



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 17th January 2022 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 Ordinary Meeting held on 15th November 2021.
- 3. Declarations of interest.** - Members are invited to declare disclosable pecuniary interests and other interests in items of on the agenda as required by the Hightown Parish Council Code of Conduct for Members and by the Localism Act 2011.
- 4. To adjourn the meeting to receive public comments.**
- 5. Surgery dates.**
- 6. Alt Centre.**
Members are asked to review and confirm acceptance of the grant offer received for refurbishments to the Alt Centre.
- 7. Cash flow to end of December 2021.**
Members will receive a cash flow report up to the end of December 2021 and are asked to note the financial position.
- 8. 2022/23 Budget and Precept.**
Members are asked to set a budget and precept for the next financial year.
- 9. Policies and procedures.**
Members are asked to review and approve the following new documents:
 1. Volunteers Policy;
 2. Volunteer Agreement;
 3. Volunteer Form;
 4. Volunteer Complaints Procedure;
 5. Complaints Procedure;
 6. Habitual or Vexatious Complaints, Correspondence and Data Request Policy.

Members are also asked to review and amend or approve the following existing documents which can be viewed on our website:

1. Standing orders;

2. Financial regulations;
 3. Grant awarding policy;
 4. Grant application form.
10. **To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
11. **Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.
12. **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.
13. **Accounts paid and for payment.**
Members are asked to agree the payments set out in the schedule of payments circulated.
14. **Twinning.**
Members will receive a report from Cllr Gibson about twinning.
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. **To review staff hours.**

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council
9th January 2022



MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 15th NOVEMBER 2021 AT THE ALT CENTRE

- Present:** Cllrs: Munro (in the chair), Dillon, Magill, Shacklady and Stobie.
- 2021/78.** **Apologies for absence.**
Cllr Gibson.
- 2021/79.** **Minutes of the Ordinary Meeting held on 20th September 2021.**
RESOLVED that the Minutes of the Ordinary Meeting held on 20th September 2021 be approved as a correct record.
- 2021/80.** **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.
- 2021/81.** **To adjourn the meeting to receive public comments.**
A representative from Award Solutions attended to provide a report to the Parish Council about their activities.
- 2021/82.** **Tree planting project update.**
RESOLVED that
1. The update given by the clerk regarding the recent meeting at Altcar Camp with Mersey Forest which indicated that an estimate of 5000 trees would be planted be noted;
 2. A budget of £260 be agreed for the planting of a commemorative tree which would replace the tree on the corner of Lower Alt Road and St Stephens Road which has been felled;
 3. The above actions would conclude the Parish Council's tree planting project.
- 2021/83.** **Crosby Coastal Park Forum.**
RESOLVED that Cllrs Dillon and Stobie be appointed as representatives of the Parish Council on the Crosby Coastal Park Forum.
- 2021/84.** **Christmas lights switch on.**
RESOLVED that, in respect of the switch on of the Christmas lights on Tuesday 30th November 2021:
1. No budget is required for the provision of refreshments as the Hightown pub has kindly agreed to provide refreshments free of charge for residents;

2. No budget is required for the purchase of additional PA equipment thanks to an offer of help from two residents to check and set up the existing equipment;
3. The cost of hiring battery powered lighting for the event be agreed at a cost of £115.92 inc VAT.

2021/85.

Alt Centre

RESOLVED that;

1. The update from the Alt Centre working group be noted;
2. The lease for the alt Centre be extended to 1/1/2030 subject to the inclusion of break clauses every 3 years;
3. The legal costs associated with the extension of the lease be agreed in the sum of £350;
4. The transfer of the gas supply contract by the clerk to the best value contract identified was approved;
5. A budget of up to £300 per year was agreed for the cost of a fortnightly rubbish collection;
6. Purchase of 2 storage cupboards for the room off the main hall was approved at an estimated cost of £120.00 each;
7. The cost of £37.94 for the installation of wall shelves in the library was approved.

2021/86.

To receive reports of meetings.

Cllrs Dillon, Munro, Shacklady and Stobie reported on the meeting of the Alt Centre Working Group.

2021/87.

Correspondence.

The clerk reported on correspondence received from Award Solutions and advised that a meeting would be requested between Parish Councillors and Award Solutions Trustees and that a quarterly report from them about projects that had been delivered from the Alt Centre would be requested. The clerk also reported on a letter from the sailing club requesting access to the Alt Centre.

2021/88.

Planning applications.

RESOLVED that the applications be noted.

2021/89.

Accounts paid and for payment.

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



Item 5.

Parish Council Surgeries 2022

The following surgeries will be held strictly by appointment only at the Alt Centre or by telephone where face to face appointments are not advisable.

Please book your appointment by contacting the parish clerk by email to clerk@hightownparishcouncil.uk or by calling or texting

07421 354877

Saturday 19th February 2022

11am to 12 noon

Saturday 23rd April 2022

11am to 12 noon

Saturday 18th June 2022

11am to 12 noon

Saturday 15th October 2022

11am to 12 noon

Saturday 10th December 2022

11am to 12 noon

HIGHTOWN PARISH COUNCIL

Item 7

CASH FLOW STATEMENT AS AT 31/12/2021

Surplus carried forward from 31/03/2021

14534.89

Summary of income 01/04/2021 to 31/12/2021

	<u>Actual</u>	<u>Budget</u>
Precept	18000.00	18000.00
Alt Centre Rental	3280.00	800.00
VAT repayment	0.00	500.00
Bank interest	0.00	12.00
Other	15684.37	0.00
TOTAL:	36964.37	19312.00

Summary of expenditure 01/04/2021 to 31/12/2021

VAT	871.67	500.00
General administration	8295.97	9000.00
Repairs	1920.00	6000.00
Alt Centre	4806.07	1500.00
Meeting room hire	0.00	60.00
Subscriptions	0.00	200.00
Equipment	0.00	200.00
Community Engagement Initiatives	99.01	200.00
Grants & Donations	50.00	2100.00
Open Spaces	1200.00	1000.00
Election Expenses	0.00	1800.00
Members Expenses	0.00	0.00
TOTAL:	17242.72	22560.00

SUMMARY

BANK ACCOUNTS

Cash in hand C/F	14534.89	Current Account	31843.53
(Add) Income	36964.37	Savings Account	3323.12
	51499.26	TOTAL	35166.65
(Deduct) Expenditure	-17242.72	Unpresented cheques	-910.11
TOTAL:	34256.54		34256.54

Temporary investments

0

J Farrar

Clerk to the Council & RFO

31/12/2021

HIGHTOWN PARISH COUNCIL BUDGET 2022-2023

11/10/23

ANNUAL INCOME		Budget	Actual	Estimate	PROPOSED
		2021/2022	31/12/2021	2021/2022	2022/2023
Precept		18000.00	18000.00	18000.00	25000.00
Alt Centre Rental		800.00	3280.00	3280.00	2400.00
VAT Recovery		500.00	0.00	0.00	0.00
Bank Interest		12.00	0.00	0.00	0.00
Grant/Other		0.00	15684.37	33500.00	0.00
TOTAL:		19312.00	36964.37	54780.00	27400.00
ANNUAL EXPENDITURE		Budget	Actual	Estimate	Proposed
		2021/2022	31/12/2021	2021/2022	2022/2023
VAT		500.00	871.67	5000.00	500.00
General Administration		9000.00	8295.97	12000.00	13000.00
Alt Centre		6000.00	4806.07	5500.00	6500.00
Repairs and maintenance		1500.00	1920.00	24000.00	3000.00
Meeting room Hire		60.00	0.00	0.00	0.00
Subscriptions		200.00	0.00	0.00	0.00
Equipment		200.00	0.00	240.00	200.00
Community Engagement Initiatives		200.00	99.01	99.01	200.00
Grants & Donations		2100.00	50.00	266.00	1250.00
Open Spaces		1000.00	1200.00	1500.00	1500.00
Election expenses		1800.00	0.00	0.00	1800.00
Members Expenses		0.00	0.00	0.00	0.00
TOTAL:		22560.00	17242.72	48605.01	27950.00

Summary

2021-2022	
54780.00	Estimated Income for 2021-2022
48605.01	Estimated Expenditure 2021-2022
6174.99	DR
14534.89	Money in bank
20709.88	Estimated balance at end of 2021-2022
2022-2023	
27400.00	Estimated income for 2022-2023
27950.00	Estimated Expenditure for 2022-2023
20159.88	Projected balance at end 2022-2023



Item 9

Volunteers Policy

Many of the Parish Council's activities involve working in partnership with community and voluntary groups, also volunteers work directly with the Council for a number of reasons:

- To increase our contact with the local community we serve
- To help ensure our services reflect the needs of our community
- To increase skills, experience, perspectives and diversity in the workplace
- To temporarily increase our skills and capacity.

We will ensure that volunteers feel part of the Parish Council structure by having systems in place to involve volunteers in information sessions and regular supervision. We acknowledge that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs. Volunteers may come through community groups or direct from the community.

Volunteer Agreement and Task Descriptions

Volunteers will be asked to agree to a written outline of the specific work they will be undertaking. This document is not intended to form a contract. Hightown Parish Council has no intention of creating a contract with any volunteers.

Expenses

It is not envisaged that volunteers will routinely incur expenses. In the event that expenses may be required volunteers must ensure they are pre-approved in writing by the Parish Clerk before they are incurred.

Induction and training

All volunteers will receive an induction into Hightown Parish Council and training will be provided as appropriate.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

Insurance & Health and Safety

All volunteers are covered by Hightown Parish Council's insurance policy whilst they are on the premises or engaged in any work on our behalf. Volunteers are, therefore, required to comply with Hightown Parish Council's Health and Safety Policies.

Complaints

We aim to identify and solve problems at the earliest possible stage in accordance with our procedure for dealing with complaints either by or about volunteers.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff members.

Approved: Jan 2022



Volunteer Agreement

Volunteers are an important and valued part of Hightown Parish Council and we hope that you enjoy volunteering with us.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

We, Hightown Parish Council, will do our best:

- to introduce you to how the organisation works and your role in it and to provide any training you need;
- to provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us. Your supervisor's name is Jenny Farrar;
- to respect your skills, dignity and individual wishes and to do our best to meet them;
- to consult with you and keep you informed of possible changes;
- to insure you;
- to provide a safe workplace;
- to apply our equal opportunities policy;
- to apply our complaints procedure if there is any problem.

I, _____, agree to do my best:

- to carry out the duties listed in my volunteer description;
- to work reliably to the best of my ability;
- to give as much warning as possible whenever I cannot work when expected;
- to follow Hightown Parish Council's rules and procedures, including health and safety, equal opportunities and confidentiality.

Note: this agreement is not intended to be a legally binding contract of employment.

Volunteer Description:

EXAMPLES

1. To open the Alt Centre on the following dates for the purpose of supervising access to the library/ coffee morning / etc....
2. To provide gardening services within the grounds of the Alt Centre / roundabout / etc. including mowing / weeding/ etc....



Volunteer Form

Name:	
Email address:	
Address:	
Contact telephone Number:	
Emergency Contact:	

- I agree by signing below that Hightown Parish Council may process my personal information for providing information and corresponding with me.

Signed

- I agree that Hightown Parish Council can use pictures and my name when publishing volunteer work actioned by myself on its Website.

Signed.....

- I agree to notify Hightown Parish Council of any changes to my details and I understand that I have the right to request modification of the information that you keep on record and/or to withdraw my consent and request that my details are removed from your database.

Signed



Volunteer Complaints Procedure

1. Hightown Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are a volunteer and are dissatisfied with the Council, or you have a complaint about one of our volunteers, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to volunteers only.
3. Complaints about or from volunteers may be made to the Clerk. You may do this by phone, or by writing to or emailing the Clerk. The addresses and numbers can be found on the Parish Council's website.
4. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
5. The Clerk will investigate each complaint, obtaining further information as necessary from you and/or from staff, members of the Council or other parties that the clerk believes are relevant.
6. The Clerk will notify you within 30 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the thirty working days timescale may have to be extended. If it is, you will be kept informed.)
7. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be reviewed by full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Dated: January 2022



Complaints Procedure

1. Hightown Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors which are covered by the Code of Conduct for Members adopted by the Council and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Sefton MBC. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Sefton MBC.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public comments section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this by phone, or by writing to or emailing the Clerk. The addresses and numbers can be found on the Parish Council's website.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the full Council.

8. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 30 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the thirty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be reviewed by full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Dated: January 2022

DRAFT



Habitual or Vexatious Complaints, Correspondence and Data Request Policy

1. Policy Scope and Purpose

- 1.1 This policy identifies situations where a complainant, either individually or as part of a group, might be considered to be habitual or vexatious.
- 1.2 The following clauses form the Council policy for ways of responding to these situations.
- 1.3 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.4 The term complaint in this policy includes correspondence that is stated to include a complaint, is repetitive or vexatious in nature, is made under the Freedom of Information Act 2000 or under the Data Protection Act 1998 or any similar piece of legislation.
- 1.5 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

- 2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants will be used: *The repeated and/or obsessive pursuit of:*

- (1) *unreasonable complaints and/or unrealistic outcomes; and/or*
- (2) *reasonable complaints in an unreasonable manner.*

- 2.2 Prior to considering its implementation the Council will send a copy of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Clerk together with the Chairman and Deputy Chairman of the Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.
- 2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. Councillors for Melling Parish Council will also be informed that a complainant has been designated as an habitual or vexatious complainant.
- 2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

- 3.1 Hightown Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.

The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

- 3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.
- 3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that they do not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure

- refuse to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed, replaced or disciplined
- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e-mails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint by use of foul or inappropriate language or by the use of offensive and racist language, or by threatening or implying legal action will be taken against staff or publishing their complaints in other forms of media
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Parish Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given

- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

4. Imposing Restrictions

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Clerk will consult with the Chairman and Deputy Chairman of the Council prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chairman and the Deputy Chairman of the Council and inform the complainant in writing of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for a limited period of time, but in exceptional cases this may be extended.
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include, but are not limited to:
 - banning the complainant from making contact by telephone except through a third party e.g. a Councillor
 - banning the complainant from sending emails to individuals and/or all Council Officers and defining alternative methods of contact to them

- requiring contact to take place with one named member of staff only
- restricting telephone calls to specified days and/or times and/or duration
- requiring any personal contact to take place in the presence of an appropriate witness
- letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff or of the Council may be identified who will read future correspondence).

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- why the decision has been taken
- what action has been taken
- the duration of that action.

4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman and Deputy Chairman of the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

4.10 Where it is not considered to be appropriate for the Clerk to communicate with the complainant alternative arrangements for contact will be made.

5. New complaints from complainants who are treated as abusive, vexatious or persistent

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chairman and the Deputy Chairman of the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to the Council.

6. Record Keeping

6.1 The Clerk will retain records of the details of the case and the action that has been taken, including the name and address of each member of the public who is treated

as abusive, vexatious or persistent, or any other person who so aids the complainant.

Approved: January 2022

DRAFT

Item 12

17th January 2022

Planning Applications

- [Erection of a single storey extension to the side and rear following the demolition of the existing garage and side extension, and insertion of a ramp and patio to the rear.](#) 

48 Blundell Road Hightown Liverpool L38 9EQ

Ref. No: DC/2021/02869 | Validated: Fri 10 Dec 2021 | Status: Registered

- [Erection of a two storey extension to the front of the dwellinghouse](#) 

2 Old Acre Hightown Liverpool L38 9EW

Ref. No: DC/2021/02799 | Validated: Thu 02 Dec 2021 | Status: Registered

- [Erection of a single storey extension to the side and rear and a porch to the front of the dwellinghouse, following the demolition of the existing conservatory, with widening of existing front entrance.](#) 

The Croft Thirlmere Road Hightown Liverpool L38 3RQ

Ref. No: DC/2021/02665 | Validated: Wed 17 Nov 2021 | Status: Registered

- [Erection of a 1.5 storey extension to the front of the dwellinghouse](#) 

10 Hester Close Hightown Liverpool L38 0BP

Ref. No: DC/2021/02574 | Validated: Mon 01 Nov 2021 | Status: Registered