

# **Billinge Chapel End Parish Council**

## **Minutes of Council Meeting held on 15<sup>th</sup> May 2017**

Present; Councillor P Roberts (Chairman)  
Councillors B Bradbury, H Craig, K Cleary, D McDonnell, T McEvoy  
T Kelly (Clerk to the Council)

### **ANNUAL MEETING**

#### **No 1**

##### **Appointment of Chairman**

Resolved: Councillor Paul Roberts appointed Chairman for the 2017/18 year. He read and signed the declaration of office and expressed his thanks to Councillor McEvoy for his work as Chairman.

#### **No 2**

##### **Appointment of Vice-Chairman**

Resolved: Councillor Neil Smith appointed Vice-Chairman for the 2017/18 year.

#### **No 3**

##### **Appointments**

Resolved: The following appointments are made:

##### **Council Committees and Roles**

Estimates Committee – 15 January 2018	all members
Public Hall Committee – as required	all members
Personnel Committee – as required	all members
Christmas Tree Committee – as required	all members
Editor of Billinge Beacon	Councillor P Roberts
Press Officer	Councillor K Cleary

##### **Other Bodies**

Merseyside Association of Local Councils	Councillor P Roberts, Clerk (an additional appointment will be considered at next meeting)
St Helens Sports Council	Councillor P Roberts
John Eddleston Trust	Councillor D McDonnell
Residents' Association	Monthly rota

It was also agreed that the Parish Council should no longer have a representative on Billinge Horticultural Society. (It was noted that Cllr McDonnell will be attending as a district councillor).

#### **No 4**

##### **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, Vice-Chairman and Councillor D McDonnell. Such matters shall be reported to the next meeting.

#### **No 5**

##### **Approval of Standing Orders and Financial Regulations**

Resolved: The Council approves these documents for 2017/18.

#### **No 6**

##### **Approval of Council Policies**

Resolved: The Council approves the following documents for 2017/18:

- Complaints procedure
- Freedom of information publication scheme
- Grant awarding policy
- Disciplinary procedure
- Grievance procedure
- Code of Conduct

#### **No 7**

##### **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 8**

##### **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 has circulated dates for the municipal year and will place these on notice boards and on the website.

#### **No 9**

##### **Annual Return 2016/17**

Resolved: The Council has reviewed and approved the Internal Audit Report for 2016/17. There are no matters arising from this.

Resolved: The Council reviews and approves the Annual Governance Statement for 2016/17. The Chairman signed these on behalf of the Council.

Resolved: The Council reviews and approves the Accounting Statements for 2016/17. The Chairman signed these on behalf of the Council.

### **PUBLIC SESSION**

*In the public session, members of the public discussed the chicane on Rainford Road, consultation from Helena Housing on new housing, traffic emissions at the Dam Slacks play area, speeding on Main Street and adding councillors' declaration of interests to the website.*

*Councillor Cleary thanks the Council for its support over the past months, during his illness.*

*Councillor Bradbury asked for thanks to the Clerk to be recorded, following a difficult year for the Council.*

## **ORDINARY BUSINESS**

### **No 10**

#### **Apologies**

Apologies for absence were submitted and accepted on behalf of Councillors D Clift, S Murphy and N Smith.

### **No 11**

#### **Declaration of interest from Members**

No declarations were made.

### **No 12**

#### **Minutes of last meeting**

Resolved: The minutes of the meeting of the Council held on 10<sup>th</sup> April 2017 were confirmed as a true record and signed by the Chairman.

### **No 13**

#### **Planning Applications**

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

<b>Reference</b>	<b>Address</b>
P2017/0296	1 <sup>st</sup> floor, 190 Main Street
P2017/0312	75 Upholland Road
P2017/0320	22 Carr Mill Crescent
P2017/0325	127 Main Street
P2017/0353	26 Coultshhead Avenue
P2017/0376	17c St Marys Avenue

### **No 14**

#### **Financial Matters**

Resolved: The Council authorise the payment of accounts numbered 9 to 19 for the total sum of £2,372.10 (attached). This includes one payment under s137 of the Local Government Act 1972 (no. 9 - £100.00).

### **No 15**

#### **Cheque Signatories**

Resolved: It was agreed that Councillor P Roberts and N Smith should become cheque signatories for the Council's bank account. The Clerk will make the arrangements for this.

### **No 16**

#### **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 implement this if it is possible. The Council agreed to pay the cost of this.

### **No 19**

#### **Clerk's report**

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

**No 20**

**Exclusion of Press and Public**

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

**No 21**

**Offer from a Local Organisation**

Resolved: The Council agreed to pursue the offer from a local organisation. It will obtain valuations and then consider the next steps.

Chairman

19 June 2017

**BILLINGE CHAPEL END PARISH COUNCIL  
ACCOUNTS APPROVED FOR PAYMENT  
May 2017**

<b>No.</b>	<b>Name</b>	<b>Purpose</b>	<b>Amount</b>
9	Various	Survey prize draw winners (4 x £25) (Payments under s137 of the Local Government Act 1972)	100.00
10	British Telecom	Broadband charges (DD)	13.20
11	P. Kelly	Monthly Wage	333.75
12	T. Kelly	Monthly Wage	856.03
13	HMRC	Income tax and national insurance	374.74
14	Merseyside Pension Fund	Employer and employee contributions	359.39
15	Contract Natural Gas Ltd	Gas supply (DD)	40.81
16	Arena Group Ltd	Photocopying charges	17.17
17	OCS Group UK Ltd (Cannon)	Sanitary services	136.68
18	British Gas	Electricity charges (DD)	74.99
19	Water Plus	Waste and wastewater (DD)	65.34
		<b>TOTAL</b>	<b>£2,372.10</b>