



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 6th July 2020 at 7.00pm for the following purposes:

AGENDA

- 1. Apologies for Absence.**
That the absence of any Elected Members from Council Meetings be authorised and approved for the period until 17 May 2021, pursuant to Section 85 of the Local Government Act 1972.
- 2. Minutes.**
Members are asked to consider and approve the Minutes of the Ordinary Meeting held on 20th January 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.**
Members are asked to consider the application received from Phil Dillon to fill the casual vacancy that has arisen as a result of the resignation of Councillor Faulkner and to consider permitting the delivery of his declaration of acceptance of office at or before a later meeting. Members are also asked to note that a further casual vacancy has arisen due to the resignation of Councillor Longfellow.
- 6. Informal Surgeries.**
Members are asked to agree the dates of informal surgeries to be held at the Alt Centre with attendance to be by appointment only during the remainder of any coronavirus lockdown period.
- 7. Grant Awarding Policy.**
Members are asked to consider and approve the attached grant awarding policy and application form.
- 8. Grants for Hightown Festival 2020.**
Members are asked to consider a grant of up to £1200 in respect of the provision of the Hightown Festival 2020. Such grant to be paid either to a newly formed festival

group or split between individual groups involved in the provision of the festival at the discretion of the clerk.

9. Repairs to Railway Footbridge.

Members are asked to consider the recent repairs carried out to the railway footbridge and the content of a letter received from Sefton MBC regarding further repairs to be carried out in the future.

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. Grant for Memorial Book.

Members are asked to consider the decision made in March 2019 to make a donation of £250.00 to the Blind Veterans Society in respect of a historical publication being prepared by Mr C Harris and to consider amending that resolution to make the payment directly to Mr Harris.

14. Accounts paid and for payment.

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

15. To Appoint an Internal Auditor.

Members are asked to confirm the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial year 2019/20 and to agree their fee of £144 including VAT.

16. 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.

17. To review staff hours and payment.

18. Agreement with Sefton MBC.

Members are asked to review the arrangements between Sefton MBC and the Parish Council in respect of the lease of the Alt Centre.

19. 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.

20. 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



**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.

- 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

Item 7



Grant Awarding Policy

Introduction

A grant is any payment made by the council to be used by an organisation for a specific purpose that will benefit the parish or residents of the parish and which is not directly controlled or administered by the council. The council awards grants at its discretion to parish organisations that can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish in a positive way

Grant Application Process

1. All grant applications should be submitted on the grant application form and sent to the parish clerk in the first instance, including all supporting documentation and evidence.
2. The application will be considered by the council at the next available meeting.
3. Applicants may be requested to submit any or all of the following in support of their application:
 - A copy of their written constitution and/or details of their aims and purposes
 - Full details of the project or activity
 - Information demonstrating that the project or activity will be of benefit to the local community within the parish
 - Information demonstrating a clear need for funding, including, but not limited to, a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The council will make the decision on which grants to award and all applicants will be contacted once that decision has been made.
5. The council has a limited budget available for grants each year and guidance can be obtained by applicants from the clerk as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. The organisation making the application for the grant must be either a charity or not for profit. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. The organisation applying for the grant should have a bank account in its own name with two authorised signatories required to make payments out from that account.
5. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards should be properly accounted for and evidence of expenditure should be supplied to the council as requested.
6. Ongoing commitments to award grants or subsidies in the future will not be made and a new application will need to be submitted in respect of each payment requested.
7. Any grant must only be used for the purpose for which it was awarded unless the written approval of the council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the council by the end of the financial year in which it was awarded.
8. The council may make any award of any grant or subsidy as it considers appropriate in the event of any unforeseen or urgent event.

March 2020



Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

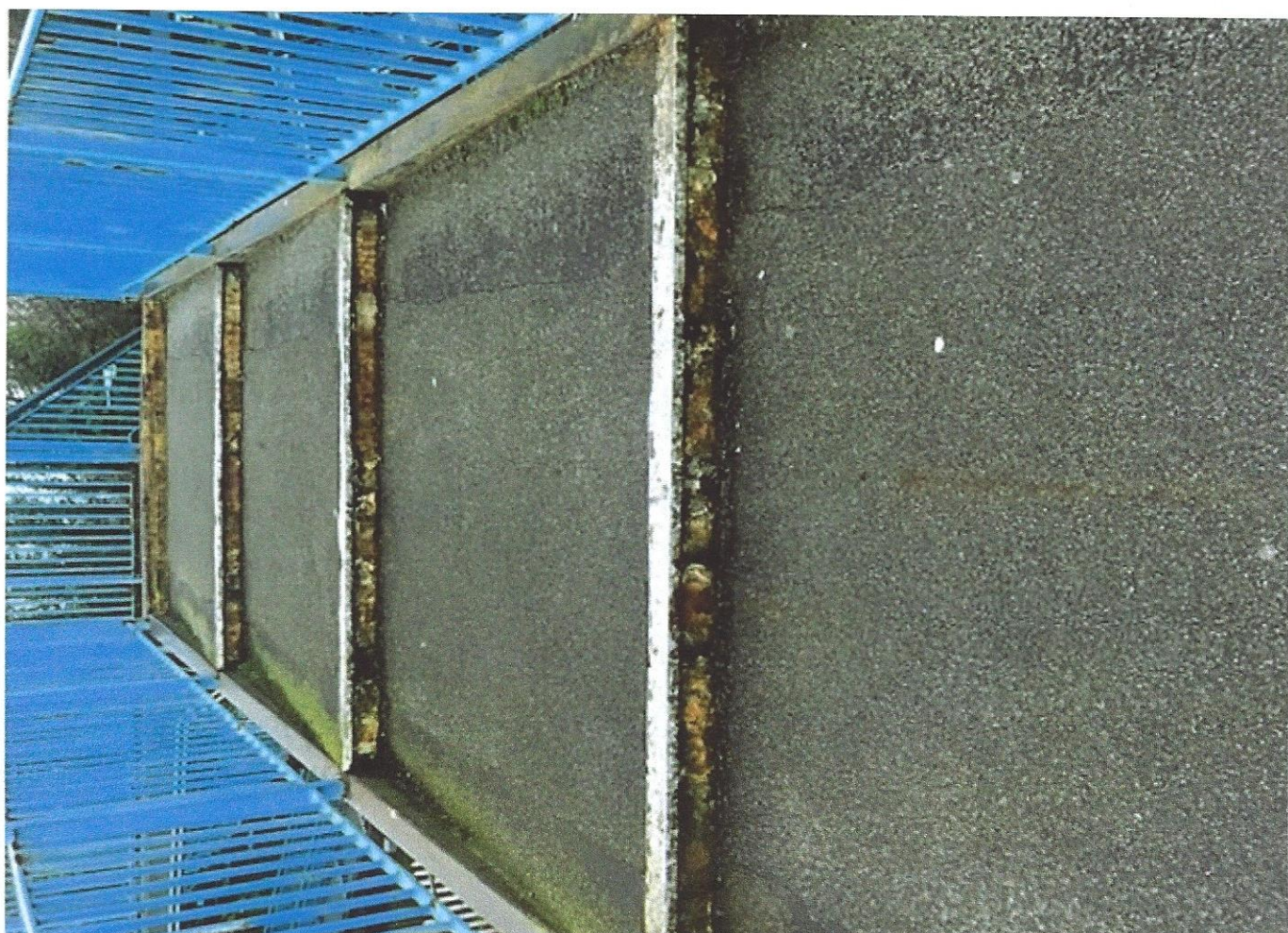
1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
5.	For what purpose or project is the grant requested?	
6.	What will be the total cost of the above project?	£
7.	If the total cost of the project is more than the grant, how will the residue be financed?	
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Item 9











Item 9

Highways and Public Protection
Magdalen House
Trinity Road
Bootle
L20 3NJ

Hightown Parish Council,

Date: 15th June 2020

Dear Parish Councillor

Re: Footbridge over Railway, Hightown.

I am writing to provide you with an update on the proposals for Hightown station footbridge. As you are probably aware, concerns have been raised about the condition of the bridge by Councillors, Parish Councillors and members of the public.

Inspections carried out in 2017 and 2019 had indicated that there are areas where maintenance painting and remedial works to the steps should be undertaken. The works to the steps were completed in December 2019, and the maintenance painting was included, together with potential works on other bridges, within the Capital Programme for bridges in the year April 2020 to March 2021.

The intention is to undertake a scheme for this bridge which incorporates the maintenance works and the replacement of the bridge span with a new span with 1.4m high solid parapets that meet current standards. Design work has commenced which has also included lengthy discussions with Network Rail, Merseyrail and potential contractors. I attach a drawing which gives outline details of the proposals and potential timings. You will note the lengthy proposed timescale. The scheme needs to be undertaken in stages with the whole scheme being completed in June 2021. This is due to technical and investigatory issues with the bridge span, the availability of funding and access to the railway to carry out the works.

Currently, tenders are being invited for the first stage of the works, the ramps and steps. However, I should point out there are several potential challenges to overcome before a scheme can commence on site. These include:

- Approval of funding through the Capital Programme. The Transportation Capital Programme report is currently going through the Cabinet Member approval process and is about to be published. The scheme can only proceed once funding is confirmed.
- There is work on the scheme in close proximity to the railway tracks. Network Rail rules require some of the work to be undertaken when trains are not running. There is currently a stop on ordering non urgent work of this type although it is hoped this restriction will be lifted soon.

/continued/

- Due to the Covid 19 situation, contractors are reporting uncertainty and difficulty with future working practices, possible staff shortages for tendering and working, material shortages and a backlog of uncompleted work.

Any or all of these issues could affect the indicative timings shown in the attached drawing.

In conclusion, a scheme to improve the footbridge at Hightown is in development with the aim to undertake the works on site in stages during the period August 2020 to June 2021. The attached information and details are intended to make you aware of the proposals and our intended timescales, although as described, there are some challenges to overcome before the scheme becomes a reality.

I trust this helps at this stage.

Yours sincerely,

[Redacted signature]

[Redacted name]

Transport Planning and Highway Development Manager



Rev	Description	Date	Drawn	Approved

Tel: 0151 934 2000

HIGHTOWN STATION FOOTBRIDGE

Director			Date
Designed	Drawn	Checked	APRIL 2020
MW	MW	MW	
Drawing No.	Rev		
INFO/01	Scale		
	AS SHOWN		

6th July 2020

Planning Applications

- [Erection of a first floor extension to both sides of the dwellinghouse, and dormer extensions to the front and rear.](#) 

Sandfield St Georges Road Hightown Liverpool L38 3RU

Ref. No: DC/2020/00753 | Validated: Wed 13 May 2020 | Status: Registered

- [Erection of a single storey extension to the rear of the dwellinghouse, after demolition of existing outbuilding](#)

10 Rathbone Road Hightown Liverpool L38 0BR

Ref. No: DC/2020/00509 | Validated: Wed 18 Mar 2020 | Status: Decided

- [Certificate of Lawfulness for the proposed erection of a single storey extension to the rear of the dwellinghouse](#)

3 Marston Crescent Hightown Liverpool L38 9AW

Ref. No: DC/2020/00512 | Validated: Tue 17 Mar 2020 | Status: Decided

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

47 Mark Road Hightown Liverpool L38 0BG

Ref. No: DC/2020/00436 | Validated: Thu 12 Mar 2020 | Status: Decided

- [Erection of a porch extension to the front of the dwellinghouse.](#) 

5 Alton Close Hightown Liverpool L38 9GE

Ref. No: DC/2020/00360 | Validated: Thu 27 Feb 2020 | Status: Registered

- [Approval of details reserved by conditions 2 and 5 attached to planning permission DC/2019/01223 approved on 14/01/2020](#) 

The Hightown Hotel Alt Road Hightown L38 0BA

Ref. No: DC/2020/00342 | Validated: Tue 25 Feb 2020 | Status: Registered

- [Erection of a two storey extension to the front / side of the dwellinghouse, after demolition of existing porch](#)

2 Lower Alt Road Hightown Liverpool L38 0BB

Ref. No: DC/2020/00020 | Validated: Wed 15 Jan 2020 | Status: Decided

- [Erection of a single storey extension to the side with utilisation of the attic space, single storey extension to the side and rear, and porch to the front of the dwellinghouse](#) 

16 Elmcroft Lane Hightown Liverpool L38 3RW

Ref. No: DC/2020/00005 | Validated: Tue 14 Jan 2020 | Status: Awaiting decision

15 trees have been ordered from Woodland Trust. These are free, and ready for planting. It was suggested that a tree planting day should be organized for all the community to take part in. This will be about October or November.

106 money was discussed again. It has been stated by Sefton that this money cannot be used for The Alt Centre.

A resident informed the PC that an application for a festival had been made by Greenwood. The Parish Council will object to this.

The question was raised as to the reason why Hightown's rates are only £4 per year less than Formby. The Chainman suggested that Bill Esterson or the Ward Councillors should be approached. The PC cannot help with this.

Et

72. Planning Applications

3 Tudor Gardens – Extension

Green Ridges – Erection off 7 dwellings after demolition of existing building

73. Correspondence

Several Bills from Sefton etc. regarding the Alt Centre, forwarded to Cllr Brennan.

74. Finances

Current Account	14895.59
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Deposit Account	3277.64
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Bills for payment to be advised.

75. Matters of Further Report

A donation of £250.00 is to be made by the PC to the Blind Veterans Society. A book is to be published about the war and will include information on the soldiers and War Memorial of Hightown.

76. Date of Next Meeting and AGM

Monday 20th May 2019 at 7.45pm