



Billinge Chapel End Parish Council

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14 November 2022

Members are summoned to attend a Parish Council Meeting of the Billinge Chapel End Parish Council, on Monday 21 November 2022 at 7.30pm.

This will be held in The Public Hall, 216 Main Street, Billinge WN5 7PE.

Hazel Broatch

Clerk to the Council

PUBLIC SESSION

1. Statement (if any) from Merseyside Police
2. Statements (if any) from Borough Councillors Betts, Murphy and Peers
3. The public may speak of any matters of concern, but the Council may not make any lawful decision during the public session. The public cannot take part at any other time in the meeting.

Please note that Council Meetings are filmed.

Please note that The Clerk is publishing any reports attached on the website along with Agenda unless they are of an exempt nature (Local Government Act 1972).

AGENDA

1. **To receive** any apologies for absence and approve reasons for absence.
2. **To receive** any declarations of interests from Members.
3. **To approve** the minutes of the meeting held on 17 October 2022 (attached) as correct record.

To note the verbal report from the Clerk on progress with the Action Log.

- 4. To resolve** whether, in accordance with Section 100A(4) of the Local Government Act 1972 members of the public and press be excluded whilst Agenda Items 17.1 and 17.2 are discussed (likely disclosure of exempt information as defined in Para 1 and 2 of Schedule 12A of the Act).

5. Library Service

To note that the current understanding is that St Helens Council will consult again in the future about library closures. The Parish Council is committed to fighting against the closure of the library in Billinge. It understands that the people of Billinge are passionate about having a library service. However the Parish Council has resolved to do a consultation exercise about whether people would be as passionate if the end result was that the only way to have a library service would be for it to be a community led library service. As part of that process the Parish Council will also hold a meeting which is open to all the public in Billinge on Monday 5 December 2022 at 7.30pm in The Public Hall.

To note the Chair has talked with specialist solicitors firm about the implications of getting advice if it is decided to take legal action.

6. Flooding

To note letter (attached) from St Helens Council.

To note verbal report from Chair and **to resolve** that the Parish Council complain to St Helens Council about the length of time it has taken to action the Section 19 Investigation.

7. Billinge Medical Practice

To note verbal report from the Chair and that the Medical Practice is planning to have a patient engagement event at the end of November.

8. Planning

To resolve whether to submit any observations on the following applications:

P/2022/0758/FUL Billinge Veterinary Surgery, 42-44 Rainford Rd
Erection of two storey building for Class E (a,c,g(i)) following demolition of existing single storey buildings.

P/2022/0776/TPO 17B St Mary's Avenue
Works to multiple trees covered by TPO.

9. Community Governance Review

To note St Helens Council is undertaking a Community Governance Review of their existing Parish Councils. The review is to help them to consider if any changes are needed to Parish Council arrangements, whilst ensuring that Parish Councils continue to

reflect the identity and interests of local communities. The review will consider changes to parish areas – changing parish boundaries, creating or merging parishes and changes to the number of parish councillors and introducing or changing parish warding arrangements.

To note review survey (attached)

To resolve a response from the Parish Council to the current consultation. The deadline for responses is 30 December 2022. St Helens Council will consider all the response and produce recommendations which will go out for consultation (July – October 2023).

10. Food Bank Working Group

To note Parish Councillor F Gill has resigned from Working Group.

To note the approach from the church to the Parish Council to work together to set up a Food Pantry in Billinge. The Church propose identifying a venue, putting in place the necessary systems and procedures to ensure compliance and identifying a team of volunteers. They would learn from the experience of other churches who have set up a number of Food Pantry's.

To resolve whether the Working Group should work with the Church on this proposal.

11. Events

To resolve to thank St Helens Councillor P Peers and Parish Councillor S Wainwright for putting up poppies on lampposts in the village; Nugent House School for the poppy display in the Millennium Garden; G Norris for the poppy display at the Remembrance Garden. Please note that the Remembrance Garden is owned by St Helens Council.

To note that the Christmas Window Competition and the Christmas Poster Competition (for schoolchildren in primary schools in Billinge) have both been launched.

To note that the lighting of the Christmas Tree Lights by the Mayor of the Borough Council at the Millennium Garden will take place on Friday 9 December 2022 at 6pm with refreshments, Christmas stalls and entertainment organised by the Billinge Residents Association in The Public Hall.

To note that the Clerk will be uploading a page on the Website with information on events and activities provided in The Public Hall. Some of these will be free community events and others will be specialist activities provided by hirers of The Public Hall who make a charge to users for the activities they provide.

12. Parish Council Health & Safety Report

To note the attached report. The Clerk has highlighted the key recommendations and will report back with proposals for implementation and any implications to future meetings.

13. Financial Matters

13.1 To note that the Local Government Services Pay Agreement for 2022/23 has been agreed by the National Joint Council. The increase is backdated to 1 April 2022. The new rates are uprated by 4.04 per cent. In addition, from 1 April 2023 it has been agreed that all employees will receive an increase of one day (pro rata for part-time employees) to their annual holiday leave entitlement. The payment schedule includes back pay (April – October 2022) and the new rate of pay for November in the salary payment for the Clerk/RFO.

13.2 To resolve whether to authorise the payments on the Schedule of Payment for November 2022 (VN72 – VN86 totalling £4363.11) (attached)

13.3 To note grant application from Billinge Residents Association (attached) and **to resolve** whether to approve the application.

13.4 To resolve that the Estimates Committee Meeting be held on 9 January 2023 at 7.30pm instead of on 16 January 2022. All Members attend the Estimates Committee Meeting. It will consider and make recommendations for the Budget for 2023/24. It cannot make decisions and the meeting is not open to the public. Its recommendations would go forward to the Parish Council Meeting on 16 January 2023 for decision.

13.5 To note that St Helens Council have written to the Chair and the Clerk/RFO about land leased from St Helens Council and associated costs. The Clerk has reviewed their letter and it identifies a piece of land that is not in the Parish and she has advised them of this. It also identifies Dam Slacks Play Area as being leased by St Helens Council to the Parish Council. The Asset Register identifies Dam Slacks Play Area as belonging to the Parish Council. It states that it was acquired by them in 1980. The Clerk has advised St Helens Council of this fact and will update on any response at the meeting.

14 Personnel Matters

To note the Clerk/Responsible Financial Officer is due an appraisal having been employed by the Parish Council since 1 August 2021 and **to resolve** whether the Chair (in accordance with Standing Order 19) “conduct a review of the performance of the work of Clerk to the Council” as soon as possible. Her Job Description is attached and further guidance on the role of Clerk/RFO can be found at: <http://askyourcouncil.uk/governance-toolkit/part-two-the-parish-clerk/>

To note that the Clerk/RFO is employed by the full Parish Council so it would be appropriate for the Chair to consult with all Parish Councillors before the appraisal.

15 Clerks Report – to note for information only (attached)

16 Green Spaces

16.1 Dam Slacks Play Area – to note that St Helens Council has advised that the swing set is not safe/fit for purpose. They have made sure it is not in use. St Helens Council is paid by the Parish Council to inspect the safety of the play area and play equipment on behalf of the Parish Council.

To resolve that the Clerk get quotes for supplying and installing replacement and reports back to the next meeting.

16.2 Millennium Garden

To note that Billinge in Bloom have kindly planted bulbs. Unfortunately they have, without approval, also removed grass and planted a tree with bulbs in the soil. The Parish Council agreed to the following on 3 October 2022 (Minute 56.1) “approval be given to Billinge in Bloom to plant bulbs in the Millennium Garden close to the stone wall at its highest point to minimise maintenance issues and maximise visibility”.

To resolve whether the Clerk should write to Billinge in Bloom to ensure that they know that, in future, they should have approval in advance from the Parish Council for all works they might wish to do on land owned by the Parish Council and to ask them about ongoing maintenance of the bulbs and the tree.

Members of the Public and Press may be asked to leave the meeting (see Agenda item 4 above) Please notes that reports are attached for Members Only.

17.1 To note attached report from the Clerk on essential tree works in the Millennium Garden and **to resolve** who to award the contract for the works to and to authorise the Clerk to get the works done as soon as possible.

17.2 To note attached report about the insurance policy (currently with Zurich Insurance) is due for renewal on 17 January 2023 and **to resolve** whether to award the contract for 2023-2028.

The next meeting of the Parish Council will be Monday, 19 December 2022 at 7.30pm in The Public Hall

PLEASE NOTE THAT ALL THE ATTACHED REPORTS CAN BE FOUND ON THE WEBSITE

www.billingeparishcouncil.gov.uk