



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 28th June 2021 at 7.00 pm at the Alt Centre for the following purposes:

AGENDA

- 1. Apologies for Absence.**
- 2. Minutes.**
Members are asked to consider and approve the Minutes of the Annual Meeting held on 5th May 2021.
- 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. Annual Governance and Accountability Returns 2020/21.**
Members are asked to:
 1. Receive the Annual Internal Audit Report 2020/21;
 2. Approve Section 1 - Annual Governance Statement 2020/21;
 3. Approve Section 2 - Accounting Statements 2020/21.
- 6. Trees planting project update.**
Members will receive an update in respect of the proposed project to plant trees to commemorate the Queen's Platinum Jubilee.
- 7. Maintenance of roundabout.**
Members are asked to approve the quote of £1,200 pa for cutting the grass on the roundabout on a regular basis and applying selected weed killer and fertiliser.
- 8. Alt Centre.**
Members are asked to:
 1. Approve the extension of the lease on the Alt Centre to 1/1/2030;
 2. Approve the legal costs associated with the extension of the lease in the sum of £350;
 3. Approve the transfer of the gas supply contract for the next 3 year period to EDF Energy at a cost of 25p per day for the fixed daily charge and unit rate of 3.2p per kWh;
 4. Approve the cost of a fortnightly rubbish collection on a 12 month contract at a cost of £298.26 per year;

5. Approve the cost of purchasing 2 storage cupboards for the room off the main hall at a cost of £119.70 each;
 6. Note the cost of the installation of additional electrical sockets in the sum of £390.00 and replacement push bars on the fire exit in the sum of £220.00 approved under the clerk's delegated authority;
 7. Note the cost of purchasing bookcases and computer desks in the sum of £566.00 approved under the clerk's delegated authority;
 8. Approve the cost of replacing the whiteboards in the main hall at a cost of up to £200 inc VAT;
 9. Approve the cost of a box of paper hand towels at a cost of £17.90 plus VAT for a box of 3000;
 10. Approve the cost of purchasing the following items: dustpan and brush £22.95, mop £6.99, mail catcher £16.98;
 11. Note the cost of the removal of rubbish at a cost of £80.00 approved under the clerk's delegated authority.
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9. **Training.**
Members are asked to approve the cost of the clerk's attendance on an online Legionella awareness course at a cost of £30 + VAT.
 10. **Notice Board.**
Members are asked to consider the condition of the notice board and approve EITHER the replacement of the board at a cost of £1,754.96 inc VAT plus fitting costs to be determined OR repairs to the board at a cost of £1,056.00 inc VAT.
 11. **To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
 12. **Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.
 13. **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.
 14. **Accounts paid and for payment.**
Members are asked to agree the payments set out in the schedule of payments circulated.

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council

Item 2



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

**HELD ON 5th MAY 2021 BY TELEPHONE CONFERENCE ACCESSED BY CALLING 0330 606 1118
AND ENTERING ROOM NUMBER 210301**

- Present:** Cllrs: Munro (in the chair), Dillon, Gibson, Magill, Shacklady and Stobie.
- 2021/32.** **Election of Chairman.**
RESOLVED that Councillor Munro be elected as Chairman of Hightown Parish Council.
- 2021/33.** **Delivery of Chairman's Declaration of Acceptance of Office.**
RESOLVED that Councillor Munro's declaration of acceptance of the office of Chairman be permitted at or before the meeting scheduled for 19th July 2021.
- 2021/34.** **Election of Deputy Chairman.**
RESOLVED that Councillor Shacklady be elected as Deputy Chairman of Hightown Parish Council.
- 2021/35.** **Apologies for absence.**
None.
- 2021/36.** **Minutes of the Ordinary Meeting held on 15th March 2021.**
RESOLVED that the Minutes of the Ordinary Meeting held on 15th March 2021 be approved as a correct record.
- 2021/37.** **Declarations of interest** - Members are invited to disclose pecuniary and other interests in items on the agenda as required by the Hightown Parish Council Code of Conduct and by the Localism Act 2011.
Cllrs Magill and Stobie declared interests in planning applications relating to their respective properties at item 17.
- 2021/38.** **To adjourn the meeting to receive public comments.**
None.

- 2021/39. Casual vacancies.**
RESOLVED that:
1. John Gibson be co-opted as a Member of Hightown Parish Council;
 2. Councillor Gibson's declaration of acceptance of office be permitted at or before the meeting scheduled for 19th July 2021.
- 2021/40. Standing Orders.**
RESOLVED that the Standing Orders be approved subject to the amendment of clause 1.2 to state that the start time of the meeting as 7pm.
- 2021/41. Financial Regulations.**
RESOLVED that the Financial Regulations be approved as amended.
- 2021/42. Scheme of Delegation.**
RESOLVED that the scheme of delegation be approved as drafted.
- 2021/43. Internal Auditor.**
RESOLVED that the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial years 2020/21 and 2021/22 be approved at a cost of £144 (in VAT) for each year.
- 2021/44. Insurance.**
RESOLVED that the insurance premium quoted by Zurich be approved in the sum of £690.47.
- 2021/45. Working Groups.**
RESOLVED that:
1. Cllrs Dillon, Munro, Shacklady and Stobie be appointed to the Alt Centre working group; and
 2. Cllrs Dillon, Gibson, Magill and Munro be appointed to the Open Spaces working group.
- 2021/46. To receive reports of meetings.**
Cllr Dillon reported on attendance at the Crosby coastal erosion meeting on 16/3/21 which indicated that there was potential for partnership work in the future and he is happy to continue attending.
- 2021/47. Correspondence.**
Cllr Munro reported on an invitation received from Altcar Training Camp for residents to visit the site and suggested that Cllrs visit as a group.
The clerk reported on a further letter of support that had been submitted in respect of objections raised by residents in relation to an application for back building at the rear of 40 Blundell Road; on correspondence received regarding phone masts along the train line in respect of which residents were advised to submit their comments directly to Sefton MBC; on discussions with a community group about installing an unknown Tommy silhouette on the memorial roundabout; correspondence with planning enforcement regarding the wall at the corner of Thornbeck and Old Acre and also the fencing off of the grass verge at 4 Bankside; on correspondence received from a group in respect of the current level of service provided by the GP surgery; and on correspondence relating to poor mobile service within the Parish in respect of which residents were advised to submit their complaints directly to their service provider.

2021/48.

Planning applications.

RESOLVED that the applications be noted.

2021/49.

Alt Centre Repairs.

RESOLVED that:

1. The requirement at clause 8.1 of the Financial Regulations to obtain 3 quotes in respect of emergency work at the Alt Centre be waived;
2. That the quote for repairs be approved in the sum of £1,310.00 (exc VAT).

2021/50.

Accounts paid and for payment.

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

2021/51.

Arrangements for next meeting.

RESOLVED that the next meeting of the Parish Council would be held at the Alt Centre.

DRAFT

HIGHTOWN PARISH COUNCIL

LOWE. HIGHTOWN PARISH COUNCIL - UK

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14 06 2021

Name of person who carried out the internal audit

ADRIAN HUGHES

Signature of person who carried out the internal audit

Adrian Hughes

Date

14 06 2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

HIGHTOWN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Hightown Parish Council

Explanation of No response to Q4 of Section 1

Opportunity during the previous year for interested parties to inspect and ask questions about the accounts was not provided within the time periods specified by the Accounts and Audit Regulations due to delays in meetings being held as a result of the pandemic lockdown restrictions. Full opportunity was so provided but at a later date.

Meetings are now being held regularly and even in the event of further lockdown period we do not envisage any breach in this or future years.

Section 2 – Accounting Statements 2020/21 for

Hiettown Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	17301	3243	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	5460	9000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2969	16258	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4255	5447	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	18232	8518	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3243	14535	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3243	14535	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	NIL	NIL	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Item 10



IN MEMORY OF FRANCES FARRINGTON 1954 - 2008

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Item 13

28th June 2021

Planning Applications

- [Erection of a first floor extension to the rear, single storey extension to the side and rear and a single storey extension to the side of the dwellinghouse.](#) 

10 Hester Close Hightown Liverpool L38 0BP

Ref. No: DC/2021/01189 | Validated: Fri 21 May 2021 | Status: Registered

- [Erection of a single storey extension including the conversion of existing garage into habitable room to side of dwellinghouse](#) 

White Lodge St Georges Road Hightown Liverpool L38 3RU

Ref. No: DC/2021/01159 | Validated: Mon 03 May 2021 | Status: Registered

- [Erection of a two storey extension to the side and single storey extension incorporating a balcony to the rear of the dwellinghouse.](#) 

10 Elmcroft Lane Hightown Liverpool L38 3RW

Ref. No: DC/2021/01127 | Validated: Fri 28 May 2021 | Status: Registered

- [Erection of a first floor extension to the side and single storey extensions to the front and rear/side of the dwellinghouse.](#) 

87 Blundell Road Hightown Liverpool L38 9EF

Ref. No: DC/2021/01070 | Validated: Thu 22 Apr 2021 | Status: Decided

- [Erection of a single storey extension to the side and rear and a two storey extension to the side of the dwellinghouse following demolition of existing conservatory](#) 

3 Hester Close Hightown Liverpool L38 0BP

Ref. No: DC/2021/00976 | Validated: Thu 06 May 2021 | Status: Registered

- [Installation of a first floor balcony to the rear, following the removal of the existing conservatory roof.](#)

11 Mark Road Hightown Liverpool L38 0BG

Ref. No: DC/2021/00961 | Validated: Fri 30 Apr 2021 | Status: Decided