It has been confirmed the fence issues with Rainhill High School have been addressed. The Clerk is liaising with St Helens Council for the remaining gaps in fence.

20.79 TO CONSIDER THE ANNUAL SCARECROW FESTIVAL

It was resolved for Cllrs Tasker, Stevenson-Black & Hendrick to make a scarecrow to support the event and display near the Village Hall

20.80 TO CONSIDER MERSEYFOREST TREE PLANTING REPORT

It was resolved for the Clerk to arrange a site meeting with St Helens Council, Rainhill Parish Council Public Open Spaces representatives and Mersey Forest

20.81 TO CONSIDER THE ANNUAL GOOD CITIZENSHIP AWARDS

It was resolved for the Clerk to send out the nominations to the usual groups and the Good Citizenship Award Group Committee, Cllrs Greaves, Williams, Stevenson-Black and Roscoe to promote on more informal social media platforms. The Committee to develop a plan A if Covid restrictions are lifted and plan B if Covid restrictions are still in place for the awards night celebration. It was agreed as 'one off' for this years GCA, an additional category will be added to recognise the work of an individual or groups who have shown exceptional leadership and/support for our communities during the Covid 19

20.82 TO CONSIDER A SAFER ROADS INITIATIVE

It was resolved that the Clerk send a letter to the Safer Roads Policing Unit and St Helens traffic department to gather information on traffic enforcement within Rainhill

20.83 TO CONSIDER TOGETHERNESS AT HOME EVENTS.

It was resolved that the Councillors would promote Halloween Celebrations / Pumpkin Festival on social media platforms to encourage photos to be posted and voted upon

20.84 TO CONSIDER A CHRISTMAS LIGHT FESTIVAL AND POSTPONING VILLAGE LIGHT SWITCH ON.

It was resolved for Councillors to promote households to participate in a celebration of lights to run on social media. It was resolved for the village light switch on to go ahead possible live streaming if Covid 19 restrictions are still in place. To be assessed at next meeting in October.

20.85 TO CONSIDER THE MAINTENANCE OF ST ANNS CHURCHYARD

It was resolved the Clerk to contact St Helens Council to assess the paths & walls within St Anns Churchyard. Also for the Clerk to liaise with the community pay back scheme to introduce to St Anns Church for possible clean up opportunities.

20.86 TO RECEIVE REPORTS ON LOCAL GROUP UPDATES

ECO Group- Cllr Roscoe provided an update from meeting taking place on the 2nd September 2020. All members attended and are looking how to recruit more Volunteers. It was resolved that Cllr Williams will support with the social media Platforms and Cllr Roscoe will feedback possible promotion /support opportunities.

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4F Centre- Cllrs Roscoe & Greaves reported to being in regular contact and centre is not yet up and running again but hoping to do so in the near future.

Railway Heritage- Railway Heritage has requested thanks be passed onto Cllr Williams for all of his support with improving the media platforms.

It was resolved that the updates be noted.

20.87 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

It was resolved that the Clerk contact Cllr B Grunewald to confirm the issues have been resolved.

20.88 TO DISCUSS FUTURE AGENDA ITEMS

Planting of Flowerbed Verges
Remembrance Sunday
Christmas light Switch on
Political Map / Boundaries
Trail Blazers
Multi-Functional Sports Academy
Update on Social Media Policy

20.70 DATE AND TIME OF NEXT MEETING

12th October 2020 7.30pm
Finance Working Group 16th November 2020 7.30pm

The meeting closed at 8.55 pm

Chair Of The Parish Council
14th December 2020

Area: Rainhill D24
 Month: August 2020

	2019	2020	Diff	%	
Burglary Business & Community	3	0	-3	-100	
Burglary Residential	2	1	-1	-50	1. (Warrington road) 2x unknown males enter the property by taking a glass panel out of the kitchen window. males complete untidy search of the property taking spare keys to 4 vehicles, jewellery, bank cards, cash and also stealing a vehicle from off the driveway. witness unable to identify males due to darkness and faces covered
Criminal Damage	9	4	-5	-55.6	1. (Ansdell villas) aggrieved reporting unknown person has scratched the full length of passenger side of her car whilst parked on road nearby to her address (no parking allowed outside her house) .no cctv. no witnesses. 2. (Stoney view) agg reports that a large section of her lawn and several raspberry and blackberry plants have died. she has spoken with a gardener who confirms this has been caused by strong weedkiller. suspect has put this on the plants causing them to die. 3. (school lane) unknown person(s) has caused damage to the wing mirror (offside). not known to have witnessed, no known cctv, no viable forensic potential. 4. (Rainhill road) offender has thrown roof tile at victim's car causing damage to windscreen.
Drugs	2	0	-2	-100	
Other Theft	4	6	2	50	1. (Warrington road) vehicle has entered forecourt and dispensed fuel to £10 made off without payment. 2. (Warrington road) female attends at garage drawa fuel to value of £10. elder female enters kiosk asked re fuel, she purchases cigarette and leave without payment for fuel 3. Warrington road) weekday evening, female driver attended location and dispensed low value fuel and made no attempt to pay for fuel and left. 4. (Warrington road) vehicle enters forecourt - driver fills vehicle with £50.57 in fuel and then re-enters vehicle making off passing all methods of payment. 5. (Longton lane) aggrieved has got a taxi from the shops to her home address. she has paid the driver and her and her family have got out. a couple of hours later, the aggrieved has realised she left her bag in the back of the taxi. driver has checked taxi and bag has been taken. 6. (Warrington road) an unknown male has driven his vehicle on to the fore court and has fuelled their vehicle with £48.00 worth of fuel, the male has made no attempt to pay.
Public Order	3	4	1	33.3	1. (Brancker avenue) male agg is called a homophobic name whilst he is walking home weekday evening. 2. (Rainhill road) male sighted by mop on a bridge waving a knife around. male located close to the offence location, knife located. 3. (Warrington road) racially aggravated public order - victim does not wish to make a complaint. 4. (Martin close) victim has parked her car blocking a driveway and male has then shouted abuse at the female.

Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	1	1	100	1. (Warrington road) third party report reporting unwitnessed theft of bicycle from outside of coop store whilst aggrieved was in the store. bike was locked up outside. unknown if there is cctv. no witnesses.
T.F.M.V.	2	0	-2	-100	
Theft Shop	1	3	2	100	1. (Warrington road) inft advises that a female has been into the store and has stolen 6 bottles of gin and made off without paying 2. (Warrington road) at 1030 hrs on the 10/08/2020 a w1 male 5"8 slim build light brown hair, blue jacket, grey bottoms. entered the shop and took 3 redbull and 2 bottles of water, he made no attempt to pay 3. (Warrington road) an unknown male and female have entered the store and have stolen £10 worth of cold drinks and ice products. there has been no attempt to pay.
T.O.M.V.	1	0	-1	-100	
Vehicle Interference	0	0	0	0	
Total	27	19	-8	29.6	
ASB	12	13	1	8.3	

Brief Description of August ASB

1. (Ritherup Lane) - Report of public house playing live music.
2. (Stoney Lane) - Reports of a party being hosted breaching government guidelines.
3. (Two Butt Lane) - Report of quad bike bring driven up and down the road.
4. (Two Butt Lane) - Report of cars gathering in the car park playing loud music. - Patrol attended and engaged with occupants of one vehicle. Not seen to be causing issues but moved on from area.
5. (Chatsworth Road) - Report of vehicles speeding at the location.
6. (Mill Lane) - Report of vehicles gathering in the car park and people on foot and remaining there until the early hours.
7. (Amanda Road) - Report of loud music being played but unsure what address it is coming from.
8. (Dee Road) - Report of house party where males had turned up with knives - Patrol deployed and on arrival, nobody seen a knife or said they had seen a knife, parents believe it to be exaggerated. No offences disclosed. Those at the party moved on.
9. (Stapleton Road) - Report of youths hanging around outside property.
10. (Warrington Road) - Report of youths hanging around outside near her car.
11. (Station Street) - Report of a public house breaching government guidelines regarding social distancing and track and trace.
12. (Warrington Road) - Report of a number of youths gathering in the car park.
13. (Sandhurst Road) - Report of a possible rave.

Area: Rainhill D24
 Month: September 2020

	2019	2020	Diff	%	
Burglary Business & Community	1	0	-1	-100	
Burglary Residential	2	6	4	200	1. (MANOR AVENUE) - Unknown offender gained entry to the victims shed and stolen a pedal cycle within. 2. (BRANDRETH CLOSE) - Offender who victim has been having issues with has stepped into the property without permission. 3. (WARRINGTON ROAD) - Unknown offenders captured on CCTV trying the front door handle to victims' house. No entry gained, nothing stolen. 4. (SCHOOL LANE) - Unknown offenders approach address and shout "We are going to break in and burgle your house", shake the door and pull CCTV camera off the wall. No entry gained, nothing stolen. 5. (SWALEDALE AVENUE) - Unknown offenders attempt to force entry to property via rear patio doors causing damages to hinges. No entry gained, nothing stolen. 6. (DEEPDALE DRIVE) - Offender captured on CCTV approaching the property and pressing down the door handle. Patrol deployed and 1 male arrested.
Criminal Damage	3	6	3	100	1. (OLD LANE) - Unknown offenders rip off wooden fence panels causing damage. 2. (WARBURTON HEY) - Victim reports his front window has been smashed which was unwitnessed. 3. (VIEW ROAD) - Unknown offender causes damage to victims windscreen. 4. (BLUNDELLS LANE) - Three chickens destroyed by two dogs. 5. (BRANDRETH CLOSE) - Victim reports damage to her drainpipe which was unwitnessed. 6. (STAPLETON ROAD) - Unknown offender(s) smash the window of the victims vehicle.
Drugs	0	2	2	200	1. (VINCENT ROAD) - Male found in possession of cannabis following stop search. 2. (WARRINGTON ROAD) - Male found in possession of cannabis following stop search.
Other Theft	11	4	-7	63.6	1. (WARRINGTON ROAD) - Attempt Theft - 2 males watching delivery driver where 1 attempts to distract driver whilst the other steals items from the vehicle. Staff member approaches and speaks to one of the males before they both make off. No items stolen. 2. (WARRINGTON ROAD) - Unknown male fills up £25.05 worth of fuel before making off with no attempt to pay. 3. (LONGTON LANE) - Unknown persons exit taxi and refuse to pay. 4. (WARRINGTON ROAD) - Female fills up £10.01 worth of diesel and states she will return to make payment but she failed to do so.
Public Order	3	8	5	166.7	1. (RATCLIFFE PLACE) - Suspect attends his mother's address where he has banged and kicked at the door demanding to be let in and has been aggressive. This causes the victim to fear for her safety.

					<p>2. (WARRINGTON ROAD) - Unknown offender shouts abuse at the victim for unknown reason.</p> <p>3. (BLUNDELLS LANE) - Suspect attends the address of the victim and bangs aggressively and shouts unknown words.</p> <p>4. (KING EDWARD ROAD) - Informants daughter in law attends the address with her mother banging on the door causing the informant to feel harrassed, alarmed and distressed.</p> <p>5. (WARRINGTON ROAD) - Unknown offenders have a physical altercation amongst themselves in a public house causing those present to feel alarmed and distressed.</p> <p>6. (WARBURTON HEY) - Unknown youths attend the address being abusive to the victim. This is believed to be a case of mistaken identity.</p> <p>7. (STAPLETON ROAD) - Group of youths shout verbal abuse to the victim as he is walking down the street.</p> <p>8. (CUMBER LANE) - Offender makes comment to victim which caused her distress.</p>
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	1	1	100	1. (ST JAMES ROAD) - Unknown offender steals bike from storage shed. No witnesses, No CCTV.
T.F.M.V.	2	1	-1	-50	1. (DEE ROAD) - Unknown offender steals registration plates from vehicle.
Theft Shop	1	3	2	100	<p>1. (WARRINGTON ROAD) - two persons entered store collected items to value of £143.14 and left without making payment</p> <p>2. (WARRINGTON ROAD) - Unknown person enters store and steals meat from within making no attempt to pay.</p> <p>3. (WARRINGTON ROAD) - Unknown male steals £9.50 worth of beer making no attempt to pay.</p>
T.O.M.V.	4	0	-4	-100	
Violence with Injury	4	2	-2	-50	<p>1. (WARRINGTON ROAD) - Suspect assaults victim by the throat causing red marks and soreness.</p> <p>2. (VIEW ROAD) - Victim sustains injuries after standing in front of a vehicle that was driving erratically</p>
Violence without Injury	1	2	1	100	<p>1. (RAINHILL ROAD) - Victim has been ran at and had abuse shouted at her causing her to fear violence.</p> <p>2. (WARRINGTON ROAD) - Victim has been grabbed by the arm by offender causing no injury.</p>
Vehicle Interference	0	1	1	100	1. (WARRINGTON ROAD) - Unknown offender uses unknown means to unlock victims vehicle. Nothing taken. No CCTV.
Total	32	36	4	12.5	
ASB	10	14	4	40	

Brief description of ASB in September 2020

1. (CRAVEN ROAD) - Neighbour dispute.
2. (MARLEY CLOSE) - Report of youths hanging around outside the location.
3. (WARRINGTON ROAD) - Social distancing concern.

4. (WARBURTON HEY) - Unknown youths throw eggs at victim windows.
5. (TRENT ROAD) - Unknown youths on the estate throwing eggs at windows.
6. (DANE COURT) - Report of possible COVID breach.
7. (LONGTON LANE) - Neighbour dispute regarding parking.
8. (LONGTON LANE) - Neighbour dispute regarding parking.
9. (BLUNDELLS LANE) - Unknown youths kicking football against brick wall.
10. (STAPLETON ROAD) - Unknown youths causing issues outside home address of the informant.
11. (LONGTON LANE) - Neighbour dispute regarding parking.
12. (TWO BUTT LANE) - Report of multiple vehicles parked on pavement.
13. (CHATSWORTH ROAD) - Informant reporting a vehicle blocking her driveway.
14. (LONGTON LANE) - Report of x5 males riding Scrambler Bikes.

Area: Rainhill D24
Month: October 2020

	2019	2020	Diff	%	
Burglary Business & Community	0	0	0	0	
Burglary Residential	5	0	-5	-100	
Criminal Damage	6	2	-4	-66.7	1. (Warrington Road) - Unknown offender has slashed a tyre on victim's car using a Stanley Knife. 2. (Blundells Lane) - Unknown offender causes damage to gate intercom smashed with unknown weapon.
Drugs	0	1	1	100	1. (Brandreth Close) - Male found in possession of cannabis for own use. 1. (Warrington Road) - Unknown offender fills car up with petrol making no attempt to pay. 2. (Warrington Road) - Unknown offender fills car up with petrol making no attempt to pay.
Other Theft	7	4	-3	-42.9	3. (Warrington Road) - Unknown offender fills car up with petrol making no attempt to pay. 1. (Warrington Road) - Unknown offender becomes abusive with the victim who is working on the road. 2. (Derwent Close) - Victim has been verbally abused by the offender when in his garage.
Public Order	4	2	-2	-50	
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	0	0	0	
T.F.M.V.	3	2	-1	-33.3	1. (Stephenson Close) - Unknown offender has forced the door open on the victim's vehicle and stolen property from within. 2. (Rainhill Road) - Unwitnessed theft from motor vehicle parked outside home address. No damage caused.
Theft Shop	3	1	-2	-66.7	1. (Warrington Road) - Offender enters store and steals items worth £20 and makes no attempt to pay.
T.O.M.V.	2	1	-1	-50	1. (Mill Lane) - Vehicle failed to stop for patrols and driver could not account where he got the vehicle from. 1. (Brandreth Close) - Suspect grabbed the victims face and slapped her causing visible injuries. 2. (Stoney Lane) - During a physical struggle, victim has sustained a bruise to his back. 3. (Rainhill Road) - Unknown suspect attacks victim.
Violence with Injury	1	4	3	300	4. Lindrick Close - Suspect attacks victim causing visible injuries.
Violence without Injury	4	0	-4	-100	
Vehicle Interference	2	0	-2	-100	
Total	37	17	-20	-54.1	
ASB	22	18	-4	-18.2	

Brief description of ASB in October 2020

1. (Craven Road) - Neighbour issues.
2. (Dane Court) - Noise complaint.
3. (Station Street) - Report of a group of youths gathered in the car park.
4. (Warrington Road) - Social distancing complaint.
5. (Warrington Road) - Report of a house party breaching covid regulations.
6. (Warrington Road) - Report of a house party breaching covid regulations.
7. (Two Butt Lane) - Report of fireworks being set off on the field.
8. (Ratcliffe Place) - Report of corn being thrown at house windows.
9. (Stoney Lane) - Report of corn being thrown at house windows.
10. (Trent Road) - Report of corn being thrown at house windows.
11. (Stoney Lane) - Report of corn being thrown at house windows.
12. (View Road) - Report of drug dealing/taking at the location.
13. (Warrington Road) - Report of business Covid regulations breach.
14. (View Road) - Report of seven youths throwing fireworks at cars and people.
15. (Two Butt Lane) - Report of youths setting off fireworks.
16. (Ivy Farm Road) - Parking issue.
17. (Warburton Hey) - Group of youths throwing eggs at window.
18. (Two Butt Lane) - Report of group of youths setting off fireworks.

With regards to the ASB issue of corn being thrown at windows, we do have an ASB Vulnerable set up due to one house having it occurred numerous times where the occupants are elderly.

This has resulted in increased patrol visibility in the area and since this has happened, there have been no further issues reported.

RAINHILL PARISH COUNCIL - CLERK'S REPORT DECEMBER 2020

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

6. CLERKS REPORT

All actions resulting from resolutions made at the 7th September 2020 ordinary meeting have either been completed or are in progress. Additionally, I can report the following:

6.1 NATIONAL PAY RISE

The National Joint Council for Local Government Services agreed a national salary award which is to be applied from 1st April 2020. The Clerk's salary will be adjusted accordingly.

6.2 CiLCA COURSE

The CiLCA course has been delayed since April, will now commence on January 28th 2021 via Zoom. Dates will be fixed from session to session. Each session will be from 7-9pm.

6.3 CLERKS HOLIDAYS

Owed 2 days from 2019 -2020 allowance and one week from 2020 -2021 allowance

6.4 PAYMENT TO BRITISH LEGION TOWARDS POPPY APPEAL

The Remembrance Sunday Service took place virtually this year due to Covid 19 with a service from St Anns pre-recorded and streamed online. The Chairperson laid a wreath. The cost of the wreath this year is £20.00, and a donation to the Poppy Appeal of £30.00, the total being £50.00 were agreed and has been included in the table of payments for authorisation.

6.5 REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

Due to Covid 19 and the restrictions in place there are no reports from member representatives on local organisations

6.6 CHANGES TO AGREED PAYMENTS IN AUGUST & SEPTEMBER FOR PAYMENT

Payment to			Correct Amount Paid	
Water Plus	Rainhill Park	112.58	82.71	STO

Clerk's Report December 2020

Water Plus	Holt Playing Fields	30.00	30.88	DD
Clerks salary was identified in September payments as being for April due to a typing error it was for September.				

Corrected figures are included in the minutes now presented for approval

PART 2 - AGENDA ITEMS – SUPPLEMENTARY NOTES

7. 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/2020/0564 P/2020/0530 P/2020/0565 P/2020/0609 P/2020/0601 P/2020/0616
 P/2020/0620 P/2020/0643 P/2020/0642 P/2020/0650 P/2020/0649
 P/2020/0655 P/2020/0661 P/2020/0670 P/2020/0689 P/2020/0696 P/2020/0705
 P/2020/0565 P/2020/0718 P/2020/0725 P/2020/0684 P/2020/0752
 P/2020/0775 P/2020/0777 P/2020/0778 P/2020/0789 P/2020/0803 P/2020/0808
 P/2020/0826 P/2020/0844 P/2020/0857

An objection has been submitted to the following applications:

P/2020/0791/HYEIA | Hybrid Planning Application comprising of Outline Consent for up to 646 dwellings

Comments were submitted on the following application:

P/2020/0710 Land Adjacent To 5 Exchange Place

8. TO AUTHORISE ACCOUNTS FOR PAYMENT

Payments have been made in April & September relating to Web hosting & HMRC payments. Also a number of payments have been made in October and November. Whilst already completed they are included in the table of authorisations.

PAYEE	DESCRIPTION	AMOUNT	REFERENCE
HMRC	TAX & NI for July, Aug & September	351.33	TFR 456
Ronnie Mukherjee	Web hosting for Rainhill Community Support during Covid 19	182.44	TFR 441
Unity Trust Bank	3 Month Service Charge September	18.00	DD
K Adamson	Clerks Salary – October included 6 months backpay due to local government pay award	1152.96	TFR 459
	Telephone @ £18.99 per month	18.99	
	Stationary	1.50	
	Printing Sept Meeting	15.54	
	Dog Sign Posters	4.80	
Scottish Power	Electricity Rainhill Park	10.00	DD
Water Plus	Water Rainhill Park	82.71	DD
Corona Energy	Electricity Holt Playing Fields	12.53	DD
Rainhill Village Hall	Accountants/Annual Alarm Maintenance/Insurance Renewal	3444.09	TFR460
Merseyside Pension Fund	LGPS- October	357.40	TFR461
Rainhill Village Hall	Trade Waste & Keyholding Charge	1030.49	TFR462

Clerk's Report December 2020

AA Fencing	Supply & Fit 2 new pales to perimeter Fence	156.00	TFR465
PKF Littlejohn	External Audit Fee	360.00	TFR466
Princessbee & Cakes	Rainhill Resident 100 th Birthday Cake	38.00	TFR467
K Adamson	Clerks Salary November	1035.33	TFR468
	Telephone @ £18.99 per month	18.99	
	Printing for November Finance Meeting	3.50	
Merseyside Pension Fund	LGPS - November	307.91	TFR469
Scottish Power	Electricity Rainhill Park	10.00	DD
Water Plus	Water Rainhill Park	82.71	DD
Water Plus	Water Holt Playing Fields	12.44	DD
Corona Energy	Electricity Holt Playing Fields	15.15	DD
December 2020			
Kirk Craig Roller Shutters	Annual Safety Check Albert Fellowes	60.00	TFR470
K Adamson	Clerks Salary December	1054.32	TFR471
Merseyside Pension Fund	LGPS – December	307.91	TFR472
HMRC	TAX & NI for October, November & December	480.95	TFR473
S.137 Payment			
RBL Poppy Appeal	Wreath & Donation	50.00	TFR474

The Council should consider approving the above payments.

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

In accordance with The Accounts and Audit Regulations 2015, and to confirm compliance with the statements agreed to in the annual governance statement of the Annual Return, the Council must have the following key internal control documents in place:

- Financial Regulations
- Quarterly budget monitoring reports
- Effectiveness of Internal Audit and Controls
- Testing of Key Internal Controls

Clerk's Report December 2020

- Risk Management Schedule
- Register of Assets and Liabilities

The Council must also review the effectiveness of the system of internal audit and officially appoint internal auditors.

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

As you are aware the Parish Councils of Billinge, Seneley Green, Bold and Rainhill undertake an internal audit examination twice a year. This year our examination will be undertaken by Tom Kelly, Clerk to Billinge Parish Council. I have prepared a letter of appointment accordingly. The first part of the audit has taken place on Monday 30th November 2020.

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

10. TO APPROVE THE QUARTERLY BUDGET REPORT AND BANK RECONCILIATION

A quarterly budget for April – June & July -Sept report is attached at appendix 2 & 3, to provide an update on the financial position. Any major variance in the expenditure in relation to the budgeted figure has been explained. A bank reconciliation has been prepared for signing by the Chair, copy also attached.

Should members wish to raise any questions / queries if they could be emailed 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.

11. TO APPROVE THE AUDITED ANNUAL RETURN

The external auditors, PKF Littlejohn LLP, have confirmed that the audit has been completed with no issues arising. They did note the 2020/21 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not published before the start of the period (the date of the notice and the start date were both 04/08/2020). As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2020/21 and ensure that it makes proper provision for the exercise of public rights during 2021/22.

A full copy of the Annual Return, is available for inspection on our web site and on the noticeboard (if you would like an electronic copy in advance please let me know). The Annual Return and notice of conclusion of audit must be published for at least 14 days, this commenced on 12th November 2020.

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

12. TO APPOINT CONTRACTORS TO UNDERTAKE ANNUAL MAINTENANCE TESTS

Members should be aware that responsibility for safety checks at the changing rooms at Albert Fellowes Park and Holt Lane lies with the Parish Council.

The contract for roller shutter safety is undertaken by Craig Kirk Ltd and this year's inspection is books to take place on 15.12.20. The service invoice is included in the table of payments for authorisation.

CC Elec Ltd were previously appointed to undertake an Electrical Installation Condition Report at both sites in 2018, these are valid until 2023. The emergency lighting and PAT testing require renewal every 12 months. An estimate for undertaking these renewals has been obtained from CC Elec Ltd as follows:

- Emergency Lighting Periodic £60 per site (only applicable to AFP)
- PAT testing, £30 per site

Prices are exclusive of VAT.

It is considered this quote is reasonable, the company is local and known to be reliable.

The Council should consider appointing CC Elec Ltd. to undertake electrical testing at the sports pavilions.

13. TO RECEIVE A PROGRESS REPORT ON THE SOCIAL MEDIA POLICY

Cllrs: Barker, Rothwell, and Stevenson-Black, Cllr Williams have been developing a social media policy and will provide an update.

The Council should note the update

14. TO CONSIDER HOW TO SUPPORT THE VILLAGE HALL

Due to the current Covid 19 restrictions and the impact caused a meeting to be proposed with the Management Board to discuss how future support can be maintained and various alternative funding possibilities implemented.

**The Council should consider
How and when the meeting will take place?
Which members will attend the meeting?**

15. TO CONSIDER FEES FOR 2020 – 2021 FOOTBALL PITCHES AND CONTINUED USE

A timetable of use of the open spaces and fees already paid /not paid has previously been circulated to the members. St Helens Council have confirmed their present costs as – seasonal hire charge of £530 is inclusive of the use of our changing rooms. This is the adult rate and is based on the league expectation that changing rooms being provided at open age level, hence there is no option for adult teams to hire a pitch only. St Helens Council have made the Parish Council aware of their intention to develop a strategic document to look at joining up the process of how the open spaces / pitches are managed and if leasing open spaces to Parish Councils it will become their responsibility to pay for the maintenance. They are looking at a " fairer approach of bearing all the costs"

The Council should consider the options for this year's fees and the impact of future maintenance costs.

16. TO CONSIDER THE FUTURE PLANTING OF BARRIER BASKETS

The cost for St. Helens Council to refill and maintain 13 barrier baskets for summer/winter season for 2020/21 at £4,063.28 +VAT = £4875.94, a 1.3% increase on last year. If 1.3% increase was to be added to 2021/2022 season the total would be £4,939.32 meaning 2022/23 season would equate to an estimated cost of £5,003.53. The main cost is not provision of the plants but the maintenance. Whereas it costs £100.00 to fill each basket, it costs around £230.00 for the maintenance. Maintenance costing over £3,000.00 per year in total. St Helens Council have confirmed that the barrier baskets belong to Rainhill Parish and there would be a cost for them to remove. The baskets belong to Rainhill Parish so it would be up to the Parish to decide what to do with the baskets.

The Council should consider the options for 2022/2023 season.

17. TO CONSIDER THE PURCHASE OF 50 NEW LAMPOST POPPIES

A quote has been requested from the Royal British Legion and has not yet been received.

The council should consider if it wishes to purchase more poppies

18. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with complaints relating to: planning and conservation issues, If Members would like any further information on any the above correspondence, please ask.

Members may wish to give further consideration to the complaints / Comments below:

Dane Court Business Directory Update

The Parish Council received the following request regarding the Business Directory Tower in Dane Court. It is over 30 years out of date and therefore does not reflect or promote the businesses that are trading. Consequently, they contacted the co-founder and director of Regency Property Asset Management who manage Dane Court, several months ago asking if the tower could be updated with generic wording. I also copied in Cllrs. James Tasker and Donna Greaves in email exchanges and/or keep them informed as to what had transpired. My question to the Parish Council is "**Will Rainhill Parish Council support local business by contributing towards the cost of updating the Business Directory Tower?**"

The Council should consider if it wishes to take any action in relation to this comment / complaint.

19. TO CONSIDER FUTURE AGENDA ITEMS

Members are given the opportunity to suggest items for discussion at future meetings.
For information only.

20. DATE AND TIME OF NEXT MEETING

18th January 2021
8th March 2021

21. EXCLUSION OF THE PUBLIC

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

Item 22 & 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

22. TO RECEIVE RECOMMENDATIONS FROM GOOD CITIZENSHIP AWARDS PANEL

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

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

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

Expected Standard	How To Be Achieved	Evidence Of Compliance
Scope of Internal Audit	<p>Terms of reference were approved by Council.</p> <p>Scope of audit work is defined and takes into account risk management processes and wider internal control.</p> <p>Terms of reference define audit responsibilities in relation to fraud.</p> <p>Additional work to correct previous failures/discrepancies.</p>	<p>Terms of reference included in 14th December 2020 to be approved.</p> <p>Suggested Testing of Internal Controls document attached for approval and forms audit plan.</p> <p>Included in terms of reference approved as above.</p> <p>Asset Register completed during 2020.</p>
Independence of Internal Audit	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to Council.</p> <p>Auditor does not have any other role within the Council.</p>	<p>Internal auditor has direct access to RFO and any member of Council as required.</p> <p>Report made by internal auditor direct to Council.</p> <p>Confirmation from Council that internal auditor has no other role within the Council.</p>
Competence of Internal Audit	<p>No evidence that the internal audit work has not been carried out ethically with integrity and objectivity.</p>	<p>Confirmation received that the Internal Auditor has:</p> <ul style="list-style-type: none"> - Understanding of basic accounting processes; - understanding of the role of internal audit in reviewing systems; - awareness of risk management issues; and - understanding of accounting requirements and the legal framework and powers of local councils. <p>Internal auditor as undertaken task successfully in previous years.</p>
Relationships	<p>Responsible officer is consulted on, and agrees with, the content of the audit plan.</p> <p>Responsibility of officer and internal audit are defined in relation to internal control, risk management, and fraud and corruption matters.</p>	<p>RFO has considered requirements in line with Practitioners Guide 2014.</p> <p>Risk management document sets out responsibilities for Councilors and Clerk and Internal audit is covered by terms of reference and Testing of Key Internal Controls document.</p>

	The responsibilities of members are understood, the annual internal audit report is considered at Council and recommendations addressed, and training carried out where appropriate.	Councillors are aware that they are responsible for the financial controls of the Council. Consideration of the annual internal audit report is minuted. Appropriate training is offered.
Audit Planning and Reporting	<p>The audit plan takes account of risk and is designed to meet the Council's governance assurance needs and audit plan has been approved by the Council.</p> <p>The internal auditor has reported in accordance with the plan.</p> <p>Follow up actions and recommendations of internal audit are fully considered by Council.</p>	<p>Risk is included in the 'Testing of Key Internal Controls document' this forms the audit plan and was approved on 10th December 2018.</p> <p>The Internal Auditor will report in accordance with the plan.</p> <p>Recommendations are reported to Council and considered, where necessary procedures are improved to meet recommendations. Reported 3rd August 2020, no recommendations to implement.</p>
Standing Orders & Financial Regulations	Standing Orders and Financial Regulations are in place and reviewed on a regular basis. (minimum 4 year cycle)	These were reviewed and approved on 3 rd August 2020
Insurance Cover	The Council maintain adequate insurance cover which is reviewed annually.	Insurance cover is reviewed and approved annually by Council upon receipt of renewal papers and by RFO when any changes take place. A decision to increase the building sum insured was taken at the Finance Meeting 12 November 2018. Valuations were increased in December 2018.
Risk Assessment Register	The Council maintain a risk assessment register which is reviewed annually	Approved by Council in August 2020.
Asset Register	The Council maintain an Asset register which is reviewed and updated annually	Updated version of asset register approved by Council in August 2020.
Bank Accounts	3 authorised signatories are required to sign cheques/authorise on line payments in accordance with lawful	Bank Mandate conforms to requirements and payments are listed at each meeting for approval/confirmation.

	procedures and all payments are listed at each meeting for approval/confirmation	Councillors are aware of responsibility in this area.
Budget and Financial Statement	The budget is prepared on an annual basis and agreed by Council. Quarterly Financial Statements which include budget comparison are presented to Council for approval Explanations for significant variances are provided by the RFO as required.	Budget approved at January 2020 meeting. Minutes confirm requirements on a quarterly basis. RFO reports are produced in line with requirements when Statements produced.

Reviewed and adopted on: _____

Signed: _____ Chair (on behalf of Council)

Internal Audit Work Plan 2020/21

Internal Control	Procedures and Controls	Work Plan
Proper book Keeping	Cash book (hard copy or access to electronic version) is up to date.	Review latest cashbook and check a sample month that: <ul style="list-style-type: none"> • It is up to date • It adds up • It is in balance.
Standing Orders and Financial Regulations	Standing orders and financial regulations Minute showing adoption of standing orders and financial regulations.	Obtain latest standing orders and financial regulations. Confirm these have been reviewed and adopted in the last year. Confirm with Clerk that they have been appointed as Responsible Financial Officer. If not, establish who performs this role.
Budgetary Controls	Annual budget report Latest budget monitoring report	Obtain and review the annual budget that provides the basis for the precept. Obtain a copy of the latest budgetary reporting to the Council. Follow up any unexplained variances and obtain explanations for these.
Payments Controls	Quotations for any purchases above de minimis level Invoices paid are properly authorised. Payments are approved by the Council. VAT is being reclaimed.	Establish the Council's de minimis level for purchases (from Financial Regulations) and check cash book for any items above this. For any items found, check that Financial Regulations have been followed (e.g. verify that three quotations received). Select a random sample of 10 payments from cashbook and ensure they are: <ul style="list-style-type: none"> • Supported by invoices • Authorised by Clerk/Chair

Internal Control	Procedures and Controls	Work Plan
Payments Controls continued	s137 payments are within limits and are recorded separately in minutes.	<ul style="list-style-type: none"> • Recorded in minutes • VAT has been identified and recorded where appropriate. <p>Check a VAT claim has been made to HMRC in last year.</p> <p>Check that s137 payments are separately recorded within minutes and are within limits (£8.32 per elector in 2020/21).</p>
Income Controls	Bookings diary Invoices raised St Helens precept notification	<p>Select a random sample of income (e.g. 10 items) from bookings diary.</p> <p>Check that:</p> <ul style="list-style-type: none"> • Income is recorded (per cash book and invoices raised) • Monies are promptly banked (from bank statements) <p>Check that precept recorded by Council agrees with St Helens notification.</p> <p>Is cash income significant? If so, establish how this is controlled and assess whether this is adequate.</p>
Petty Cash Procedures	Record of petty cash Supporting invoices/receipts Link to reimbursement	<p>Does the Council operate a petty cash system? If so, check a sample month that it is properly recorded, supported by invoices/receipts, and reimbursed regularly.</p>
Payroll Controls	Copies of employees' contracts of employment Minutes showing annual approved salaries Supporting evidence for monthly salaries	<p>Ensure the Clerk and other employees have contracts of employment.</p> <p>Check salaries paid for a sample month. Ensure these are in line with annual amounts approved by the Council.</p>

Internal Control	Procedures and Controls	Work Plan
	<p>Supporting evidence for any other payments made to employees (including approval in minutes)</p> <p>Supporting evidence for PAYE/NIC payments to HMRC</p>	<p>Check any other payments made to employees. Ensure these are approved by the Council in minutes and are reasonable (e.g. supporting evidence).</p> <p>For a sample month, ensure that PAYE/NIC is being properly operated for all employees.</p>
Risk management arrangements	<p>Minutes for the year</p> <p>Minute showing annual risk assessment</p> <p>Insurance policy</p> <p>Minute showing review of internal financial controls</p>	<p>Review minutes for any unusual financial activities.</p> <p>Verify from minutes that an annual risk assessment has been carried out.</p> <p>Review insurance policy and ensure cover is appropriate (e.g. employer's liability, officials' indemnity, fidelity guarantee, personal accident for employees and councillors, public liability, libel and slander, property cover).</p> <p>Verify from minutes that internal financial controls have been documented and reviewed in the last year.</p>
Assets controls	<p>Asset register</p> <p>Insurance policy</p>	<p>Obtain latest copy of asset register and ensure this includes all assets.</p> <p>Confirm whether asset and Investment registers are up to date by checking for any large purchases during the year, ensuring they are included on registers.</p> <p>Check valuations used in register agree with insurance policy valuations.</p>
Assets controls continued		
Bank Reconciliation	<p>Reconciliations for all bank accounts</p> <p>Supporting evidence for investments held</p>	<p>Review latest bank reconciliations for all bank accounts and ensure these are up to date.</p>

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

Item of Expenditure July – September	Budget for this period	Actual Spend this period	Budget for 2020/2021	Variance from Budget (£)	Variance from Budget (%)	Explanation for Major Variances
1. Association of Local Councils	600	1,159	1,200	559	-50	The total amount is paid in April
2. Wages/Salaries - Gross	7,200	6,836	14,400	-364	-5	
3. Employer NI & Pension Payments	2,250	1,759	4,500	-491	-22	
4. Administration	1,750	379	3,500	-	-78	Admin appears low but may balance throughout the year
5. Insurance	950	1,654	1,900	704	74	Premium paid in lump sum will balance throughout the year
6. Public Open Spaces	5,500	907	11,000	-	-84	Some maintenance bills currently outstanding
7. Rainhill Village Hall	5,677	2,445	11,354	3,232	-57	september bills late being submitted so in October
8. Contingency	2,500	-	5,000	2,500	-100	It is a contingency
9. Environmental Improvements (+S137)	15,150	3,640	30,300	11,510	-76	Barrier Baskets, etc. will come within this
10. Election Expenses/Reserves	1,250	-	2,500	1,250	0	From reserves - will need to replenish
11. Good Citizenship Award	500	-	1,000	-500	-100	Expense is due in February
12. Charter Mark/Publicity	1,250	1,645	2,500	395	32	Bulk of expense incurred April - will balance out
13. Website Improvements	500	749	1,000	249	50	Bulk of expense incurred - will balance out
14. Development Reserves	5,000	-	10,000	5,000	-	
15. VAT	1,750	908	3,500	-		
16. Bank Charges		36	-	-	0	
Totals to Sept 2020	51,827	£22,117	£103,654	29,710		

Rainhill Parish Council Budget Monitoring Report July – Sept 2021

Item of Expenditure April – June 2020	Budget for this period	Actual Spend this period	Budget for 2020/2021	Variance from Budget (£)	Variance from Budget (%)	Explanation for Major Variances
1. Association of Local Councils	300	1,159	1,200	859	N/a	Premium paid in lump sum will balance throughout the year
2. Wages/Salaries - Gross	3,600	3,418	14,400	-182	-5	
3. Employer NI & Pension Payments	1,125	880	4,500	-245	-22	
4. Administration	875	282	3,500	-593	-68	No major admin expenses to date
5. Insurance	475	-	1,900	-475	-100	Premium paid in lump sum will balance throughout the year
6. Public Open Spaces	2,750	484	11,000	-2,266	-82	
7. Rainhill Village Hall	2,839	2,445	11,354	-394	-14	Fixed grant - will balance at year end
8. Contingency	1,250	-	5,000	-1,250	-100	It is contingency
9. Environmental Improvements (+\$137)	7,575	-	30,300	-7,575	-100	No grants sought, etc.
10. Election Expenses/Reserves	625	-	2,500	-625	0	
11. Good Citizenship Award	250	-	1000	-250	-100	Expenditure incurred in February 21
12. Charter Mark/Publicity	625	500	2,500	-125	-20	Expenditure is always front loaded Will balance throughout year
13. Website Improvements	250	-	1,000	-250	-100	Ongoing project
14. Development Reserves	2,500	-	10,000	-2,500	-100	
15. VAT	875	200	3,500	-675	-77	
Totals to End of June 2020	£25,914	£9,367	£103,654	£1,932		

BANK ACCOUNTS / BANK RECONCILIATION

BANK RECONCILIATION AS AT 30 September 2020:-

BALANCE B/F:	78823.37	CURRENT ACCOUNT BALANCE	90758.35
plus		plus	
TOTAL RECEIPTS	70458.40	TSB HOLDING ACCOUNT	36000.00
less		less	
TOTAL PAYMENTS	22523.42	UNPRESENTED CHEQUES	0.00
BALANCE c/f	<u>126758.35</u>		<u>126758.35</u>

Meeting held on 14th December 2020

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ChairPerson