

Windle Parish Council

Minutes of the Meeting of the Windle Parish Council, held on Tuesday, 19<sup>th</sup> February 2013, at the Eccleston Village Hall, Kiln Lane

Present: Councillor Mrs. N. J. Ashcroft (Chairman)  
 “ W. Ashcroft (Deputy Chairman)  
 “ Mrs. K. S. Barton  
 “ R. W. Barton  
 “ S. A. Bligh  
 “ Mrs. M. McNulty  
 “ K.D. Roughley  
 “ Mrs. E. Uren

Also in Attendance: L. J. Kilshaw (Clerk to the Council)

154. Prayers – The Chairman welcomed everyone, and opened the meeting with prayers for the work of the Council.

155. Apologies – had been received from Cllr. Mrs. A. Bate – away on holiday.

156. Declarations of Interest (a) Cllr. W. Ashcroft declared an interest as a member of Liverpool-St Helens R.U.F.C. – see minute 16 later refers.

(b) In order to comply with advice received from NALC and the S.L.C.C. Cllrs. Mrs. M. McNulty and Mrs. E. Uren- both being residents in the Windle Parish, and thus subject to Council Tax therein, applied to the Parish Council for dispensation to participate in the discussion and decisions on setting the level of the Parish Precept requirement for 2013/14.

Resolved that this dispensation be given.

157. Parish Matters

a) The Clerk was asked if the promised (email 2311/12 refers) £300 donation, from the Ward Councillors Improvement Fund, towards the cost of the provision of the Christmas Tree and lights etc at Bleak Hill School had yet been received. He answered not as yet, but expected that it would be received in March.

b) Councillors W. Ashcroft stated that the Clerk's hours of work- and accordingly the salary should be increased, as he had become aware that the workload had itself increased considerably in recent years. He was supported in this by Councillors K.S. and R.W. Barton and the other members present. The Clerk thanked them for their consideration, but would prefer to leave the matter until the new financial year.

158. Minutes - The Council received the minutes of the Parish Council Meeting, held on Tuesday, 15<sup>th</sup> January 2013, which had been circulated previously.

Resolved that these minutes be confirmed as a true and correct record and be signed by the Chairman.

### 159. Matters Arising

Ref min.140a ante – Bleak Hill School had been complimented on the introduction of the banners requesting cooperation from parents, who drove their children to the School, in not parking on the zig-zag lines on the road. They were under the impression that the Clerk received copies of the School magazine, which detailed the advent of the banners, and thus publicised their installation . This was not the case at the time , but future copies of the magazine would include the Clerk and the Parish Council.

160. Planning Matters- The Clerk gave the opportunity for comment on the following;

#### (a) Planning Applications

(1) P/2013/ 0026- 1 Stuart Road/ corner of Bleak Hill Rd.- Removal of 2m hawthorn boundary hedge and replacement with 1.8m.high fencing-consisting of concrete posts and wooden panels.

(2) P/2013/ 0054 - 48 Queens Drive- single stry. extn. to side and rear.

(3) P/2013/0058 – 34 Queens Drive- 2stry. side- extn.

(4) P/2013 /0084- 43 Queens Drive- 2 stry. side- extn.

(b) Decisions: (A) P/2012/ 0849- Helen French/ Flat above 84 Kiln Lane- Change of Use for 1<sup>st</sup> Flr. Flat from 2 bedroom flat from residential to incorporation into the beauty salon business operating on the ground flr.

Permission not granted- Highways Dept. raised objections re anticipated increase in traffic and parking problems.

(B) P/2012/0894- 8 Hamilton Road- Erectn. of detached bldng.in rear garden- For use as a summer house and garden store.

Permission granted.

Resolved,that no objections be raised against the four applications in (a) and that the two decisions detailed in (b) be noted.

### 161. Other Correspondence

The Clerk submitted the following items of correspondence, to be dealt with as indicated; 1. Latest bulletins from Halton & St Helens VCA. Received & Noted

### 162. Ecclesfield Sports Facility- Report

No meeting had been held, but some problems had been encountered with some of the pitches being in a bad condition.

### 163 NALC/MAPTC/LALC/SLCC

Details of some of the proposed training courses had been received . Noted

### 164. L.W.P.A

No report given.

### 165 J. Malone Garden –Report

No work required at the moment. Pleasing to note the snowdrops appearing plentifully- apparently as a result of some transplanting by Cllr. Ken Roughley from his mother's garden in Queen's Drive.

The Clerk informed that there were still some outstanding funds, in the budget for this year, for new plants etc.

#### 166. Parish Newsletter Report

The Clerk reported that all advertisers had paid their account except for one business which had changed hands during the year.

One advertiser had indicated that they would be discontinuing their advert, but expressed thanks for the service provided over several years.

Resolved that the small outstanding account be written off as the advertiser concerned had supported the Newsletter for a considerable time, and that the letter of appreciation received from the other advertiser be noted.

Cllr. Ken Roughley reported that as a result of a medical condition, sadly he would have to withdraw from editorship of the Newsletter. This was something he had enjoyed doing over the past ten years.

After the receipt of this unexpected bombshell item of news the Council members were quick to, once again, pay tribute to his sterling efforts as editor, resulting in an enjoyable magazine, which was well appreciated throughout the Parish, and beyond.

Resolved that the Clerk should attempt to recommend a possible suitable successor to the post.

#### 167 Reports from Other Bodies

Cllr. W. Ashcroft informed that he would be attending a meeting, arranged by the Sports Council, at the Town Hall for funding available to sporting bodies and supporting an application by Liverpool- St Helens R.U.F.C. Moss Lane.

There have not been any visits to the Windle Parish Council meetings by any local police officers, nor any written/ emailed report received from them, for a long time now.

It is realised they are considerably "stretched" in these times, but it would be beneficial to receive some information regarding their activities, to be able to answer relevant queries raised by local residents.

#### 168 Internal Audit Risk Assessment- Further Consideration

Special attention was drawn to the List of Assets, which required to be updated and adjusted to include the two new sets of Christmas Tree lights, which it had proved necessary to purchase in December 2012, and to deduct the previous set, which had become obsolete. The invoice for one set will not be received from St Helens Council before March 2013.

The Financial Regulations were examined and it was confirmed that these were being complied with and in his report the Internal Auditor had expressed satisfaction with the existing

169 Finance; (a) Balances – The Clerk advised Council that the bank balances, as at the 25<sup>th</sup> January 2013, were Current A/c £5609.89, Business Reserve A/c £6033.53.

(b) Payment of Accounts ; Resolved that payment be made of the following accounts :

		£
NatWest Bank (Direct Debit)	Monthly Voucher Statement Fees	3.25
Eccleston P. C.	Room Hire	21.00
DSG Retail Ltd.	Ink Cartridges	65.00

(c) Minutes of the Finance Committee Meeting 17/01/13

The council received the minutes of this Finance Committee Meeting, which had been circulated previously.

Resolved that these minutes be confirmed as a true and correct record and be signed by the Chairman.

(d) Budget/ Precept 2013/14

The Clerk reported on the anticipated position on balances at the end of the financial year;

	£
Balance at 1 <sup>st</sup> April 2012	6232
Add Projected Receipts for 2012/13	14327
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	20559

Less Projected Payments 2012/13	<hr/>	13239
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Projected Balance at 31 <sup>st</sup> MARCH 2013	<hr/>	7320
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St Helens Council had advised that the Council Tax Base for 2013/14 for the Parish had been set at £970 (Band D equivalent properties) c.f. £1.035 2012/13.

Thus a precept of £11500= £11.86, £11750= £12.11, £11850= £12.22, £12000= £12.37, £12,500= £12.89, £ 12750= £13.14, £13000=£13.40

The suggested payment dates of 50% 22<sup>nd</sup> April 2013 and 50% 24<sup>th</sup> June 2013 had already been agreed (see min.152c 15/01/13) and a letter of acceptance had been sent to St Helens Council to confirm this.

The Council had been advised of the budget provision necessary to maintain existing levels of service, and the report identified problem areas and other items to be included for precept purposes, and areas which might be reduced..

The Finance Committee had initially recommended that the level be kept to £12750- the same precept as 2012/13. However it was pointed out that due to government cuts and less money being granted to district councils this would , due to the reduction in the Council Tax Base from £1.035 to £0.970, increase the individual tax payers contribution from £12.32 to £13.14= £0.82 increase.

There was current confusion about this in local government circles and no clear guidance from the Secretary of State in this matter. In the current financial climate it was felt necessary to be extremely prudent with the budget, and where possible avoid increases.

After discussion and further study of the budget, it was decided it would be feasible to reduce the level of some items, and it was

Resolved that a level of £11,850 be set for 2013/14 and that the following broad based budget be accepted for 2013/14.

<u>Payments (net of VAT)</u>	<u>£</u>
Fees & Ins.	1490
Salary	3618
Election Costs – provision	1200
Post /Telephone incl.Broadband	420
Website	140
Printing /Stationery/ Publications	240
Room Hire	231
Donations	50
Newsletter	960
School Awards	110
Maintenance- Ecclesfield	426
J Malone Memorial Garden Plants etc.	25
Lynton Play Area- Opening –Closing	2600
Engraving/ Chmns. Chain of Office/ Gdn. Comp.Trophies	60
Garden Competition	240
Christmas Tree Lighting / Transport	650
Hospitality	240
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	Sub total
	13700
<u>VAT estimated</u>	730
Contingency (600)	
Roll of Honour Project (500)	
<u>Computer Replacement (500)</u>	
<u>Election Costs Provision (1200)</u>	
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	14430
<u>Receipts for 2013/14 (estimated)</u>	<u>£</u>
<u>Precept</u>	
Bank Interest	5
VAT Refund	730
<u>Advertising</u>	<u>290</u>
<u>Matching Funding</u>	
<u>Miscellaneous</u>	
<u>Total</u>	<u>1025</u>

The Council will again need to consider carefully any other items of expenditure to be taken into account and will need to be prudent in the preservation of adequate balances.

#### Audit Regulations

The Council is reminded that the regulations introduced procedures which require the identification of specific provisions (other than contingency) made within the balances, and the need to have a budget based on income and expenditure features, which must be contained within the resolution of the Council accepting the precept requirement.

This does not preclude the use of "virement" during the year, but this must be approved by the Council. The "audit trail" must be clear to follow, particularly in relationship to the accumulation of balances.

The Council – Resolved that the proposed budget be accepted and that the precept be set at £11850 for 2013/14, and that this decision be communicated to St Helens Council tomorrow as is required.

170 Date of Next Meeting

The next meeting will be held on Tuesday 19th March 2013, to be preceded by the Annual Assembly, which will commence at 7.00pm.

The meeting closed at 8.18pm.

Signed \_\_\_\_\_ DATE \_\_\_\_\_  
(Chairman)

13,700	
730	
	VAT (estimated)
	Community (600)
	Roll of Honour Project (200)
	Computer Replacement (100)
	Electric Cookers Provision (1,500)
14,430	
	Receipts for 2013/14 (estimated)
	Interest
	Bank Interest
2,000	
	VAT Refund
280	
	Advertising
	Machine Funding
	Miscellaneous
14,710	
	Total

The Council will again need to consider carefully any other items of expenditure to be taken into account and will need to be content in the preparation of accounts.

Audit Regulations  
The Council is reminded that the regulations introduced previously which require the identification of specific providers (rather than categories) made within the balances, and the need to have a budget based on income and expenditure figures which must be contained within the resolution of the Council regarding the budget.