



Billinge Chapel End Parish Council

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12 June 2023

Members are summoned to attend a Parish Council Meeting of the Billinge Chapel End Parish Council, on Monday 19 June 2023 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

4. **To receive** any apologies for absence and approve reasons for absence.
5. **To receive** any declarations of interests from Members.

6. **To approve** the Minutes of the meeting held on 15 May 2023 (attached) as correct record.
To note the verbal report from the Clerk on progress with the Action Log.
7. **The Varini License Application – to note** the Chair has written to the Licensing Committee at St Helens BC and that any updates will be reported verbally.
8. **Flooding – S19 Investigation Report by St Helens Council - to note** report from St Helens Officers (who will attend the meeting) and **to resolve** whether to make any comments.
9. **Carr Mill Road Car Parking - to note** attached response from Nugent Care Trust and **to resolve** whether to take any further actions.

10. Litter

To note that a member of the public has complained about the amount of litter in the village and requested additional bins. **To resolve** how to respond. Litter bins are the responsibility of St Helens Council if on the highway (which includes the pavement) or in a park owned by St Helens Council.

11. Community Led Library Service - to note Book Cycle continue to be in active and constructive discussions with the Eddleston Trust. They have reached the stage where the officer (who supports the work of the Trust) is consulting with the Trustees.

12. Community Improvement Aims and Objectives for 2023/24

To resolve to adopt the following Community Improvement Aims and Objectives for 2023/24:

Dam Slacks – to identify a range of options and assess implications for further development of the land currently not used for the benefit of the community;

Defibrillator - to add an additional defibrillator in the middle of the village (noting one already in place at St Mary's School and another near the Eagle and Child);

Community Led Library Service -to continue to support Book Cycle in developing the service based on their experience at Orrell, Wigan and elsewhere in the UK;

Food Pantry - to continue to work with St Aidans Church and others as appropriate ; and

Community Events -to continue to work with others on providing a range of events for the community and responding to national and other events as appropriate.

To resolve to set up a Working Group to develop options (including assessing the implications and feasibility) for the land currently not used at Dam Slacks.

13. Civility and Respect Pledge

Dignity at Work Policy

To resolve to adopt the attached Dignity at Work Policy.

The Pledge

To note what is included in The Pledge and to **resolve** whether to sign The Pledge.

The Pledge states by signing-up that the Council, is agreeing that the Council treats Councillors, Clerks, Employees and Members of the Public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

Has put in place a training programme for councillors and staff;

Has signed up to Code of Conduct for Councillors;

Has good governance arrangements in place including staff contracts and a dignity at work policy;

Will seek professional help at the early stages should civility and respect issues arise;

Will commit to calling out bullying and harassment if and when it happens;

Will continue to learn from best practices in the sector and aspire to be a role model/champion through, for example, attaining the Local Council Award;

Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Once signed-up the Parish Council will be asked to display the Civility and Respect logo on its website, headed paper, noticeboards etc.

Training

To note that Cllrs Fiona and Frank Gill and Malcolm Webster have signed up for training on planning and finance as well as on what generally it means to be a Parish Councillor.

The Clerk and the Cleaner are undertaking manual handling and fire extinguisher training as recommended in the Annual Health and Safety Report.

Local Council Award Foundation Level

To note the Clerk will bring a report to the next meeting on what is needed and what is already in place to attain the Local Council Award. The first stage is to qualify for Foundation Level and then aspire for Quality Award.

14. Policies and Procedures

To appoint a Working Group to review policies and procedures and report back with their recommendations.

15. Financial Matters

15.1 Merseyside Pension Fund – to note that Clerk did not join Fund when she started on 1 August 2021 and that the Pension Fund has advised recently that this is still not an issue.

15.2 To resolve whether to authorise the payments listed on the attached Schedule of Payments VN 23-34 totalling £3369.53.

15.3 **To note and approve** change to VN17 which was listed on Schedule of Payments (approved on 15 May 2023) as being payable to Frank Gill. This payment was actually made directly to the supplier Trophy Shack Ltd.

15.4 **Unity Trust Bank – to note** that the application for Cllr Fiona Gill to be added to the list of bank signatories and those authorised to approve payments has been submitted to Unity Trust Bank.

15.5 **St Helens BC Community Improvement Fund 2023/24. To note** that this fund will not be available in 2023/24. Historically this fund had paid for road closure during Children’s Remembrance Service; Christmas Tree and Lights in Millennium Garden; and in-part for School Crossing Patrols for St Aidans pupils and for Chapel End pupils.

To resolve to ask the Clerk/RFO to bring a report to the next meeting on the implications for activities and budget

15.6 **To note** that Public Right to Inspect Accounts 2022/23 from 5 June 23 to 14 July 23 has been published along with AGAR 2022/23 (on the website and on noticeboards).

To note that AGAR 2022/23 has been submitted to External Auditors.

16. **To note** that the Fire Alarm has been installed and that all hall users have been advised about the changes to the Fire Instructions. The Clerk will undertake a monthly check of the system and keep a log of the results including any failures that need to be addressed. The Clerk will bring a report to the next meeting as she has been advised to take some further advice about the best route (for those evacuating the building in the event of a fire) to get to the assembly point in the Millennium Garden.

17. Planning Decisions by the Planning Authority (St Helens Council)

To note the following decisions:

P/2023/0183/FUL	Land to Rear of 111 Carr Mill Road	Approved
P/2023/0175/HHFP	18 Larch Close	Refused