HIGHTOWN PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 20TH JANUARY 2020 AT ST STEPHENS CHURCH HALL

Present: **Cllrs: Brennan (in the chair), Faulkner, Jarrett, Kennan, Longfellow, Munro and Shacklady.**

2020/001. **Apologies for Absence.**
None.

2020/002. **Minutes of the Special Meeting held on 19th December 2019**
RESOLVED that the Minutes of the Special Meeting held on 19th December 2019 be approved as a correct record.

2020/003. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
Cllrs Faulkner and Jarrett declared a personal interest in respect of the planning applications item.

2020/004. **To adjourn the meeting to receive public comments.**
A resident outlined planning issues they were facing.
A representative from Altcar Camp attended to thank residents for their patience with building activities and helicopter activity.
A resident raised concerns regarding sand dune erosion.
Residents raised issues about parking generally.
A resident raised issues relating to the Chelmere Homes development.
A resident stated that land at Sandhills which has included a pathway through to the dunes since 1964 had been sold to a private buyer.

2020/005. **Casual Vacancy.**
RESOLVED that the application of Paul Shacklady be accepted in respect of the outstanding casual vacancy.

2020/006. **Informal Surgeries.**
RESOLVED that this item be adjourned to the next available meeting.

2020/007. **Hightown Festival 2020.**
RESOLVED that this item be adjourned to the next available meeting.

7/7/20.

2020/008. **Community Library.**
RESOLVED that the community library be relocated to the Alt Centre.

2020/009. **To receive reports of meetings.**
None

2020/010. **Correspondence.**
None

2020/011. **Planning Applications.**
RESOLVED that the applications be noted.

2020/012. **Food Hygiene Training for Hightown Connections Volunteers.**
RESOLVED that the invoice from Award Solutions in the sum of £140 be paid.

2020/013. **Accounts paid and for payment.**
RESOLVED that the amounts listed on the schedule circulated be paid.

2020/014. **Scheme of Delegation.**
RESOLVED that the scheme of delegation be approved as drafted.

2020/015. **Exclusion of press and public.**
RESOLVED that the press and public be excluded from the remainder of the meeting due to the confidential nature of the matters to be discussed.

2020/016. **Agreement with Award Solutions.**
RESOLVED that this item be adjourned to the next available meeting.

2020/017. **Agreement with Hightown Connections.**
RESOLVED that this item be adjourned to the next available meeting.

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council

7/7/20

HIGHTOWN PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 6TH JULY 2020 BY TELEPHONE CONFERENCE ACCESSED BY CALLING 020 3051 3255 AND ENTERING ROOM NUMBER 210301

Present: **Cllrs: Brennan (in the chair), Jarrett, Munro and Shacklady.**

2020/018. **Apologies for Absence.**
RESOLVED that the absence of any Members from Council Meetings is authorised and approved for the period until 17th May 2021 pursuant to section 85 of the Local Government Act 1972.

2020/019. **Minutes of the Ordinary Meeting held on 6th July 2020**
RESOLVED that the Minutes of the Ordinary Meeting held on 6th July 2020 be approved as a correct record.

2020/020. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
Cllr Brennan declared a non-pecuniary interest in item 20 as a member of Hightown Connections.

2020/021. **To adjourn the meeting to receive public comments.**
None

2020/022. **Casual Vacancy.**
RESOLVED:
1. That the application of Philip Dillon be accepted in respect of the outstanding casual vacancy;
2. That the resignation of Cllr Longfellow be noted.

2020/023. **Informal Surgeries.**
RESOLVED that informal surgeries would take place at the Alt Centre by appointment only between 11am and 12 noon on Saturday 15th August 2020, Saturday 17th October 2020 and Saturday 19th December 2020.

2020/024. **Grant Awarding Policy.**
RESOLVED that the Grant Awarding Policy and Application Form be approved as drafted.

23/9/20

2020/025. **Grant for Hightown Festival 2020.**

RESOLVED that this item be withdrawn in view of the cancellation of the festival.

2020/026. **Repairs to Railway Footbridge.**

RESOLVED:

1. That the content of the letter from Sefton regarding the repairs to the footbridge be noted;
2. That enquiries are made of Sefton as to the reasons for installing higher solid sides to the bridge.

2020/027. **To receive reports of meetings.**

Cllr Brennan reported on a meeting with Altcar Camp advising that helicopters would be in the area this week.

2020/028. **Correspondence.**

The clerk reported on correspondence received from residents regarding emptying the bin outside the Alt Centre, an overgrown hedge at the corner of the driveway to the sailing club on Thornbeck Avenue which is overhanging the pavement each of these issues have been reported to Sefton MBC and residents encouraged to also make their own reports directly to Sefton.

A variety of issues arising on Blundell Road with cyclists on pavements, parking problems and bins and a request is to be made to Sefton Ward Cllrs to request that this area is reviewed with a view to addressing these concerns.

2020/029. **Planning Applications.**

RESOLVED that the applications be noted.

2020/030. **Grant for Memorial Book.**

RESOLVED that the grant approved by the Parish Council in March 2019 in respect of the preparation of a memorial book be paid directly to Mr C Harris.

2020/031. **Accounts paid and for payment.**

RESOLVED that the amounts listed on the schedule circulated be approved.

2020/032. **To Appoint an Internal Auditor.**

RESOLVED that Batten Hughes be appointed as internal auditor for the financial year 2019/20 and their fee of £144 (in VAT) be approved.

2020/033. **Exclusion of press and public.**

RESOLVED that the press and public be excluded from the remainder of the meeting due to the confidential nature of the matters to be discussed.

2020/034. **Agreement with Sefton MBC.**

RESOLVED:

1. That the option of amending the lease for the Alt Centre with Sefton MBC to permit other organisations to rent space within the Centre be pursued;
2. That the option of extending the lease on the Alt Centre be left in abeyance until there is more clarity in respect of the ending of restrictions relating to coronavirus;

23/9/20

3. That the contribution towards the legal costs of Sefton MBC be approved in the sum of £150.

2020/035. **Agreement with Award Solutions.**
RESOLVED that the current arrangements in place with Award Solutions in respect of their use of the Alt Centre be continued.

In view of his personal interest in the following item Cllr Brennan relinquished the Chair to Cllr Jarrett and took no part in the discussion and voting thereon.

2020/036. **Agreement with Hightown Connections.**
RESOLVED that the current arrangements in place with Hightown Connections in respect of their use of the Alt Centre be discontinued.

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council

23/9/20.

HIGHTOWN PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 21st SEPTEMBER 2020 BY TELEPHONE CONFERENCE ACCESSED BY CALLING 020 3051 3255 AND ENTERING ROOM NUMBER 210301

Present: **Cllrs: Brennan (in the chair), Dillon, Jarrett, Munro and Shacklady.**

2020/37. **Apologies for absence.**
None.

2020/38. **Minutes of the Ordinary Meeting held on 6th July 2020**
RESOLVED that the Minutes of the Ordinary Meeting held on 6th July 2020 be approved as a correct record.

2020/39. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.

2020/40. **To adjourn the meeting to receive public comments.**
None

2020/41. **Casual vacancy.**
RESOLVED that the vacancy be advertised on the noticeboard and website.

2020/42. **Annual Governance and Accountability Returns 2019/20.**
RESOLVED that:
1. The Internal Audit Report 2019/20 be received;
2. Section 1 – Annual Governance Statement 2019/20 be approved;
3. The notes in respect of the 'No' statements on the Annual Governance Statement 2019/20 be approved;
4. Section 2 – Accounting Statements 2019/20 be approved.

2020/43. **Alt Centre broadband.**
RESOLVED that the broadband contract for the Alt Centre be transferred to Talk Talk at a cost of £24 per month including unlimited broadband and calls.

2020/44. **Alt Centre security.**

19/1/21

RESOLVED that:

1. The cost of £875.00 plus VAT in respect of security services provided at the Alt Centre by Sefton ARC be approved; and
2. The further two invoices for £40 plus VAT each in respect of security visits to reset the intruder alarm be approved.

2020/45. **ICO registration.**

RESOLVED that the payment of £40 in respect of registration with the ICO be approved and a direct debit be put in place to cover this charge in future years.

2020/46. **Call charges in respect of remote meetings.**

RESOLVED that:

1. The cost of £15 plus VAT per month for the provision of call conferencing services by Babl be approved until government guidelines permit a return to face to face meetings; and
2. Call charges incurred by Members in respect of remote meetings would be reimbursed by the Council.

2020/47. **To receive reports of meetings.**

Cllr Jarrett reported on the informal surgery that took place on 15th August 2020 which was attended by 3 residents, one resident wished to provide an update on housing issues, one resident had general questions about the operation of the Parish Council and a resident representing a facebook page attended and was advised that the Alt Centre would be reopened at the earliest opportunity allowed by government guidelines and other operational considerations.

Cllr Munro reported on a zoom meeting with Altcar Camp regarding proposals to hold a car boot sale and to gauge the views of residents about this.

Cllr Munro also reported on a meeting relating to the removal of overgrowth on local cycle paths.

Cllr Brennan reported on a meeting with Ward Cllr Kelly regarding parking issues around Blundell Road and School Road which have now been reported to Sefton Highways for investigation. A request was also submitted in respect of placing additional bins in the area which was referred to Sefton and rejected on the basis of cost. It was confirmed that resurfacing work at the top of Blundell Road was in the pipeline and would be commenced as soon as funding is available to complete the work.

Cllr Brennan also reported on the 'soft' opening of the Hightown on Sunday 20th September 2020. The event went very well with the new landlords of the pub welcomed by the Parish Council with best wishes for the success of the pub moving forward.

2020/48. **Correspondence.**

The clerk reported on correspondence received from Sefton relating to the Coastal Action Plan and it was requested that a report be submitted to Sefton about overnight campers on the beach and also spill over parking by the beach when visitors are turned away from Formby and Ainsdale beaches.

19/1/21

A letter of thanks was received from a resident attending the Parish Council surgery for the time taken by Parish Councillors to provide the information requested.

2020/49. **Planning Applications.**

RESOLVED that the applications be noted.

2020/50. **Accounts paid and for payment.**

RESOLVED that the amounts listed on the schedule circulated be approved.

2020/51. **Exclusion of press and public.**

RESOLVED that the press and public be excluded from the remainder of the meeting due to the confidential nature of the matters to be discussed.

2020/52. **Staff hours and payment.**

RESOLVED that payments be made for additional hours worked as agreed and reviewed at the next meeting.

19/1/21

HIGHTOWN PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 16th NOVEMBER 2020 BY TELEPHONE CONFERENCE ACCESSED BY CALLING 020 3051 3255 AND ENTERING ROOM NUMBER 210301

Present: **Cllrs: Brennan (in the chair), Dillon, Jarrett, Munro and Shacklady.**

2020/53. **Apologies for absence.**
None.

2020/54. **Minutes of the Ordinary Meeting held on 21st September 2020**
RESOLVED that the Minutes of the Ordinary Meeting held on 21st September 2020 be approved as a correct record.

2020/55. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.

2020/56. **To adjourn the meeting to receive public comments.**
None

2020/57. **Casual vacancy.**
RESOLVED that Simon Magill be co-opted as a member of the Parish Council and that the time for delivery of his Declaration of Acceptance of Office be extended to on or before 17th May 2021.

2020/58. **Christmas tree and lights.**
Members noted that the tree had been replaced with a smaller and better tree. It is still unclear as to when the lights will be installed although Sefton has confirmed that they will not be able to provide a fixed date for their switch on this year. The lights will be installed and switched on at the same time and contractors are currently working their way around all the trees in the Borough.

2020/59. **To receive reports of meetings.**
The clerk reported that no appointments had been requested for the surgery on 17th October. It was agreed that the surgery on 19th December

19/1/21

would be kept in the diary and that this would move to a remote event if restrictions prevented a meeting at the Alt Centre.

Cllr Munro reported on the maintenance of the roundabout and noted that the volunteers currently maintaining the roundabout would be unable to do so moving forward. It was agreed that a formal letter of thanks would be sent to those volunteers to thank them for all their hard work and confirm that the Council would look at putting other provisions in place to make sure the roundabout continued to be maintained.

2020/60. **Correspondence.**

Cllr Brennan reported on communications with a resident concerned about trees being cut down on Thistledown Drive. Subsequent enquiries confirmed that this work consisted of pruning in accordance with the land management plan. This information was also confirmed by another resident.

The clerk reported on correspondence with the church agreeing to carry forward credits for the hall hire this year to next year.

2020/61. **Planning Applications.**

RESOLVED that the applications be noted.

2020/62. **Accounts paid and for payment.**

RESOLVED that the amounts listed on the schedule circulated be approved.

2020/63. **Cash flow.**

RESOLVED that the cash flow report up to the end of September 2020 be noted.

2020/64. **Budget and precept.**

RESOLVED that:

1. The proposed budget be agreed as amended to include provision for the ongoing maintenance of the roundabout;
2. The precept for 2021/22 be agreed at £18,000.

2020/65. **Exclusion of press and public.**

RESOLVED that the press and public be excluded from the remainder of the meeting due to the confidential nature of the matters to be discussed.

2020/66. **Staff hours and payment.**

RESOLVED that the position regarding staff hours be noted.

19/1/21