



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 16th March 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 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.
- 6. Informal Surgeries.**
Members are asked to agree the dates of informal surgeries to be held at the Alt Centre.
- 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.

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. **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.
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 and payment.**
17. **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.
18. **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.
19. **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 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

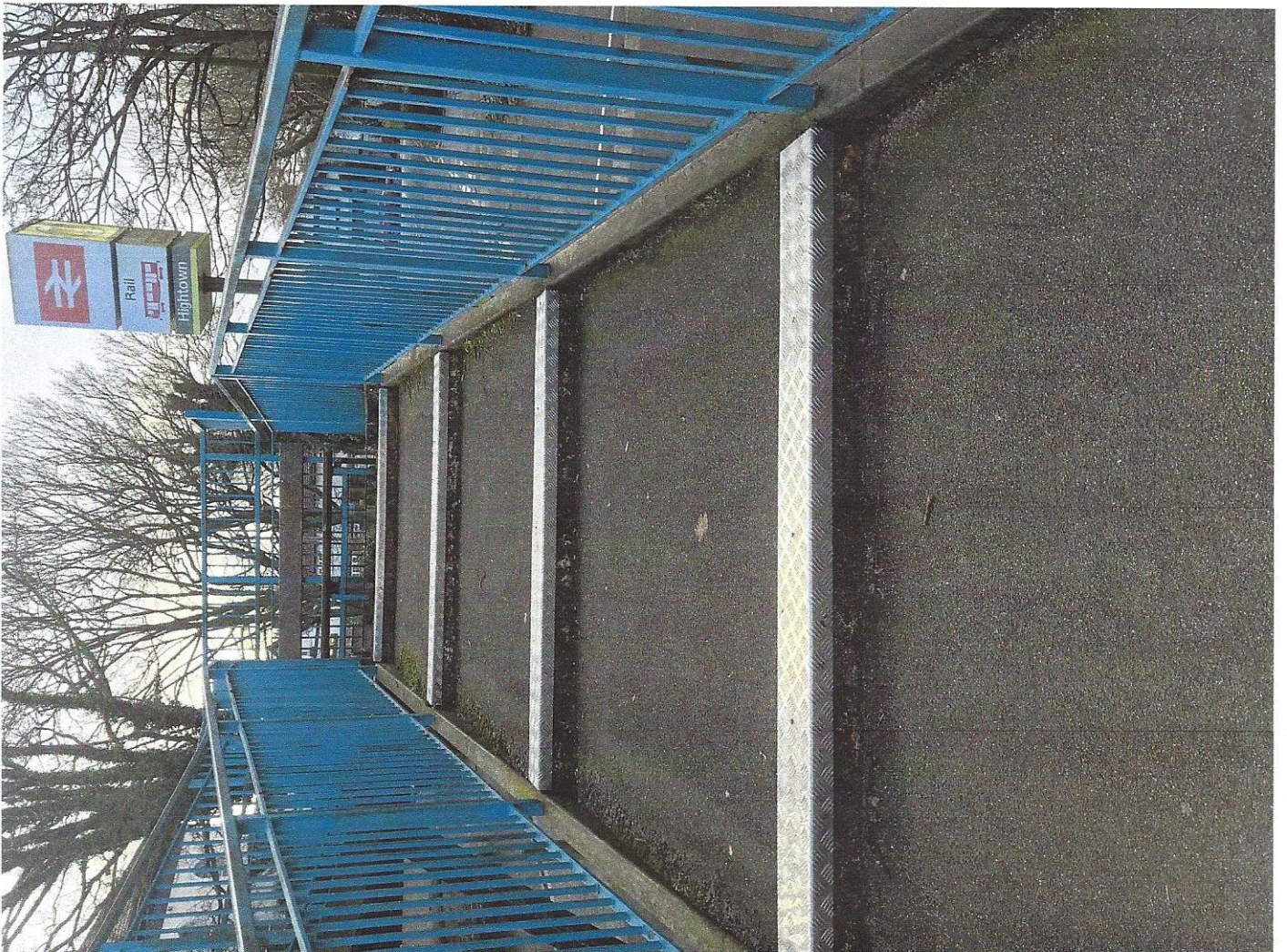
Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous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

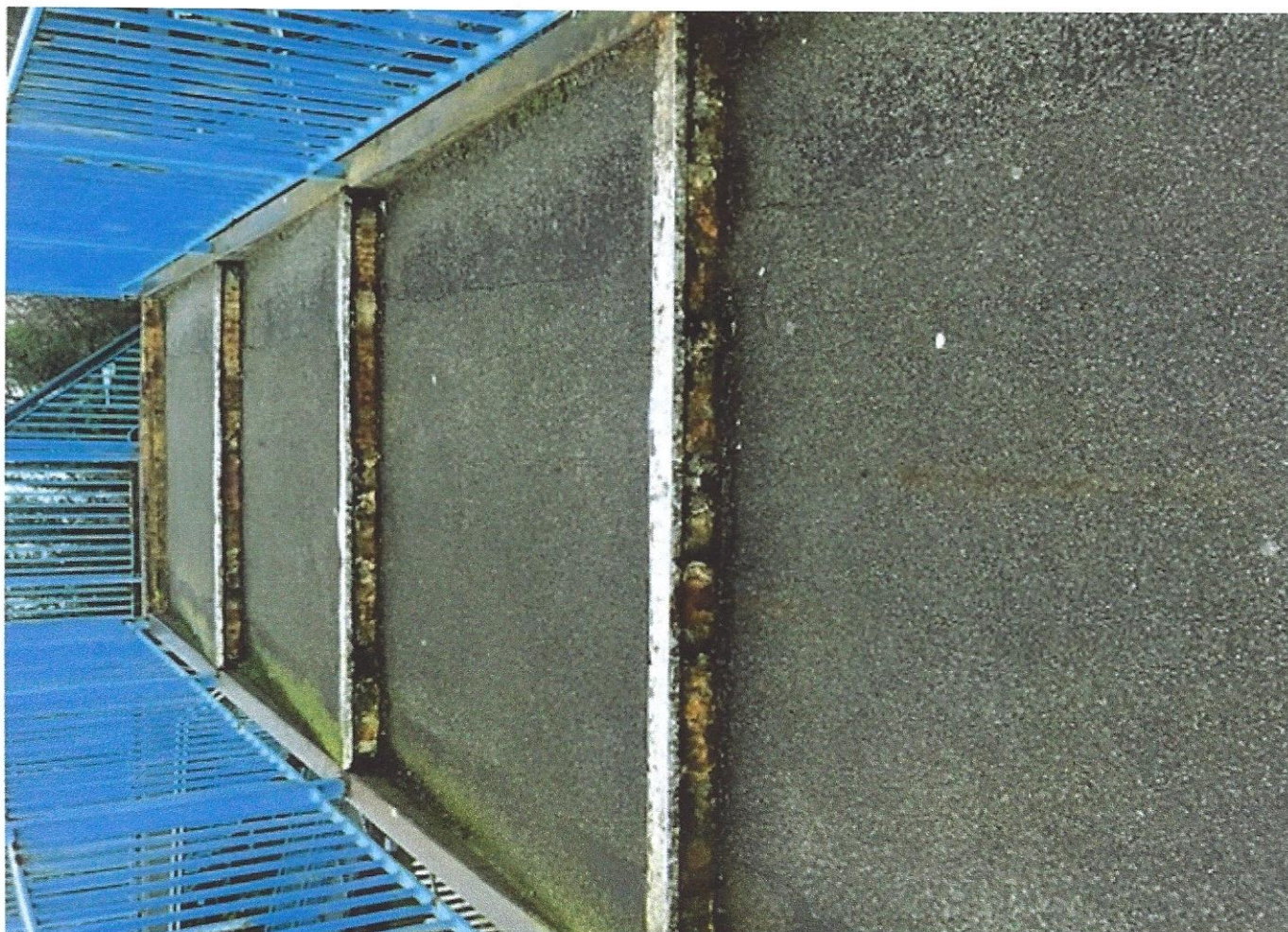
1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
5.	For what purpose or project is the grant requested?	
6.	What will be the total cost of the above project?	£
7.	If the 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 12

16th March 2020

Planning Applications

- [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