

Rainhill Parish Council

Clerk to the Council:
Kathryn Adamson
5 Regal Drive,
Windle
St Helens WA10 6BJ
Tel: 07565 524414
Email: rainhillpc@hotmail.co.uk
Website: www.rainhillparish.org.uk



6th December 2022

Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 12th December 2022, in the Teak Hall at the Village Hall, commencing at 7.30pm. Due to the village hall front door having to be locked whilst the meeting takes place this will be done at 7.25pm to enable the meeting to start on time.

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

Please find time to read through the information before the meeting, making any notes you need to against each item. If you have any queries prior to the meeting please do not hesitate to contact me.

Yours sincerely

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

K E Adamson
Clerk to Rainhill Parish and Responsible Financial Officer



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RAINHILL PARISH COUNCIL AGENDA

12th DECEMBER 2022

1. To receive apologies for absence

PUBLIC SESSION The public may speak on any matters of concern, but the Council may not make any lawful decision during this session

2. To receive declarations of interest from members
3. To consider and approve the minutes of the Ordinary Meeting held on 10th October 2022
4. To receive Police monthly statistics report October & November
5. To note the contents of the Clerk's Report - for information
6. To consider the following Planning Applications and note any actions taken:
P/2022/0692/HHFP P/2022/0694/HHFP P/2022/0698/CLP P/2022/0700/HHPA P/2022/0701/FUL
P/2022/0728/HHFP P/2022/0741/HHFP P/2022/0754/HHFP P/2022/0786/FUL P/2022/0787/HHFP
P/2022/0798/HHFP P/2022/0799/HHFP P/2022/0804/HHFP P/2022/0715/FUL
7. To authorise the accounts payable (list included in report)
8. To review the effectiveness of internal audit systems and controls and appoint an auditor
9. To consider the provision of an outdoor washing facility
10. To consider the recent St Helens Community Governance Review
11. To consider the BT box
12. To consider a request for a grant from Rainhill Hi notes minis & Community Choir
13. To receive reports from external groups
14. To consider residents comments and complaints
15. Suggested items for next agenda – for information only
16. Date and time of next meeting- for information only
17. Exclusion of the public
18. To receive recommendations from good citizenship awards panel
19. To consider the outcome of the Clerks/RFO appraisal



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RAINHILL PARISH COUNCIL – MINUTES
10th October 2022

At a meeting of the Parish Council held at 7.30pm on Monday 10th October 2022 at Rainhill Village Hall, the following were present:

Cllrs: G. Barker (Chair), S. Barlow, I. Brown, A. Daniels, D. Greaves, A.V Howitt, M. Jones, S. Rutherford, K. Stevenson, J. Tasker, J. Woodhouse, W. Williams.

2 members of the public were also present.

Prior to commencement of business the meeting was adjourned to allow members of public to raise any concerns. Those present reported:

A thankyou for all the hard work and effort involved in keeping the library open.

The meeting was recommenced.

20.950 DECLARATIONS OF INTEREST

No declarations of interest were made

20.951 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: G. Ward, D. Hendrick.

The Chair asked for any updates on the recovery of Cllr Hendrick and was informed he is still receiving rehabilitation.

20.952 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING

To consider and approve the minutes of the Ordinary Meeting held on 21st September 2022

Resolved that the minutes should be approved and signed by the Chair as a correct record.

20.953 TO RECEIVE MERSEYSIDE POLICE MONTHLY STATISTICS REPORT

To receive the police reports for September. Chair noted the stats okay for September. Cllr Greaves discussed the high rise in fuel drive offs and the effect on the employees of the garages.

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

20.954 TO NOTE THE CONTENTS OF THE CLERK'S REPORT

The Clerk confirmed payback had attended St Anns and it will become a regular service once a week with the Packhorse Bridge still being discussed. Cllr Tasker confirmed conversations with St Helens Council regarding their support and their wish is to deal with the probation service directly. The Clerk will pass the details on. PA system has been confirmed for the Remembrance Service and the Clerk has ordered wreaths and requested an order of service and confirmed road closures. The Chair confirmed the lamppost poppies will be put up on 29th October.

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

20.955 TO CONSIDER 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:

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P/2022/0613/HHFP Demolition of existing conservatory and erection of single storey rear and side extension. 22 Sandstone Close
P/2022/0615/TPO Works to 2x oak trees covered by Tree Preservation Order. Ship Inn 804 Warrington Road
P/2022/0616/FP3 Creation of 1.8m wide footpath Two Butt Lane Open Space Two Butt Lane
P/2022/0619/HHFP Single storey rear extension. 13 Victoria Place
P/2022/0632/HHFP Demolition of the existing conservatory and erection of a single storey rear extension. 20 Elderswood
P/2022/0651/HHFP Demolition of the existing conservatory and erection of a single storey rear extension, loft conversion including a rear dormer window and 2no roof lights to the front, alterations to the existing window and door openings to the side, and a front porch canopy. 2A Lawton Road
P/2022/0662/HHFP Single storey side extension to extend existing store. 10 Epping Close
P/2022/0683/HHFP Demolition of the existing conservatory and porch and erection of a single storey front porch and bay window extension, single storey, side extension, and a single storey rear extension. 7 Sherman Drive
P/2022/0688/TPO Works to various trees covered by Tree Preservation Orders. Elsinor Mill Lane

Comments/objections have been submitted on the following applications

The Council noted the actions taken.

20.956 TO AUTHORISE ACCOUNTS FOR PAYMENT

OCTOBER			
Payee	Description	Amount	Ref
K Adamson	Telephone 15.83 + 3.16 vat	18.99	
	Salary - October (less Tax, NI & Pens) Printer Ink – 9.62 + 1.93 VAT	1199.26 11.55	
	ECO garden Halloween posters	4.00	
	Total	1233.80	TFR598
Merseyside Pension Fund	LGPS – October	371.25	TFR599
Water Plus	Water – Albert Fellowes76.80+15.36VAT	92.16	DD
Water Plus	Water – Holt 31.66 + 3.74 VAT	35.40	DD
Corona	Electricity - Holt Playing Fields 25.04+1.26VAT	26.30	DD
Scottish Power	Electricity - Rainhill Park	60.00	DD
NOVEMBER			
K Adamson	Telephone 15.83 + 3.16 vat	18.99	
	Salary - November (less Tax, NI & Pens)	1203.61	
	TOTAL	1222.60	TFR601
Merseyside Pension Fund	LGPS – November	371.25	TFR602
Water Plus	Water – Albert Fellowes 76.80 &15.36vat	92.16	DD
Water Plus	Water – Holt Playing Fields 34.26 +4.05vat	38.31	DD
Corona	Electricity - Holt Playing Fields 26.94+1.35vat	28.29	DD

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Scottish Power	Electricity - Rainhill Park 504.22+26.56vat	531.22	DD
Rainhill Village Hall	Part Payment of grant	5905.99	TFR605
S.137 Payments			
Royal British Legion	Wreath & Donation Remembrance Sunday	50.00	TFR603
Tony Lewis	Rainhill Rotary Remembrance Service Speakers	50.00	TFR604
Premier Traffic Management	Remembrance Road Closure 680.00 + 136.00 vat	816.00	TFR600
Rainhill Luncheon Club	Donation Christmas Meal	300.00	TFR606

It was resolved that the items were approved for payment.

INCOME	DESCRIPTION	AMOUNT

Information noted.

20.957 TO RECEIVE AN UPDATE ON THE LIBRARY

Cllr Stevenson reported the Community Group legally challenged with judicial review. Solicitor contacted and guided the process along with a barrister. Letter before action was sent to St Helens Council going for an injunction to keep the library open due to a failure of completing a quality impact assessment. St Helens Council ignored all correspondence until the last day they legally had to reply and put a statement out confirming consultation will take place. Cllr Greaves updated with the hearts and minds of the community and the lack of comms from the council. The staff at the library naturally cannot jump for joy but Cllr Greaves has it on very good authority that they are delighted to remain for now in the place they are passionate and proud of, that doesn't feel like a place of work, it's a community hub where they provide much more than materials to read. Cllr Greaves wishes to thank publicly all the groups and residents including our schools, churches, civic society, Railways heritage plus all the wonderful parents and children that made their sheer love for our library abundant. Despite being repeatedly told this library will close on 31st October fact, guess what it hasn't and you did that Rainhill you did it with your letters/emails/posters of support as well as challenging the locality model with the day of action to Chester Lane, thank you to everybody who stood up to challenge, support and help. Disappointingly are those that claimed to support the library and vowed to fight a closure but then rolled over claiming it was a "done deal" and campaigners were wasting their time. Even more disappointingly is the deafening silence from St Helens Borough Council, including the Officers, Cabinet portfolio holder, The Chief Exec and the Council Leader who wrote previously in his email "We need to be clear and honest that the decision is not going to be reversed, so while I understand the emotion behind the campaign it would be better if everyone's energy was spent productively and constructively to find a way forward" So unsurprisingly, we have still not had any communications from SHBC, the Clerk confirmed neither had the Parish Council. Cllr Greaves also asked on 29th September for a copy of the original consultation report in paper or digital format, plus I have asked on 5th October for Officers, the Cabinet member and our MP to attend a future public meeting during the next community consultation period they hold in line with the library strategy. For the record Cllr Greaves has had no response to either to date. Cllr Woodhouse reported about the visit to the library and Rainhill on Saturday. The Solicitor wished to visit and spoke to members of the library and had a tour of the museum to aid him to get an understanding of why the library is so important to Rainhill. Cllr Stevenson confirmed the reversal decision has to go before St Helens Cabinet meeting to then be agreed to go on another agenda for a consultation to be proceed.

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10th October 2022

Cllr Daniels thanked the Councillors for all their hard work and commitment. The Chair thanked everyone for keeping everyone updated with the ongoing information and all their efforts.

The information was noted

20.958 TO APPROVE THE TIMETABLE FOR GOOD CITIZENSHIP AWARDS

The Clerk confirmed nomination forms have been sent out. The closing date for nominations is 18th November 2022. It has been published on RPC website and social media platforms and the clerk will also place paper copies in the Library, Millennium Centre, Post Office, and Bridge Barbers. Clerk copies nomination forms to members of Awards Group by 21st November. Awards Group meets at a convenient time before 9th December. Recommendations of Awards Group ratified by full Council at 12th December Council meeting. Member's agreed, the awards evening will take place, on the same basis as in previous years, Room has been provisionally booked for Saturday 11th February 2023. Members agreed to promote.

The was resolved that the timetable be agreed.

20.959 TO APPROVE THE QUARTERLY BUDGET REPORT AND BANK RECONCILIATION

The Council noted the current budgetary position and approved the report and bank reconciliation

20.960 TO DISCUSS CHRISTMAS LIGHTS SWITCH ON EVENT

Confirmed for Sunday 27th November 2022 gathering at 4.15pm for a 4.30pm switch on. Cllr Howitt discussed concern over costs and green/sustainability impact. Alternative discussions took place with an agreement due to St Helens Council tight deadlines alternatives were not an option and for it to be discussed and included in January agenda and to look at possible alternatives for 2023. This years event should be more of social event with businesses being encouraged to open. Cllr Tasker will be meeting with the cookhouse to discuss the provisions they will be providing on the evening. Rotary have confirmed provision of the speakers and Discussion of possible people to switch on took place. The Clerk to accept the quote from St Helens Council by their deadline of Friday 14th October.

Resolved for St Helens Council to provide the Christmas tree and decorations

20.961 TO CONSIDER A DONATION TOWARDS LUNCHEON CLUB CHRISTMAS PARTY

If anyone can volunteer the party will take place on Tuesday 12th December

Resolved by all members to award a £300 donation towards the luncheon club Christmas Party.

20.962 TO RECEIVE AN UPDATE ON MERSEYFOREST

Cllr Brown provided an update. The Clerk made contact with Merseyforest who are keen to pick up with the original plan. Cllr Brown has replied to inform the original plan would require updating and modifications, but the Parish Council would be keen to progress. Merseyforest has access to

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10th October 2022

grants. Due to Merseysforest planting trees within Rainhill (Two Butt Lane- which was part of the original plan) with St Helens Council and no communication with the Parish Council, Cllr Brown has requested Merseyforest keep the Parish Council in the communication loop.

The update was noted.

20.963 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

Cllr Daniels reported a complaint regarding issue with light in Derwent Close. Cllr Stevenson aware and will report when the necessary information has been received.

Resolved that the complaints reported in the agenda and report and meeting be noted.

20.964 TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

- a) Public Open Spaces
Cllr Tasker reported the recent conversations regarding possible charges St Helens Council may wish to charge the Parish Council to mark out the pitches at the Holt which could be around 5K a year which would also mean considerably higher costs for Albert Fellowes open Space. Independently sourcing someone to do it might prove to be more cost effective.
St Helens Council wish to look at the present location of bins throughout the borough and identify if any require moving. Date yet to be confirmed.
- b) Village Hall Management Committee
Next Meeting is 8th November and the Parish Council have contacted the Chair to request the 3 further Parish Council representatives be added to the committee.
- c) Rainhill Railway & Heritage Society
Cllr Greaves reported there have been several meetings regarding the library. With joint committees of the Civic Society and the Parish Council working together.
- d) Merseyside Assoc. of Local Councils
The Clerk has of today received future meeting dates and will forward them onto Cllr Ward.
- e) Rainhill Gala
The Gala was looking to go ahead next year but now put on hold until confirmation of the date for the Coronation.
- f) 4F Centre
Good mix of groups with committed running by the Manager.
- g) Monthly Market
On hold

The updates were noted.

20.965 TO DISCUSS FUTURE AGENDA ITEMS

Outdoor Washing facility. Two Butt Lane dog Park. Parish Boundaries. Phone Box.

20.966 DATE & TIME OF NEXT MEETING

It was resolved that the Closed Finance Meeting will be on 14th November 2022 starting at 7.00pm the venue being Rainhill Village Hall

The meeting closed at 9.05pm

RAINHILL PARISH COUNCIL – MINUTES
10th October 2022

Chair of the Parish Council
12th December 2022

Area: Rainhill D24
 Month: October 2022

	2021	2022	Diff	%	
Burglary Business & Community	2	0	-2	-100	
Burglary Residential	0	4	4	100	1. (WARBURTON HEY) unknown offender has entered the shed and stolen various items, later returned to victim unknown how 2. (RAINHILL ROAD) unknown offender enters premises, nothing taken as dog barks and then offender leaves 3. (MILL LANE) unknown offender enters outbuilding, nothing taken. Then knocks on front door but makes off 4. (CARTMEL DRIVE) victim is scammed by rogue tradesman and money is taken from safe
Criminal Damage	5	3	-2	-40	1. (COYLTON AVENUE) fence is broken by youths from school 2. (STONEY LANE) care home resident has damaged vehicle and fence 3. (SANDHURST ROAD) known offender has scratched vehicle
Drugs	3	2	-1	-33.3	1. (BRAITHWAITE CLOSE) drugs seized from warrant 2. (BRAITHWAITE CLOSE) drugs seized from warrant
Other Theft	3	5	2	66.7	1. (SANDON CLOSE) known offender has stolen bank card from victim 2. (STEPHENSON GROVE) landlord rents property and resident vacates premises taking items 3. (M62 JUNCTION 7) unknown offenders steal traffic signs 4. (WARRINGTON ROAD) making off without payment for fuel 5. (WARRINGTON ROAD) phone taken from coat on bus
Public Order	6	12	6	100	1. (STATION STREET) people in the street fighting 2. (LONGTON LANE) known offender threatens victim at home 3. (SCHOOL LANE) victim is shouted at by offender r.e school parking 4. (VIEW ROAD) aggressive driver shouts and swears during school parking 5. (WARRINGTON ROAD) unknown offender shouts and makes comments to staff 6. (STAPLETON ROAD) suspect uses words and behaviour towards victim and makes them upset 7. (TRENT CLOSE) verbal argument after RTC 8. (BRETHERTON COURT) offender attends address drunk and bangs on door 9. (CHATSWORTH ROAD) known offender attends address and bangs on door 10. (RITHERUP LANE) youths throwing eggs at cars 11. (WARRINGTON ROAD) staff abused after attempt shop theft 12. (WARRINGTON ROAD) staff abused after attempt shop theft
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	0	0	0	
T.F.M.V.	0	1	1	100	1. (RAINHILL STOOPS) items taken from vehicle at garage whilst car is being fixed
Theft Shop	2	2	0	0	1. (WARRINGTON ROAD) items stolen from outside petrol station 2. (WARRINGTON ROAD) offender enters store and takes items
T.O.M.V.	2	0	-2	-100	
Vehicle Interference	0	0	0	0	
Total	23	29	6	26.1	
ASB	12	4	-8	-66.7	

Brief description of ASB in October 2022

1. (STONEY LANE) scrambler bikes riding up and down the field
2. (SANDON CLOSE) neighbour dispute
3. (OAKSTON AVENUE) scrambler bikes riding up and down the road
4. (LONGTON LANE) scrambler bike riding up and down the road

Area: Rainhill D24
 Month: November 2022

	2021	2022	Diff	%	
Burglary Business & Community	0	0	0	0	
Burglary Residential	5	0	-5	-100	
Criminal Damage	7	0	-7	-100	
Drugs	0	0	0	0	
Other Theft	5	4	-1	-20	1. (WARRINGTON ROAD) student has item taken from school bag in changing rooms 2. (WARRINGTON ROAD) making off without payment for fuel 3. (WARRINGTON ROAD) unknown offender steals items from PH yard 4. (ASHFIELD) money stolen from victim, victim was XXX no further circs given
Public Order	8	4	-4	-50	1. (ASHTON AVENUE) argument over driving and insults said 2. (LONGTON LANE) neighbour dispute 3. (WARBURTON HEY) students arguing in playground 4. (COYLTON AVENUE) students play fighting in alleyway and are annoying neighbours
Robbery Business	0	0	0	0	
Robbery Personal	1	0	-1	-100	
Theft Bike	0	0	0	0	
T.F.M.V.	1	0	-1	-100	
Theft Shop	0	1	1	100	1. (WARRINGTON ROAD) items taken from shop amounting to £45
T.O.M.V.	4	1	-3	-20	1. (RAINHILL STOOPS) males stopped by police in stolen vehicle
Vehicle Interference	0	0	0	0	
Total	31	10	-21	-67.7	
ASB	4	1	-3	-20	

Brief description of ASB in November 2022

1. (WARRINGTON ROAD) youths throwing items outside shop

RAINHILL PARISH COUNCIL - CLERK'S REPORT DECEMBER 2022

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 10th September 2022 ordinary meeting have either been completed or are in progress. Additionally, I can report the following:

5.A PAYMENT TO BRITISH LEGION TOWARDS POPPY APPEAL

The Remembrance Sunday Service took place at St Anns Church with a march to the War Memorial on Sunday 13th November, at which the Chairman and Ward Councillors laid wreaths. A temporary road closure was organised by the Parish Council. The cost of the wreath this year is £20.00, and a donation to the Poppy Appeal of £30.00 and has been made with prior authorisation.

5.B CHRISTMAS LIGHTS SWITCH-ON

The Christmas Lights Switch on took place on 27th November. Cllr Howitt opened the ceremony, and children from St. Bartholomew's School sang several Christmas songs. The event was extremely well supported.

A letter has been prepared for the landlord of the Cookhouse Pub & Carvery to thank them for generously helping the Council by allowing use of their electricity supply. A letter has also been prepared for Mr T Lewis & Rainhill Rotary who provided the PA system and support and St Bartholomew's Primary School.

In previous years a donation has been made to the participating school. Last year the Council decided to make a £100 donation to the participating School, as a gesture of thanks for their involvement in the event. The Council in previous years has also made a donation to the Rotary Club Rainhill, in lieu of any payment for their time and use of Mr T Lewis's audio equipment. Both possible payments are included in the table of payments for authorisation.

5.C NATIONAL PAY RISE

The National Joint Council for Local Government Services agreed a national salary award which is to be applied from 1st April 2022. The Clerk's salary will be adjusted accordingly.

5.D WAR MEMORIAL RAILINGS

Probation office have been approached for the possibility painting the railings at the war memorial. Unfortunately, at this moment in time, they have reached the maximum that they can service sufficiently. Therefore, they shall put this project into their holding list and will contact the Clerk once they are in a position to proceed (they do not have a timescale for this at present)

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/2022/0692/HHFP Part two storey, part single storey side/rear extension. 31 Stephenson Grove

P/2022/0694/HHFP Demolition of existing conservatory and replacement with single storey rear extension 18 Alness Drive

P/2022/0698/CLP Certificate of lawfulness for the proposed erection of single storey side extension 12 Dorgan Close

P/2022/0700/HHPA Single storey rear extension projecting 5.4m from the rear, 3m high overall and 2.55m to the eaves 7A Owen Road

P/2022/0701/FUL Change of use from dwelling (C3) to Childrens Home (C2) for 1no young person 96 Sandhurst Road

P/2022/0728/HHFP Single storey rear extension following demolition of existing conservatory. 60 Ashton Avenue

P/2022/0741/HHFP Single storey side extension linking into existing detached garage which is to be converted to a habitable room. 76 School Lane

P/2022/0754/HHFP Two storey front and rear extension, with single storey rear extension. 26 The Meadows

P/2022/0786/FUL Erection of a 2.4m high paladin fencing St Bartholomews Catholic Primary School School Lane

P/2022/0787/HHFP Retention of outbuilding for home working use. 118 Holt Lane

P/2022/0798/HHFP External insulation system on property with white-coloured rendering. 23 St Davids Close

P/2022/0799/HHFP Two storey side extension, single storey rear extension, alterations to the existing front elevation incorporating 2no dormer windows, 2no bow windows, 1no bullseye window, and materials, detached garage, and a replacement 1.8m front boundary wall and gates. 103 Rainhill Road

P/2022/0804/HHFP Single storey side extension, partial garage conversion and new roof, along with double fronted driveway and extended drop kerb. 6 Oakston Avenue

An objection has been submitted to the following applications:

P/2022/0715/FUL Erection of a convenience store with parking, landscaping and associated infrastructure. Land And Passageway Between 637 And 639 Warrington Road

Comments were submitted on the following application:

None

Clerk's Report December 2022

7. TO AUTHORISE ACCOUNTS FOR PAYMENT

A payment has been made in October, relating to Luncheon Club donation having been agreed at October meeting. Whilst already completed it is included in the table of authorisations.

PAYEE	DESCRIPTION	AMOUNT	REFERENCE
December 2022			
Water Plus	Water – Albert Fellowes 76.80 + 15.36 vat	92.16	DD
Water Plus	Water – Holt 34.54+ 4.09 VAT	38.63	DD
Corona	Electricity - Holt Playing Fields	TBC	DD
Scottish Power	Electricity - Rainhill Park 504.65+26.56vat	531.22	DD
K Adamson	Clerks Salary December included 9 months backpay(April-Nov) due to local government pay award	2037.87	TFR607
	Telephone (15.83 + 3.16 vat)	18.99	
	Mileage End of September – Dec	76.05	
	Printer Ink 7.25 + 1.45 VAT	8.70	
	Total	2141.61	
Merseyside Pension Fund	LGPS – December	394.32	TFR608
HMRC	TAX & NI for October -December	649.45	TFR609
Unity Trust	Bank Charges	18.00	SO
S.137 Payment			
St Bartholomews School	Donation Christmas Lights Switch On	100.00	TFR610
Rotary Club Rainhill	Donation Christmas Lights Switch On	100.00	TFR611
Rainhill Luncheon Club	Donation	300.00	TFR606

The Council should consider approving the above payments.

8. 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
- 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 Hazel Broatch, Clerk to Billinge Parish Council. I have prepared a letter of appointment accordingly. The first part of the audit has taken place on Monday 21st November 2022.

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

9. TO CONSIDER THE PROVISION OF AN OUTDOOR WASHING FACILITY

Update to be given on recent meeting with possible provider.

The Council should consider if it wishes to take any further actions.

10. TO CONSIDER THE RECENT ST HELENS COMMUNITY GOVERNANCE REVIEW CONSULTATION

The closing date for the first stage of the consultation Friday 30 December 2022

The Council should consider if it wishes to submit any comments.

11. TO CONSIDER THE BT PHONE BOX

This has been an item on previous agendas it has been included to allow a discussion to enable a final decision to be made.

The Council should consider making a final decision on the future of the phone box.

12. TO CONSIDER A REQUEST FOR A GRANT FROM RAINHILL HI NOTES MINIS & RAINHILL HI NOTES COMMUNITY CHOIR.

A grant application has been requested from Rainhill HI Notes Minis and Community Choir. They have requested £1000 to go towards the purchasing of a PA system and microphones to be used for their performance events. The total cost is between £1800 and £2,000. They have applied to Medicash for a £500 grant and will also apply for other grants and fundraise to reach their total. (full grant application has previously been made available to all Councillors)

The Council should consider if it wishes to award the requested grant.

13. TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

- a) Public Open Spaces
- b) Village Hall Management Committee
- c) Rainhill Railway & Heritage Society
- d) Merseyside Assoc. of Local Councils
- e) Rainhill Gala
- f) 4F Centre

14. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

Members may wish to give further consideration to the complaints / Comments below:
The Northern Rail service from Rainhill station has been decimated with now only one train an hour timetabled, resulting in overcrowded trains, often to the extent that it is actually impossible to use (my wife uses a rollator and there is no room). Unbelievably, the new December timetable has removed the 8.02 train from Rainhill to Lime Street which means that there is no sensible train for commuters (we are now left with 7.30 and 8.30 (if they are not cancelled) which are too early/too late for the majority of workers with core hours beginning at 9am. Is there any pressure that you bring to bear that can possibly improve this appalling service. I didn't think that after 30 years living in Rainhill that I would have to consider relocating in order to get to work (or anywhere else for that matter).

Resident 2 – letter to network rail

The issues are:-

Since Northern withdrew the majority of the trains between Liverpool Lime Street and Warrington Bank Quay, Earlestown, St Helens Junction, Rainhill and Whiston stations have been left with an hourly service throughout the day (excluding peak hours). Lea Green has an additional hourly service with Trans-Pennine Express trains calling there but this gives two trains some fifteen minutes apart then a forty five minute gap and these trains are also express to Liverpool denying travel to intermediate stations. Northern's response is that they have no plans to reintroduce the hourly Warrington service thereby restoring the half hourly stopping service between Earlestown and Whiston to/from Liverpool.

The current hourly service for stations between Earlestown and Whiston is provided by 3-Car Electric Multiple Unit (EMU's) Class 323 trains which start from Crewe and travel via Manchester Airport, Manchester Piccadilly and Oxford Road stations then all stations to Liverpool, meaning that, on an hourly service by the time they reach Merseyside stations

Clerk's Report December 2022

they are already heavily loaded. The intervening Warrington trains helped to distribute the loadings by giving a regular half hourly service throughout the day.

With the Government trying to reduce our carbon footprint why are we under-using a recently newly electrified railway, at the expense of running buses at seven and a half minute headways on the Rainhill to Liverpool route 10A corridor?

When my wife and I settled in Rainhill in 1972 we had an hourly train service then.

Nothing has changed in fifty years.

Steve Rotherham is always spouting about wanting a London style metro railway system for the Liverpool Region but is he challenging Northern Trains to provide a half decent service? I suspect not!

If Northern continue to refuse to reinstate the Warrington trains and restore a half hourly service between Earlestown and Whiston, then the least they should be doing is providing 6-car trains by using two 3-car Class 323's coupled together and if they say they have not sufficient stock, there are large numbers of redundant EMU's stored around the country which could be leased, many of which are compatible to be used with Class 323's. They really have no excuse to be offering such a disgraceful service.

Finally, if there is no commercial reason to run an hourly Warrington service throughout the day, why do they not consider a second hourly stopping service to Manchester Victoria which is where our Manchester trains used to go (and where some of our peak hour trains still terminate/depart from), or even extend them to Stalybridge which is currently being upgraded for electrification? Both of these destinations would open up additional travel opportunities to and from the northern side of Manchester City Centre and East Lancashire / Greater Manchester eg., Bolton, Rochdale and Trans- Pennine destinations of Huddersfield, Leeds York etc.

Response from network rail

I am writing this on behalf of our managing director Nick Donovan who has asked me to contact you as unfortunately he is not able to respond to all correspondence

Firstly I would like to apologise personally for the late response in getting back to you in regards to your journey on 5th August 2022 between St Helens Junction and Liverpool Lime Street aswell as the journey you took on 26th August 2022.

We do acknowledge that at times our services can get really busy leading to overcrowding conditions, and this can be uncomfortable for our customers. At present, all of our available rolling stock is out on the network to provide services for our customers network-wide and therefore, we are unable to put on any extra carriages or run more services as the capacity to do is limited as all resource is being used.

Whilst I appreciate your concerns surrounding your experience, Northern currently do not have a seat reservation facility and therefore, we operate a walk up walk on service. We do only have a finite number of trains and carriages at our disposal and every unit that we can operate on the day will operate on the network, whilst factoring regular maintenance activities and any other issues that may occur during the day to day running of our services.

Please also be assured that your comments surrounding this matter have been duly noted, and will be recorded alongside the headcode of the train you travelled on and your journey details.

This will then be fed back out to the wider company and regions to demonstrate the concerns that our customer's are having whilst travelling, and the problems customers are experiencing in order for us to look at how such issues can be alleviated and if possible, where additional resource may need to be allocated in the future.

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

15. TO CONSIDER FUTURE AGENDA ITEMS

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

16. DATE AND TIME OF NEXT MEETING

16th January 2023
6th March 2023

17. EXCLUSION OF THE PUBLIC

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

Item 18 & 19 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

18. 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.

19. 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.

**Rainhill Parish Council
Review of Internal Control 2022/23**

As part of the Annual Return, councils need to assess their arrangements for Internal Control and respond to the following assertion:
“We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.”

To respond positively to this assertion, the Council should have processes in place that are working effectively (as set out in “Governance and Accountability for Smaller Authorities in England”). This report considers each of the suggested processes and assesses whether they are effective or not. This will provide the basis for the Council’s year-end assessment.

Processes	Assessment
<p>Standing Orders and Financial Regulations</p> <p>The Council has standing orders and financial regulations governing how it operates. These are based on NALC guidance and are reviewed annually.</p>	<p>Processes are adequate and working effectively</p>
<p>Safe and Efficient Arrangements to Safeguard Public Money</p> <p>Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts. The Clerk is the Responsible Financial Officer and has formal responsibility for the Council’s financial affairs. Payments, whether by cheque or BACS, are authorised by two members. Some recurring payments are made by direct debit and these are reported to and approved by the Council. All payments made are approved by the Council. Payments (mainly for pitch hire) are banked promptly and linked to invoices raised. Debtors are monitored by the Clerk and if considered irrecoverable, would be reported to the Parish Council. The Council approves any changes to banks and authorised signatories. The bank account is reconciled monthly and is approved by the Chair and Clerk.</p>	<p>Processes are adequate and working effectively</p>
<p>Employment</p> <p>The Clerk’s salary is approved annually by the Council. The Council meets HMRC requirements using the PAYE tools application. The Council is a member of Merseyside Pension Fund and meets all its pension obligations.</p>	<p>Processes are adequate and working effectively</p>
<p>VAT</p> <p>All VAT is separated within the Council’s accounts. This is reclaimed annually from HMRC.</p>	<p>Processes are adequate and working effectively</p>
<p>Fixed Assets and Equipment</p> <p>The asset register records all assets, and these are fully insured. The register is reported annually to members. Any asset disposals would be approved by the Council.</p>	<p>Processes are adequate and working effectively</p>

APPENDIX 1

Processes	Assessment
<p>Loans The Council currently has no loans. Any new loan would only be considered if the Council were satisfied it could be afforded and that approvals have been obtained.</p>	<p>Processes are adequate and working effectively</p>

Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a review of the effectiveness of the system of internal control in each financial year. The above assessment meets this requirement and shows that there are adequate processes in place and that these are working effectively.

Action Required:

The Council should consider this review of Internal Control and its effectiveness. It should also identify any concerns arising from it.

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 12th December 2022 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 2022.</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 10th May 2021, 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 9 th May 2022
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 2019.
Risk Assessment Register	The Council maintain a risk assessment register which is reviewed annually	Approved by Council in May 2022.
Asset Register	The Council maintain an Asset register which is reviewed and updated annually	Updated version of asset register approved by Council in May 2022.
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 2022 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 2022/23

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 (£8.82 per elector in 2022/23).</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>