

Rainhill Parish Council

Clerk to the Council:
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11th January 2021

Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council on Monday 18th January 2021 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
18TH JANUARY 2021

1. 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.
2. To receive declarations of interest from members
3. To consider and approve the minutes of the Ordinary Meeting held on 14th December 2020
4. To receive Police monthly statistics for November and December – 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:
7. To authorise the accounts payable (list included in report)
8. To approve the quarterly budget report and bank reconciliation
9. To determine the Precept for 2021/22
10. To approve the annual report timetable
11. To approve future meeting dates
12. To consider membership of society of local council clerks
13. To consider action required for entrance to dog exercise area
14. To consider adopting the Good Practice Guide
15. To consider adopting the Social Media Policy
16. To consider action required with Dane Court Bins
17. To consider progression with Mersey forest
18. To consider the donation of trailblazer's spaces
19. To receive a progress report on broadband. For information only
20. To consider residents comments and complaints
21. No Reports from member representatives due to Covid restrictions.
22. To consider Future agenda items for information only
23. Date and time of next meeting for information only
24. Exclusion of the Public
25. To consider update of the Clerks annual increment.

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
14th December 2020

At a meeting of the Parish Council held at 7.30pm on Monday 14th December 2020 online via Microsoft Teams, the following were present:

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

1.The Chair proposed the application from Joanne Woodhouse be Co-opted into the vacancy. Unanimous votes for were received. The Chair declared Joanne Woodhouse duly elected. A declaration of acceptance of office will be made before, or at, the next meeting on the 18th January 2021.

Prior to commencement of business the meeting was adjourned to allow members of public to raise any concerns. No members of the public were present. No requests were received from the public to speak on any matters of concern and no prior written notification received.

20.90 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: A. Daniels, D. Hendrick.

20.91 DECLARATIONS OF INTEREST

No Declarations of Interest received

20.92 MINUTES OF THE ORDINARY MEETING HELD ON 3rd AUGUST & 7TH SEPTEMBER 2020

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 3rd August 2020 and 7th September 2020 should be approved and signed by the Chair as a correct record.

20.93 TO RECEIVE MERSEYSIDE POLICE MONTHLY STATISTICS REPORT

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

20.94 TO NOTE THE CONTENTS OF THE CLERK'S REPORT

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

20.95 PLANNING APPLICATIONS

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

Objections have been submitted:

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

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

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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

Comments were submitted on the following application:

P/2020/0710 Land Adjacent To 5 Exchange Place

20.96 ACCOUNTS FOR PAYMENT

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

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
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

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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

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

Resolved that the Council has considered the 'review of effectiveness' and has not identified any concerns arising from this. The Effectiveness of Internal Audit and Controls, and Testing of Key Internal Controls documents are approved. The Council appointed Tom Kelly to undertake internal audit for 2020/21.

20.98 TO APPROVE THE QUARTERLY BUDGET REPORT AND BANK RECONCILIATION

The Council reviewed the current budgetary position and bank reconciliation, and resolved to approve the report.

20.99 TO APPROVE THE AUDITED ANNUAL RETURN

Resolved that the final version of the Annual Governance and Accountability Return be approved and accepted

20.100 TO APPOINT CONTRACTORS TO UNDERTAKE ANNUAL MAINTENANCE TESTS

Resolved that CC Elec Ltd. be appointed to undertake electrical testing at the sports pavilions.

20.101 TO RECEIVE A PROGRESS REPORT ON THE SOCIAL MEDIA POLICY

Cllr Rothwell reported the Final Draft social media policy will be presented at the next Parish Council meeting.
Resolved that the Council noted the update on the Social Media Policy

20.102 TO CONSIDER HOW TO SUPPORT THE VILLAGE HALL

Resolved that a meeting be arranged with Village Hall Management Committee and Rainhill Parish Councillors to support the reopening after an extremely difficult Period. Cllr Daniels to make initial contact to arrange a meeting.

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

It was resolved as a gesture of goodwill due to the difficult year the senior teams will have their fees reduced by half for the current season and for the teams to be made aware of St Helens Council are proposing future charges to the Parish Council for maintenance costs.

20.104 TO CONSIDER THE FUTURE PLANTING OF BARRIER BASKETS FOR 2022/2023

It was resolved an article is to be included in the annual report asking the residents of Rainhill for their views on the baskets

20.105 TO CONSIDER THE PURCHASE OF 50 NEW LAMPOST POPPIES

It was resolved the new poppies will be ordered before the next Remembrance Sunday and the number will reflect all the men who did not return to their hometown of Rainhill from the first world war. Cllr Howitt will confirm the number with the Clerk.

20.106 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

Resolved for the Clerk to reply to the resident's email informing the Dane Court Business tower is a private business issue and would require the shops to liaise with Dane Court Management Company to confirm what is possible and costs.

20.107 TO DISCUSS FUTURE AGENDA ITEMS

Dane Court Bins
Rainhill Together & Secret Garden
Trail Blazers
Social Media Policy
Dog Park Entrance

20.108 DATE AND TIME OF NEXT MEETING

It was resolved that the next ordinary meeting would be held on 18th January 2021 7.30pm

Cllr B Grunwald requested to join the meeting at 20.30 he was accepted in and informed the meeting was ending and the next section of the meeting would be exclusion of the public and asked to leave the meeting.

20.109 EXCLUSION OF THE PUBLIC

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

Clerk's Report December 2020

<u>Minute</u>	<u>Reason (under the Local Government Act 1972)</u>
20.110 & 20.111	Exempt information concerning the financial or business affairs of any particular person (Para 3 of Schedule 12a).

20.110 TO RECEIVE RECOMMENDATIONS FROM GOOD CITIZENSHIP AWARDS PANEL

Resolved that the recommendations of the Good Citizenship Award Working Group be approved and that the Clerk notify the successful nominees. The Awards evening is to be delayed until March 2021 due to current restrictions.

20.111 TO CONSIDER THE OUTCOME OF THE CLERK'S APPRAISAL

It was resolved the Clerk has passed her 6-month appraisal performed late due to Covid 19 restrictions

The meeting closed at 8.55 pm

Chair of The Parish Council
18th January 2021

Area: Rainhill D24
 Month: November 2020

2019 2020 Diff %

	2019	2020	Diff	%	
Burglary Business & Community	0	1	1	100	1. Warrington Road - Offenders have cut the chain of the main gate to gain access and stolen gardening equipment from within
Burglary Residential	4	1	-3	-75	1. St James's Road - Offender gains entry to property and makes off when sighted by the victim, no items taken.
Criminal Damage	10	8	-2	-20	1. Calder Drive - brick has been thrown through rear of vehicle. Unwitnessed. 2. Longton Lane - overnight. unknown offender/s uses unknown object to puncture tyre. un-witnessed, no cctv 3. Mill Lane - vehicle parked outside property. unknown offender has caused damage to vehicle ripping front and rear windscreen wipers off. 4. Longton Lane - Damage caused to hedge by vehicle 5. Rainhill Road - Damage caused to front door and garden door. 6. Longton Lane - Damage to vehicle windscreen 7. Old Lane - Damage to porch window. Unwitnessed. 8. M62 Junction 6 - Damage to vehicle windscreen - unknown object
Drugs	1	0	-1	-100	
Other Theft	4	1	-3	-75	1. Warrington Road - Unknown person fuels up £20.2 worth of petrol and makes no attempt to pay.
Public Order	7	4	-3	-42.9	1. Warrington Road - Male makes threats towards victim and her children. 2. Longton Lane - Unknown offender has made threats to stab the victim. No weapon involved. Weapon was a can of hair spray. 3. Longton Lane - On going issues with neighbour who claims male is causing her alarm and distress. 4. unknown male verbally abusive towards victim and children because of one-way system.
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	0	0	0	
T.F.M.V.	1	0	-1	-100	
Theft Shop	0	0	0	100	
T.O.M.V.	1	0	-1	-100	
Violence with Injury	2	2	0	0	1. Warrington Road - Victim has been hit on the head with a can of soft drink in the school playground following an argument. 2. Warrington Road - Victim attacked while in school by fellow pupils.
Violence without Injury	3	1	-2	-66.7	1. Hall Lane - RTC occurred between van driver and cyclist Van has overtaken cyclist and during this the van has collided with cyclist causing slight injury to right hand. Van Driver has then become aggressive and punched cyclist to the right side of his face.

Vehicle Interference	0	0	0	100	
Total	33	18	-15	-45.5	
ASB	13	9	-4	-30.8	

Brief description of ASB in November 2020

1. Warburton Hey - Group of 8-10 youths throwing stones and eggs at houses.
2. Dane Court - Group of 3 youths on the steps throwing things.
4. Braithwaite Close - Report of a COVID-19 regulation breach.
3. Tasker Terrace - Reports of 3 males laughing banging on the window.
5. Victoria Place - Report of 4 youths smoking cannabis at the rear of the pub.
6. Tasker Terrace - Report of group of youths intimidating the informant.
7. Warburton Hey - Report of youths throwing fireworks in the park.
8. Rainhill Road - Report of a COVID-19 regulation breach.
9. Brandreth Close - Report of a COVID-19 regulation breach.

Area: Rainhill D24
 Month: December 2020

2019 2020 Diff %

	2019	2020	Diff	%	
Burglary Business & Community	1	1	0	0	1. (Warrington Road) - Premises alarm activates and confirmed burglary. CCTV footage shows two masked unknown offenders stealing a large quantity of cigarettes.
Burglary Residential	9	4	-5	-55	1. (Two Butt Lane) - x2 unknown offenders approach house and try the front door handles to gain access but were unsuccessful. Offenders then make off and located by patrols and arrested. 2. (Severn Road) - Offenders smash patio doors, conduct untidy search a 3 (St James Mount) - Unknown offenders gain entry by forcing the rear kitchen door and smash the utility room to get to the main part of property. Nothing taken from within. 4. (Warrington Road) - Occupant sights a male in the rear of his address who makes off when sighted who gained entry through en suite window downstairs.
Criminal Damage	1	5	4	400	1. (Rainhill Road) - Unknown offenders have caused damage to one of the tyres of the victim's vehicle. 2. (Longton Lane) - Unknown offender uses unknown object to puncture t 3. (Lawton Road) - Suspect is seen on CCTV to approach vehicle and slash/puncture the tyres. 4. (Fairlie Drive) - Unknown offender has slashed/punctured the tyre on the victim's vehicle. 5. (Mill Lane) - Unknown offender has threw wheelie bin at glass panel window causing glass to shatter.
Drugs	2	2	0	0	1. (Linkway, Rainhill) - Stop check of motor vehicle and found to be in possession of two bags of class A drugs in his sock. 2. (Holt Lane) - merpol officers conduct s18 at suspects address (suspect ic in gmp custody) - 12 x bags of cannabis located, along with scales, apparent tick lists and snap bags.
Other Theft	11	3	-8	-72	1. (Warrington Road) - Unknown male fills vehicle with diesel and told staff the cash machine wasn't working. Staff told them there was a cash machine nearby - Male then left false details and drove off making no attempt to pay. 2. (Warrington Road) - Unknown offender has filled vehicle with diesel and made off without payment. Female passenger purchased goods from shop but made no attempt to pay for fuel. 3. (Warrington Road) - Male driver pulls onto petrol station forecourt and female front passenger alights and dispenses with £67.16 fuel and returns to the vehicle, the driver then proceeds to drive off without any attempt to pay for goods.
Public Order	4	4	0	0	1. (Rainhill Stoops) - Road rage incident. 2. (Tasker Terrace) - Victim reporting that a group of unknown females have attended his home address and made allegations that he had stolen a mobile phone (suspects have appeared to used find my phone app) - They have been abusive and threatening towards the victim. 3. (Brandreth Close) - Unknown offender displays a sign on a public road causing harassment alarm and distress to members of the public. 4. (Mill Lane) - Third hand report of threats being made after incident of criminal damage and males asked to leave the pub, there are no

					witnesses willing to give any details and the threats had not been heard by the landlord himself.
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	1	1	100	1. (First Avenue) - Victims bike stolen from back garden.
T.F.M.V.	5	0	-5	-100	
Theft Shop	1	1	0	0	1. (Warrington Road) - Unknown offender has stolen from location and left without payment.
T.O.M.V.	1	0	-1	-100	
Violence with Injury					
Violence without Injury					
Vehicle Interference	1	0	-1	-100	
Total	36	21	-15	-41.7	
ASB	8	14	6	75	

Brief description of ASB in December 2020

1. (Warrington Road) - Report of 20-30 youths in the beer garden.
2. (Warrington Road) - Report of COVID breach.
3. (Warrington Road) - Report of COVID breach.
4. (Warrington Road) - Report of COVID breach.
5. (The Priory) - Report of group of youths playing football in the car park.
6. (Lickers Lane) - Report of 12 off road bikes.
7. (Warrington Road) - Report of ASB in car park at church centre.
8. (Warrington Road) - Report of 10+ young people gathering smoking and kicking a ball around.
9. (Derwent Close) - Report of a group of youths in the alleyway.
10. (Stoney Lane) - Neighbour dispute.
11. (Dee Road) - Report of COVID breach.
12. (Stephenson Gr) - Report of COVID breach.
13. (Tasker Terrace) - Neighbour dispute.
14. (Holley Court) - Report of drunken male at the location.

RAINHILL PARISH COUNCIL - CLERK'S REPORT JANUARY 2021

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 14th December ordinary meeting have either been completed or are in progress. Additionally I can report the following:

5.1 GOOD CITIZENSHIP AWARDS

Ten recipients have accepted the award this year: Dave Perryman, Jess Benyon, Jess McDonald, Jess Naylor, Joan Gorbitt, Joseph Ellington, Vera McCale, Rachel Naylor, Sara Barlow, Sheila Jones. The presentation evening due to Covid restrictions has been postponed from taking place in February and it will now be rearranged for a later date.

Ten plaques have been ordered at a cost of £30 each plus VAT, the invoice is included in the table of payments for authorisation, as it will become payable during February.

Members should authorise payment for the plaques.

5.2 CHANGES TO PAYMENTS

A payment to RBL was not via bank as stated in December meeting as TFR 474 but was made via cheque 095

Corrections are included in the minutes now presented for approval

5.3 PITCH HIRE PAYMENTS 2020/2021

Rainhill Rockets had paid £196.00. In December Rainhill Parish Council meeting it was agreed due to the impact Covid 19 had had the fees would be halved for the teams. Rainhill Rockets fee for this year was £337, halved would leave a total of £168.50. This would mean a refund of £27.50. Rainhill rockets have requested the amount be deducted off the fees for 2021/2022.

Both Rainhill Rockets and Rainhill Town have asked me to let the Parish Council know the clubs appreciation.

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/2020/0860/HHFP P/2020/0864/TPO P/2020/0869/TPO P/2020/0889/FUL
P/2020/0901/HHFP P/2020/0909/HHFP P/2020/0917/TPO P/2020/0918/HHFP

An objection has been submitted to the following applications:

P/2020/0883/FUL Replacement of 2no horse stables and ancillary facilities. Land Between School Lane and Junction 7 M62 School Lane

P/2020/0896/OUP Outline application for the erection of 1no dwelling and ground mounted solar farm all matters reserved except access and scale. Chetty Stables Land Between School Lane and Junction 7 M62 School Lane

The Council should note the actions taken.

7. TO AUTHORISE ACCOUNTS FOR PAYMENT

A S137 payment has been made in December 2020 to Boujee Card creations. Whilst already completed it is included in the table of authorisations.

Payee	Description	Amount	Ref
K Adamson	Photocopying	4.00	
	Telephone @ £18.99/month	18.99	
	Clerk's Salary – Jan	1035.33	
	Printer Ink	15.38	
	2021 Diary	3.00	
	Microsoft Annual Subscription	79.99	
	TOTAL	1156.69	TFR475
Merseyside Pension Fund	LGPS – Jan	307.91	TFR476
Water Plus	Water - Rainhill Park	82.71	STO
Water Plus	Water - Holt Playing Fields	29.54	DD
Corona Energy	Electricity - Holt Playing Fields	15.75	DD
Scottish Power	Electricity - Rainhill Park	18.00	DD
K Adamson	Clerk's Salary – Feb	1061.28	
	Telephone @ £18.99/month	18.99	
	TOTAL	1080.27	TFR477
Merseyside Pension Fund	LGPS – Feb	324.00	TFR478
Water Plus	Water - Rainhill Park	82.71	STO
Water Plus	Water - Holt Playing Fields	29.54	DD
Corona Energy	Electricity - Holt Playing Fields	15.75	DD
Scottish Power	Electricity - Rainhill Park	18.00	DD
S.137 Payments			
MMA Recognition Plaques	Good Citizenship Award Plaques	360.00	TFR479
Boujee Card Creations	Rainhill Residents 100 th Birthday Card	15.00	TFR474

The Council should consider approving the above payments.

Clerk's Report January 2021

INCOME

INCOME	DESCRIPTION	AMOUNT
January 2020		
Rainhill Town	Pitch Hire Fees (halved as agreed in December 2020 mtg)	196.50

For information only

8. TO APPROVE THE QUARTERLY BUDGET REPORT AND BANK RECONCILIATION

A quarterly budget report is attached at appendix 1, to provide an update on the financial position to the end of December 2020. An explanation of expenditure in relation to the budgeted figure and the reason for any major variance is also included. A bank reconciliation has been prepared for signing by the Chair, copy also attached at appendix 1.

There are no significant overspends at present.

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

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

9. TO SET A PRECEPT FOR 2021/22

A 'Budget Proposals' paper is attached at appendix 2 which supports the provisional Precept amount of £68,340 in line with discussions at the November Finance meeting.

The Council should determine the Precept for 2021/22.

10. TO APPROVE THE ANNUAL REPORT TIMETABLE

The Annual Parish Meeting is to be held on 21st April 2021, it is hoped that the Annual Report will be delivered to every household two weeks prior to the meeting. An indicative schedule is included below. Details of timescales have been confirmed with the printers, and the delivery firm. A quote has been obtained for 5,050 copies and they have kept the cost the same as the previous year of £1,145.00. Distribution to 5,000 properties would cost £525.00 + VAT, members should consider approving this expenditure. A draft schedule would be as follows:

Draft required by printers for layout, etc.	12 th March	(1 week to format and proof)
Print version reading for printing	20 th March	(1 week to print)
Receipt of printed report by delivery co.	1 st April	(4/5 delivery days)
Delivery of annual report complete by	8 th April	(two weeks before APM)
Annual Parish Meeting	21 st April	

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

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

11. TO APPROVE FUTURE MEETING DATES

The following dates are proposed to be published in the 2021 Annual Report (all Mon unless stated otherwise):

Annual Parish Meeting Wed 21st April 2021 (already approved)

APCM 10th May 2021 (already approved)

14th June 2021

26th July 2021

6th September 2021

11th October 2021

Finance Working Group 15th November 2021

13th December 2021

17th January 2022

7th March 2022

The following dates will not be published in the 2021 Annual Report:

2022 Annual Parish Meeting Wed 20th April 2022

2022 Annual Parish Council Meeting 9th May 2022

The Council should consider approving these dates.

12. TO CONSIDER MEMBERSHIP OF SOCIETY OF LOCAL COUNCIL CLERKS

The Clerk's membership of the Society of Local Council Clerks (SLCC) is due for renewal on 1st April 2021. The membership subscription is based on the Clerk's Gross Annual salary so this would be a £161 Annual Subscription. I would recommend membership of SLCC, as their advice can be extremely helpful.

The Council should consider approving SLCC membership.

13. TO CONSIDER ACTION REQUIRED FOR ENTRANCE TO DOG EXERCISE AREA

The Clerk has liaised with St Helens Council who have carried out site visits and provided the following advice and quotes.

Quote A. Due to the position of the gateway on the field it would be easier to have the area flagged rather than tarmac. Due to the size of the tarmac vehicles, it would be difficult to get it across the field without getting stuck/bogged down in the waterlogged grass. The vehicles used by the flagging teams are smaller/lighter. The estimate includes for excavation of the area, provision and installation of precast concrete edging kerbs to perimeter of area, provision and compaction of sub-base, provision and laying of precast concrete flags.

Quote = £1,830

Quote B. To place plastic hexagon type mat at entrance. The grass matting is only designed as a safety surface and will not stop water holding in the area as it is laid into the ground and the grass will grow through it in time Quote = £124.40

The Council should consider the appropriate option and agree and approve the quote.

14. TO RECEIVE A DRAFT COPY OF THE GOOD PRACTICE GUIDE FOR CO OPTION

Further to the recent vacancy the Clerk has produced a draft co option good practice guide documenting a step-by-step policy. Attached appendix 3

The Council should consider adopting the Good Practice Guide

15. TO RECEIVE A DRAFT COPY OF THE SOCIAL MEDIA POLICY

Cllrs: Barker, Rothwell, and Stevenson-Black, Cllr Williams have been developing a social media policy to present a final draft Social Media Policy.

The Council should consider adopting the Social Media Policy.

16. TO CONSIDER ACTION REQUIRED WITH DANE COURT BINS

The bins at Dane Court have been proving to be an issue with the recent lockdown restrictions with fly tipping.

The Council should consider what action it wishes to take.

17. TO CONSIDER HOW TO PROGRESS WITH MERSEYFOREST

Further to the site visits and possible recommendations it was agreed that standard trees would be too expensive.

The Council should consider if it wishes to progress further and if so how.

18. TO CONSIDER THE FREE COMMUNITY SPACES AT TRAILBLAZERS

10 free community spaces per month have been offered to Rainhill Parish Council.

The Council should consider how it wishes to donate the spaces every month.

19. TO RECEIVE A PROGRESS REPORT ON BROADBAND

Cllr Ward to provide an update on broadband provision.

The council should note the update.

20. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with correspondence relating to: proposed planning and the Junction with Old Lane / Longton Lane / Warrington Road .

If Members would like any further information on any of the above correspondence, please ask.

21. TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

Due to Current Covid 19 restrictions there are no reports on below

Clerk's Report January 2021

- 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

22. TO DISCUSS FUTURE AGENDA ITEMS

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

For information only.

23. DATE AND TIME OF NEXT MEETING

8th March 2021
Annual Parish Meeting 21nd April 2021

24. 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

25. UPDATE ON THE CLERKS ANNUAL INCREMENT

The Clerks Appraisal Group has informed the Clerk of the incremental increase.

BANK ACCOUNTS / BANK RECONCILIATION

BANK RECONCILIATION AS AT 31 DEC 2020:-

BALANCE B/F:	78823.37	CURRENT ACCOUNT BALANCE	74977.39
plus		plus	
TOTAL RECEIPTS	70490.05	TSB HOLDING ACCOUNT	36000.00
less		less	
TOTAL PAYMENTS	38336.03	UNPRESENTED CHEQUES	0.00
BALANCE c/f	110977.39		110977.39

Meeting held on 18th January 2021

-
Chair

Rainhill Parish Council

April/December 2020
Budget Monitoring Report 2020/20

Item of Expenditure	Budget for this period	Actual Spend to date	Budget for 2020/2021	Year End Forecast	Variance from Budget (£)	Variance from Budget (%)	Explanation for Major Variances
1. Association of Local Councils	900	1,159	1,200	1,159	259	29	The total amount (=£1159.74 in 2020) is paid in March
2. Wages/Salaries - Gross	10,800	10,536	14,400	14,143	-264	-2	
3. Employer NI & Pension Payments	3,375	2,737	4,500	3,675	-638	-19	
4. Administration	2,625	3,574	3,500	4,000	949	36	
5. Insurance	1,425	1,654	1,900	1,654	229	16	premium paid in lump sum
6. Public Open Spaces	8,250	1,412	11,000	2,519	-6,838	-83	
7. Rainhill Village Hall	8,516	6,920	11,354	11,354	-1,596	-19	Balances at year end
8. Contingency	3,750	0	5,000	0	-3,750	-100	
9. Environmental Improvements (+S137)	22,726	8,268	30,300	9,694	-14,458	-64	No grants under S.137 applied for in 2020
10. Election Expenses/Reserves	1,875	0	2,500	0	-1,875	-100	
11. Good Citizenship Award	750	590	1000	590	-160	-21	Expense is due in February/march
12. Charter Mark/Publicity	1,875	0	2,500	0	-1,875	-100	
13. Website Improvements	750	749	1,000	749	-1	0	
14. Development Reserves	7,500	0	10,000	10,000	-7,500	-100	
15. VAT	2,625	1,945	3,500	1,987	-680	-26	
Totals to Dec 2020	£77,742	£39,543	£103,654	£61,524	-£38,199		

RAINHILL PARISH COUNCIL
BUDGET PROPOSALS FOR 2021/2022

PROBABLE INCOME & EXPENDITURE 2020/2021

1. PROBABLE INCOME 2020/2021

	£
Balance brought forward at 31 March 2020	78,823.37
Hire of football pitches	392.50
VAT Reimbursement	1,586.07
Precept	68,340.00
4F	<u>710.24</u>
	£149,852.14
LESS - probable expenditure 2020/2021	£75,978.00
Estimated balance at 31 March 2021	<u>£73,874.14</u>

2. PROBABLE EXPENDITURE 2020/2021 & PROPOSED EXPENDITURE 2021/2022

Item of Expenditure	Budget 2020/2021	Probable 2020/2021	Proposed 2021/2022
1. Association of Local Councils	1,200	1,159	1,200
2. Wages/Salaries – Gross	14,400	14,096	14,400
3. Employer NI & Pension Payments	4,500	4,440	4,500
4. Administration	3,500	4,214	4,520
5. Insurance	1,900	1,654	2,000
6. Public Open Spaces	11,000	2,460	13,500
7. Rainhill Village Hall	11,354	11,354	11,354
8. Contingency	5,000	5,000	5,000
9. Environmental Improvements (+S137)	30,300	13,356.35	20,000
10. Election Expenses/Reserves	2,500	2,500	3,000
11. Good Citizenship Award	1,000	1,000	1,400
12. Charter Mark/Publicity	2,500	1,827	2,500
13. Website Improvements	1,000	749	1,000
14. Development Reserve	10,000	10,000	10,000
15. VAT	3,500	2,166	3,500
Totals	103,654	75,978	97,874

3. PRECEPT CALCULATION FOR YEAR 2021/2022

PROBABLE SURPLUS 2020/2021		PROPOSED EXPENDITURE 2021/22
Estimated Balance at 31.3.2021	73,874.14	97,874.00
LESS - Development Reserve	42,753.40	
LESS - Election Expenses Reserve	5,495.00	
Surplus funds not allocated to reserves:	<u>£25,625.74</u>	
<u>ESTIMATED INCOME 2021/2022</u>		
Surplus Funds	25,625.74	
V A T	3,500.00	
Pitch Hire	400.00	
Funds available excluding precept	29,525.74	
<u>SHORTFALL 2021/2022</u>	<u>£68,348.26</u>	
	£97,874.00	£97,874.00

4. PROPOSED PRECEPT FOR 2021/2022

To fully meet the budgeted expenditure for 2021/2022 and including a transfer to the Development Reserve of £10,000, and transfer to Election Reserve of £3,000 the Parish Council need to precept a sum of £68,348.26. Given the negligible difference of £8.26 and as our reserves are healthy we run no financial risks by holding our Precept at its current level of £68,340.

A precept of £68,340 is therefore proposed for the 2021/2022 Financial Year

Year	Precept	Year	Precept	Year	Precept	Year	Precept
2005/6	£48,500	2010/11	£45,225	2015/16	£53,800	2020/21	£68,340
2006/7	£47,000	2011/12	£46,355	2016/17	£58,500		
2007/8	£45,000	2012/13	£47,515	2017/18	£63,400		
2008/09	£45,000	2013/14	£45,310	2018/19	£67,000		
2009/10	£45,000	2014/15	£49,400	2019/20	£68,340		

5. NOTES ON PROBABLE AND PROPOSED EXPENDITURE

1. We have not yet received notification of the Association of Local Councils membership fees, though in previous years the increase has been around 10%. The budget has been increased accordingly; any further minor increases can be absorbed elsewhere.
2. In relation to the Clerk's salary, the forecast spend to the end of March 2021 budgeted for the one increment awarded to the Clerk as in the contract of employment.
3. This reflects current levels of National Insurance based on the change in Clerk's salary.
4. The Administration budget area covers all items of expenditure that do not sit neatly in any other budget area. The Home Office Allowance paid to the Clerk was £1048 for 2020/21. This covers use of a room in the Clerk's home, heating, lighting etc. This amount is usually increased in line with inflation (RPI CZBI) and this would increase it by 2% to £1069 for 2021 / 2022
5. The Parish Council entered a negotiated discounted insurance rate which will run for the next 4 years.
6. An arbitrary figure which takes account of increase costs on building maintenance and includes potential for St. Helens Council passing full responsibility for maintenance of open spaces to the Parish Council.
7. The Village Hall grant has been maintained at its current rate and was provisionally approved at the November Finance meeting.
8. The Contingency budget is being retained at £5,000 this being adequate for most years.
9. This year the Council's Environmental Improvements budget includes wildflower sowing and planting and maintenance of the barrier baskets. The budget also includes provision for Jubilee celebrations and Remembrance Day events. It has been reduced from £30,000 last year to due to the logistical issues of cctv provision. There is provision for additional cctv cameras to be installed. The budget allows for Community support due to the impact of Covid 19.
10. The May 2019 election cost the Parish Council £8,004.84, taking the election reserves down to £2,995.16. This was increased by £2,500 to £5,495 in 2020/21. It is considered prudent to budget for replacement reserves over the next 3 years, and this year £3,000 will be allocated.
11. The budget for Good Citizenship Award has been increased to reflect the increased number of recipients in recent years.
12. Last year the publicity budget was £2,500, which should be adequate based on previous years.
13. Provision has been made to cover the annual charge for support and maintenance.
14. It was provisionally agreed at the finance meeting to add £10,000 to the Development Reserve in 2021/22.

15. All VAT is reclaimed where possible, this is shown as an expense in this table, but also as income elsewhere to balance the figures.

6. CHARGES FOR USE OF FOOTBALL PITCHES

It has been the Council's policy to increase our charges in line with inflation whilst also maintaining a link with the level of charges imposed by St. Helens Council for pitch hire. At the time of writing the St Helens Council decision on these charges is not known for certain but is likely to be 2.5% and it is recommended that the Parish Council also apply a 2.5% increase.

RECOMMENDED CHARGES:

	HOLT PLAYING FIELD		ALBERT FELLOWES PARK	
	Current Charges	Proposed Charges With 2.5% Increase	Current Charges	Proposed Charges With 2.5% Increase
Senior (Full Share)	£685	£702	£400	£410
Senior (Half Share)	£344	£353	£200	£205
Junior (Full Share)	£400	£410	£400	£410
Junior(Half Share)	£200	£205	£200	£205

The Parish Council has agreements with both Rainhill Rocket JFC and Rainhill United JFC to have full use of pitches and changing facilities free of charge in exchange for undertaking cleaning, caretaking and keyholder responsibilities. I have continued to include the junior fees in the table above in case these agreements ever change.

K Adamson, January 2021.



Casual Vacancy Good Practice Guide

January 2021

Foreword

- This Guide has been prepared to assist Parish Clerks with the process and legalities of the Casual Vacancy process. If further help or advice is required the Elections Team, can be contacted see details below.
- Parish Clerks are encouraged to work with the Elections Team when they have a casual vacancy and also in the conduct of Parish elections.
- Help and Advice is available at the Election Briefing for Parish Clerks and Councillors which is held in the lead up to the ordinary Elections.

Elections Team
Tel 01744 676140

CASUAL VACANCIES IN THE OFFICE OF COUNCILLOR
STAGE 1

Vacancy arises (**see i**)

Parish Clerk to notify the Returning Officer (Elections Team) in writing of the name, reason and date of vacancy

Notice of Vacancy is produced
 Notice is displayed for 14 days (**see ii**)

14 Days up

No Election Called	OR	Election Called
--------------------	----	-----------------

STAGE 2

STAGE 2

Co-option
 (**see iii**)

Parish Council
 to co-opt

Election called
 (**see iv**)

Returning
 Officer
 commences
 election process
 (**see v**)

Parish Clerk to inform St Helens

Borough Council the details of the Councillor they have co-opted and the date of co option

Qualifications to be a Councillor (**see vi**)

(i) Vacancy Arises and the Effective Date of the Vacancy

1. Failure to complete a declaration of acceptance of office within the proper time. This must be done before or at the first meeting of the Parish Council, unless the Parish Council permits otherwise. The effective date of the vacancy is the closing date for making declarations of acceptance of office.
2. When a notice of Resignation has been received. A councillor may at any time resign their office by written notice delivered to the chairman of the parish council. There is no special form for the notice. There is no procedure for withdrawing a notice of resignation once it is made. There is no need to report the resignation to the council for it to take effect. The resignation takes effect upon receipt, and this is the effective date of the vacancy.
3. Death. The vacancy is deemed to have occurred on the date of the death.
4. Ceasing to be Qualified. This would normally only occur where a councillor had used their registration as an elector as their qualification for nomination and election and where that qualification had been lost because they had ceased to be on the register of electors. As noted above, all other qualifications continue for the full term of office. The Parish Council must declare the vacancy forthwith, and the vacancy is deemed to have occurred on the date of this declaration.
5. Becoming Disqualified. Through bankruptcy, office holding, surcharge, conviction, court order or being found guilty of corrupt or illegal practices in election law.
6. Failure to Attend Meetings. If a councillor fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the Parish Council (including committees, sub-committees or as a representative of the Parish Council), they shall, unless the failure was due to some reason approved by the Parish Council before the expiry of that period, cease to be a member of the Parish Council. The effective date of the vacancy is the date declared by the Parish Council.

(ii) Public Notice

The Returning Officer will provide the public notice of the casual vacancy which the Parish Clerk must display as soon as practicable after the date on which the vacancy has been deemed to have occurred. Display the notice or notices for 14 days. (When calculating the 14 day period it should be 14 working days, which excludes Saturdays, Sundays and Bank/Public Holidays).

The notice should be displayed in a conspicuous place or places within the area of the parish/ward. You may wish to place a copy of the Notice in your Parish Magazine and on your Parish Website and Social Media platforms. A specimen notice is attached.

(iii) Co-option

Upon the expiry of the 14 days in which the Notice of Vacancy has been displayed, the Parish Council may co-opt to fill a casual vacancy. You may be contacted by Interested Persons whilst the notice of vacancy is displayed. These electors may not wish to call an election but maybe interested in standing via co-option. However, that person must be qualified to serve as a councillor.

The person co-opted must receive an absolute majority vote of the councillors present and voting. For example, where there is a council of eleven members and there are nine Councillors present and voting, the absolute majority is five. Where there are more than two candidates for the vacancy, it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority.

The usual rules on voting apply. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. Members must vote by show of hands unless the council has standing orders that provide otherwise.

The Parish Council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

Co-option should be within a period of 60 days beginning with the day of which the Notice of Vacancy was dated.

(iv) Election called

If, within fourteen days (from date of notice) after public notice of the vacancy has been given, the Returning Officer receives a written request for an election signed by TEN electors for the Parish or for the Ward of the Parish if divided into wards an election must be held to fill the vacancy. There is no prescribed form for this written request, direct any requests to the Returning Officer for further advice.

(v) Election Process begins

The written request will trigger the election process. The Returning Officer will set a date for polling day, and the election process will begin, with the publication of a notice of election, copies of which will be supplied to the Parish Clerk. That notice informs the electors where they may obtain nomination papers and the date by when they should be delivered. It gives the dates by which applications to vote by post or proxy must be made. It also gives the date of the election in the event of a contested election. It is from this point that the Parish Council will start to incur the full costs that will arise from staging an election.

(vi) Qualifications to be a Councillor

A person is qualified to be elected and to be a councillor if they are a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election) they are 18 or over. In addition, the person must meet at least one of the following criteria:-

- (1) On the relevant day and thereafter they continue to be on the electoral register for the parish, or
- (2) During the whole of the twelve months before that day they have owned or tenanted land or premises in the parish, or
- (3) During the whole of the twelve months before that day their principal or only place of work has been in the parish, or
- (4) During the whole of the twelve months before that day they have resided in the parish or within three miles of it. Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections. Certain people are disqualified from standing, and these include paid officers (including the Clerks) of the council, bankrupts and those subject to recent sentences of imprisonment.

Useful references points for Parish Clerks are: National Association for Local Councils - www.nalc.gov.uk

EXAMPLE SPECIMEN

Expressions of interest to be co-opted to Rainhill Parish Council

Notice is hereby given that due to the resignation of **NAME**, a vacancy has occurred among the members of the Parish Council. As there was no request for an election following the publication of the notice of vacancy published on **DATE**, expressions of interest to fill this vacancy by co-option will be considered and applicants should apply to the Clerk in writing on or before the **DATE**

The applicant's name must appear on the current register of electors or the applicant should during the whole of the preceding twelve months have resided in or within three miles of the parish or the applicant's only place of work during the whole of the twelve months is in the parish. The applicant must not be debarred from standing as a Councillor.

DATED

SIGNED

AND PUT ON LETTERHEAD