



To: The Chairman and Members of Hightown Parish Council.

You are hereby summoned to attend an Ordinary Meeting of the Council which will be held by telephone conference accessed by calling 020 3051 3255 and entering room number 210301 on Monday 16th November 2020 at 7.00pm for the following purposes:

AGENDA

- 1. Apologies for Absence.**
- 2. Minutes.**
Members are asked to consider and approve the Minutes of the Ordinary Meeting held on 21st September 2020.
- 3. Declarations of interest.** - Members are requested to give notice of any interest relating to any item on the agenda.
- 4. To adjourn the meeting to receive public comments on agenda items only.**
- 5. Casual Vacancy.**
- 6. Christmas Tree and Lights**
Members will receive a report in respect of the removal of the village Christmas tree.
- 7. To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
- 8. Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.
- 9. Planning Applications.**
Members are asked to consider the planning applications set out in the schedule of planning applications circulated and also available on Sefton Council's website.
- 10. Accounts paid and for payment.**
Members are asked to agree the payments set out in the schedule of payments circulated.

11. **Cash flow to end of September 2020.**
Members will receive a cash flow report up to the end of September 2020 and are asked to note the financial position.
12. **Budget and Precept.**
Members will receive an updated budget report and are asked to note the position and to consider the precept that will be set for 2021/22.
13. **Exclusion of the Press and Public.**
Members are asked to consider excluding the press and public from the remainder of the meeting due to the confidential nature of the matters to be discussed.
14. **To review staff hours and payment.**

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council

10/11/2020



**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.**

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.

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.

16th November 2020

Planning Applications

- Erection of a first floor extension to the side/rear incorporating a balcony to the rear, single storey extensions to the side and rear, conversion of the existing garage and erection of a detached outbuilding, following demolition of the existing conservatory. 

8 Sandhills Hightown Liverpool L38 9EP

Ref. No: DC/2020/02003 | Validated: Fri 09 Oct 2020 | Status: Registered

- Erection of an attached garage to side of existing detached dwellinghouse 

6 Brentwood Close Hightown Liverpool L38 9GJ

Ref. No: DC/2020/01890 | Validated: Tue 22 Sep 2020 | Status: Awaiting decision

- Erection of a detached dwellinghouse with associated access and landscaping. 

Land Adjacent To 16 Moorhouses Hightown Liverpool L38 9ER

Ref. No: DC/2020/01790 | Validated: Wed 16 Sep 2020 | Status: Registered

HIGHTOWN PARISH COUNCIL

CASH FLOW STATEMENT AS AT 30/09/2020

Surplus carried forward from 31/03/2020

3242.87

Summary of income 01/04/2020 to 30/09/2020

	<u>Actual</u>	<u>Budget</u>
Precept	9000.00	9000.00
Alt Centre Rental	1200.00	1200.00
VAT repayment	0.00	150.00
Bank interest	0.00	12.00
Other	10000.00	0.00
TOTAL:	20200.00	10362.00

Summary of expenditure 01/04/2020 to 30/09/2020

VAT	346.31	150.00
General administration	2993.84	5200.00
Repairs	202.50	2000.00
Alt Centre	2520.95	0.00
Meeting room hire	0.00	120.00
Subscriptions	0.00	200.00
Equipment	72.00	200.00
Community Engagement Initiatives	0.00	200.00
Grants & Donations	266.00	900.00
Open Spaces	0.00	0.00
Election Expenses	0.00	1800.00
Members Expenses	0.00	0.00
TOTAL:	6401.60	10770.00

SUMMARY

BANK ACCOUNTS

Cash in hand C/F	3242.87	Current Account	15163.27
(Add) Income	20200.00	Savings Account	3315.31
	23442.87	TOTAL	18478.58
(Deduct) Expenditure	-6401.60	Unpresented cheques	-1437.31
TOTAL:	17041.27		17041.27

Temporary investments	0
-----------------------	---

J Farrar

Clerk to the Council & RFO

30/09/2020

11/09/21 12 HIGHTOWN PARISH COUNCIL BUDGET 2020-2021

ANNUAL INCOME	Budget	Actual	Estimate	PROPOSED
	2020/2021	30/09/2020	2020/2021	2021/2022
Precept	9000.00	9000.00	9000.00	18000.00
Alt Centre Rental	1200.00	1200.00	2200.00	800.00
VAT Recovery	150.00	0.00	0.00	500.00
Bank Interest	12.00	0.00	12.00	12.00
Grant	0.00	10000.00	10000.00	0.00
TOTAL:	10362.00	20200.00	21212.00	19312.00
ANNUAL EXPENDITURE	Budget	Actual	Estimate	Proposed
	2020/2021	30/09/2020	2020/2021	2021/2022
VAT	150.00	346.31	500.00	500.00
General Administration	5200.00	2993.84	9000.00	9000.00
Alt Centre	0.00	2520.95	5500.00	6000.00
Repairs and maintenance	2000.00	202.50	500.00	2000.00
Meeting room Hire	120.00	0.00	0.00	60.00
Subscriptions	200.00	0.00	0.00	200.00
Equipment	200.00	72.00	72.00	200.00
Community Engagement Initiatives	200.00	0.00	0.00	200.00
Grants & Donations	900.00	266.00	266.00	2100.00
Open Spaces	0.00	0.00	0.00	0.00
Election expenses	1800.00	0.00	0.00	1800.00
Members Expenses	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	5000.00
TOTAL:	10770.00	6401.60	15838.00	27060.00

Summary

2020-2021	
21212.00	Estimated Income for 2020-2021
15838.00	Estimated Expenditure 2020-2021
5374.00	DR
3242.87	Money in bank
8616.87	Estimated balance at end of 2020-2021
2021-2022	
19312.00	Estimated income for 2021-2022
27060.00	Estimated Expenditure for 2021-2022
868.87	Projected balance at end 2021-2022