

Billinge Chapel End Parish Council

Minutes of Council Meeting held on 20th May 2019

Present; Councillor S Murphy (Chair)
Councillors D Clift, S Gardner, T McEvoy and P Peers
T Kelly (Clerk to the Council)

ANNUAL MEETING

No 1

Appointment of Chairman

Resolved: Councillor Sue Murphy appointed Chair for the 2019/20 municipal year. She read and signed the declaration of office.

No 2

Appointment of Vice-Chairman

Resolved: Councillor Steve Gardner appointed Vice-Chairman for the 2019/20 municipal year. He signed the declaration of office.

No 3

Acceptance of Office forms

All the councillors attending completed these forms.

No 4

Appointments

Resolved: The following appointments are made:

Council Committees and Roles

Estimates Committee – 20 January 2020	all members
Public Hall Working Group – as required	all members
Personnel Committee – as required	all members
Editor of Billinge Beacon	Councillor Gardner
Press Officer	Chair and Vice-Chair

Other Bodies

Merseyside Association of Local Councils	Councillors Clift, Gardner and Peers
John Eddleston Trust	Councillors McDonnell
Residents' Association	Monthly rota

No 5

Delegation for Urgent Decisions

Resolved: If the Clerk believes an urgent matter arises between Council meetings, it shall be determined by the Clerk in consultation with the Chairman and Vice-Chairman. Such matters shall be reported to the next meeting.

No 6

Approval of Standing Orders and Financial Regulations

Resolved: The Council approves these documents for 2019/20.

No 7

Approval of Council Policies

Resolved: The Council approves the following documents for 2019/20:

- Accessibility charter
- Code of Conduct (*may be reviewed again, in line with St Helens policy)
- Complaints procedure
- Co-option arrangements
- Disciplinary procedure
- Environmental policy
- Filming protocol
- Grant awarding policy
- Grievance procedure
- Publication scheme.

It was noted that it would be useful to maintain a record of those benefitting from Council grants.

No 8

Review of deeds and asset register and insurance arrangements

Resolved: The Council has reviewed and noted the asset register, deeds and the insurance arrangements. There are no matters arising from this.

No 9

Dates, times and place of Council meetings

Resolved: Council meetings will be held at the Public Hall on the third Monday of each month at 7.30pm (unless circumstances require a change).

The Clerk will place these dates on notice boards and the website.

No 10

Annual Return 2018/19

Resolved: The Council reviews and approves the Internal Audit Report for 2018/19. There are no matters arising from this.

Resolved: The Council reviews and approves the Annual Governance Statement for 2018/19. The Chairman signed these on behalf of the Council.

Resolved: The Council reviews and approves the Accounting Statements for 2018/19. The Chairman signed these on behalf of the Council.

The Chairman recorded the Council's thanks to the Clerk for the work he does, particularly on the accounts.

PUBLIC SESSION

Residents asked questions about several issues including the school crossing patrol, the future of the Public Hall and the Stork Inn. Another resident asked about providing more grants to minority groups and it was suggested a register of local groups be considered at a future meeting.

ORDINARY BUSINESS

No 11

Apologies

Apologies for absence were received from Councillors B Bradbury, H Craig, D McDonnell and S Rahman.

No 12

Declaration of interest from Members

No declarations were made.

No 13

Minutes of last meeting

Resolved: The minutes of the Council meeting held on 15th April 2019 were confirmed as a true record and signed by the Chair.

No 14

Planning Applications

Resolved: The Clerk should inform St. Helens Council that the Council raises no objection to the following applications:

P/2019/0274/HHFP 8 Myrtle Grove

P/2019/0313/FUL Unit F1, Belvedere Barn Estate, Crank Road

The Chair suggested a small group of members could view applications and provide guidance to future meetings. This will be considered at on the next agenda. It was also suggested that the Council's website could produce a link for residents to view planning applications.

No 15

Financial Matters

Resolved: The Council authorises the payment of accounts numbered 11 to 18 for the total sum of £2,392.98 (attached).

Resolved: The Clerk should write to those with unpaid debts and explain that the Council will take recovery action through the County Court if payment is not received by 28th May 2019.

No 16

Bank Account

Resolved: It was agreed that Councillors Murphy, Bradbury, Clift, Gardner, McEvoy and McDonnell should be signatories for the Council's bank account, including internet banking. The Clerk will make the arrangements for this.

No 17

Stork Inn

Resolved: It was agreed to continue to pursue a possible conservation area.

No 18**Summer Play Scheme**

Resolved: The Council confirms it wishes to hold a play scheme over the summer holidays. It was agreed that the Clerk should contact the Youth Service to confirm this. The Council agreed to pay the costs of this.

No 19**Training Events**

Resolved: The Clerk should arrange for Councillors Gardner and Peers to attend the New Councillors and Clerks training course when places become available.

Councillors should inform the Clerk if they wish to attend the LALC Spring Conference and he will book them a place.

The Clerk should attend the SLCC Regional Training Seminar in Harrogate on 31st July.

No 20**Clerk's Report**

Resolved: The Clerk's report for May is received and noted.

No 21**Exclusion of Press and Public**

Resolved: In view of the confidential nature of the matters being discussed, the press and public should be excluded under the Public Bodies (Admission to Meetings) Act 1960.

No 22**Proposed Purchase of a New Hall and Sale of Public Hall**

The Clerk reported the current position on the sale of the Public Hall and purchase of a new hall.

Resolved: In accordance with Standing Order 22, it was agreed that Councillors Gardner and McDonnell will sign all legal documents on behalf of the Parish Council. The Clerk will witness their signatures.

(If there were urgency and either councillor was unavailable, Councillor Murphy is authorised to take the place of either councillor and sign the documents).

Resolved: The Clerk should apply for a planning change of use for the new hall, from D1 to D2.

Resolved: The Clerk should begin the practical arrangements for the move. This should include arranging the removal, clearing the Public Hall, including disposing of possible unwanted furniture, arranging the utilities for the new hall and arranging Royal Mail re-direction of post. The Clerk will report progress to future meetings.

