



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 on Monday 20th January 2020 at 7.45 pm in St Stephen's Church Hall for the following purposes:

AGENDA

- 1. Apologies for Absence.**
- 2. Minutes.**
Members are asked to consider and approve the Minutes of the Special Meeting held on 19th December 2019.
- 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.**
- 5. Casual Vacancy.**
Members are asked to consider the application received from Paul Shacklady to fill the casual vacancy that has arisen as a result of the resignation of Councillor Triggs.
- 6. Informal Surgeries.**
Members are asked to agree the dates of informal surgeries to be held at the Alt Centre.
- 7. Hightown Festival 2020.**
Members are asked to:
 1. Set a date for the 2020 Hightown Festival;
 2. Agree a budget of up to £1200 in respect of the festival;
 3. Appoint members to a festival working group.
- 8. Community Library.**
Members are asked to consider the position regarding the closure of the community library and the relocation of the same to the Alt Centre.
- 9. To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
- 10. Correspondence.**

Members are asked to consider any correspondence which may have been received and respond.

11. 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.

12. Food Hygiene Training for Hightown Connections Volunteers.

Members are asked to approve and pay the invoice of £140 from Award Solutions in respect of training provided to Hightown Connections volunteers working at the community cafe based at the Alt Centre.

13. Accounts paid and for payment.

Members are asked to agree the payments set out in the schedule of payments circulated.

14. Scheme of Delegation.

Members are asked to consider and approve the draft scheme of delegation.

15. 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.

16. Agreement with Award Solutions.

Members are asked to review the arrangements between the Parish Council and Award Solutions for their use of office space within the Alt Centre.

17. Agreement with Hightown Connections.

Members are asked to review the arrangements between the Parish Council and Hightown Connections in respect of their provision of a community cafe within the Alt Centre.

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council



**MINUTES OF THE ORDINARY MEETING OF
HIGHTOWN PARISH COUNCIL**

HELD ON 19TH DECEMBER 2019 AT THE ALT CENTRE

- Present:** Cllrs: Brennan (in the chair), Jarrett, Longfellow and Munro.
- 2019/035. Apologies for Absence.**
Councillors Faulkner and Kennan.
- 2019/036. Minutes of the Ordinary Meeting held on 18th November 2019 and Minutes of the Main Meeting held on 15th July 2019**
RESOLVED that the Minutes of the Ordinary Meeting held on 18th November 2019 and the Minutes of the Main Meeting held on 15th July 2019 be approved as a correct record.
- 2019/037. Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.
- 2019/038. To adjourn the meeting to receive public comments.**
A resident attended to discuss various matters including the casual vacancy that has arisen due to the resignation of Councillor Triggs.
- 2019/039. Payment to Applied IT Solutions.**
RESOLVED that the invoice of £77.98 received from Applied IT Solutions be agreed and paid.
- 2019/040. Payment to David Chapman Plumbing and Heating.**
RESOLVED that the invoice of £45.44 received from David Chapman Plumbing and Heating be agreed and paid.
- 2019/041. Payment to A Farquar.**
RESOLVED that the invoice of £227.98 received from A Farquar in respect of a payment of £137.98 made to Applied IT Systems and a payment of £90 made to SRC Electrical be agreed and paid.
- 2019/042. Christmas Light Switch On Expenses.**
RESOLVED that expenses of £61.16 in respect of mulled wine and mince pies be agreed and paid.
- 2019/043. Donation to Salvation Army.**
RESOLVED that a donation of £50.00 be agreed and paid to the Salvation Army.

J Farrar

Miss J Farrar

Clerk to Hightown Parish Council

20th January 2020

Planning Applications

- [Approval of details reserved by conditions 3 and 4 attached to planning permission DC/2017/00116 approved on 17/03/2017](#) 

22 Alton Close Hightown Liverpool L38 9GE

Ref. No: DC/2019/02322 | Validated: Wed 11 Dec 2019 | Status: Registered

- [Erection of a single storey extension to the rear incorporating the conversion of the existing garage and the raising of the roof to create a second floor to the dwellinghouse](#) 

1 Blundell Grove Hightown Liverpool L38 9EA

Ref. No: DC/2019/02253 | Validated: Mon 02 Dec 2019 | Status: Registered

- [Erection of a first floor extension to the side of the dwellinghouse.](#) 

32 Alton Close Hightown Liverpool L38 9GE

Ref. No: DC/2019/02235 | Validated: Fri 06 Dec 2019 | Status: Registered

- [Erection of a two storey extension to the rear following demolition of the existing conservatory and part two storey part single storey extension to the side following removal of an existing dormer.](#) 

38 Blundell Road Hightown Liverpool L38 9EQ

Ref. No: DC/2019/02229 | Validated: Tue 26 Nov 2019 | Status: Registered

- [Erection of a single storey extension to the side of the dwellinghouse](#)

61 Mark Road Hightown Liverpool L38 0BQ

Ref. No: DC/2019/02119 | Validated: Tue 12 Nov 2019 | Status: Decided



Scheme of Delegation for Hightown Parish Council

January 2020

This Scheme of Delegation authorises the Parish Clerk to act with delegated authority in the specific circumstances detailed below:

1. The day to day administration of services.
2. Day to day supervision and control of all contractors and staff employed by the Council.
3. Approval of urgent expenditure up to £1000 regardless of budgetary provision.
4. Approval of routine expenditure up to £500 provided the same is within the budgetary provision.
5. Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations, this Scheme of Delegation and with resolutions made by the Council from time to time.