



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 21st March 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 17th January 2022.
- 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. Casual Vacancy.**

Members are asked to consider the application received from Steve Faulkner to fill the existing casual vacancy.
- 6. Alt Centre.**

Members are asked to:

 1. Review and confirm agreement to the lease for the Alt Centre;
 2. Set rates for the use of the Alt Centre hall;
 3. Approve the cost of £250 plus VAT to obtain a reinstatement survey from Sefton in respect of the Alt Centre to provide to the Parish Council's insurance company.
- 7. Queen's Jubilee.**

Members are asked to approve the following costs in respect of celebrations for the Queen's Jubilee in June to be paid from the funds currently ringfenced in respect of future festival costs:

 1. The payment of a donation to the Merseycats chosen charity in the sum of £250 in respect of their performance at the Sailing club during the jubilee weekend;
 2. The payment of £100 to the Merseycats to cover band expenses in respect of the same performance;
 3. The cost of up to £850 to purchase commemorative gifts for children attending the jubilee celebrations, for example, a mug or coin.

8. **Bank account.**
Members are asked to review whether the current banking arrangements are suitable and consider alternative options that would enable internet banking to be set up.
9. **Coastal defences.**
Members are asked to review the current activity relating to coastal defences and to consider ways in which it may be possible to work with other groups to increase the focus on Hightown in these activities.
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.

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council
14th March 2022



Item 2

MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 17th JANUARY 2022 AT THE ALT CENTRE

- Present:** Cllrs: Munro (in the chair), Dillon, Kennan, Shacklady and Stobie.
- 2022/01.** **Apologies for absence.**
Cllr Magill.
- 2022/02.** **Minutes of the Ordinary Meeting held on 15th November 2021.**
RESOLVED that the Minutes of the Ordinary Meeting held on 15th November 2021 be approved as a correct record.
- 2022/03.** **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.
- 2022/04.** **To adjourn the meeting to receive public comments.**
A member of the Sailing Club attended to request access to facilities at the Alt Centre possibly once a day for 20 minutes, the request was not approved as the usage, cost and possible impact on other users of the centre could not be determined.
- 2022/05.** **Parish Council Surgery Dates.**
RESOLVED that the schedule of dates for surgeries in 2022 be approved as drafted.
- 2022/06.** **Grant for refurbishments to Alt Centre.**
RESOLVED that:
 1. The grant offer received from the Burbo Bank Extension Community Fund in the sum of £17,450 towards refurbishments to the Alt Centre be accepted subject to co-funding from Parish Council funds of £1,683;
 2. The break clause to be included in the lease for the Alt Centre be amended to 5 years from the date of the grant offer to comply with the terms of that grant offer.
- 2022/07.** **Cash flow to end of December 2021.**
The cash flow report was noted.

2022/08.

2022/23 Budget and Precept.

RESOLVED that:

1. The budget for 2022/23 be approved as drafted;
2. A precept of £25,000 be requested for the financial year 2022/23.

2022/09.

Policies.

RESOLVED that:

1. The following new policies be approved and adopted:
 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.
2. The following existing policies be reviewed and approved without amendments:
 1. Standing Orders;
 2. Financial Regulations;
 3. Grant Awarding Policy;
 4. Grant Application Form.

2022/10.

Reports of meetings.

Cllr Dillon reported on the Crosby Coastal Park meeting at which he was keen to get more of a focus on Hightown, a further meeting was planned for the following day.

Cllr Munro confirmed that she will be attending a meeting of the Altcar Committee on 1st Feb.

2022/11.

Correspondence.

The clerk reported on correspondence with Sefton regarding the planting of a tree to form part of the Queens Green Canopy commemorating the upcoming jubilee. Unfortunately the tree pit on the corner of Lower Alt Road and St Stephen's Road by the roundabout cannot be re-used for the new tree which will be planted on the Village Green instead. The cost of the tree is £260 which had been agreed using the clerk's delegated authority.

2022/12.

Planning applications.

RESOLVED that the applications be noted.

2022/13.

Accounts paid and for payment.

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

2022/14.

Twining.

This item was withdrawn in light of John Gibson's resignation.

2022/15.

Exclusion of the 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.

2022/16.

Staff hours and payment.

RESOLVED that staff hours be reviewed and agreed as set out in the draft letter to the clerk.

then 12

21st March 2022

Planning Applications

- Certificate of lawfulness for the proposed erection of a single storey extension to the side of the dwellinghouse. 
15 Riverside Hightown Liverpool L38 0BU
Ref. No: DC/2022/00377 | Validated: Tue 01 Mar 2022 | Status: Registered
- Prior approval submission for a proposed rear extension projecting 4.27 metres from the rear wall of the original dwellinghouse with a height of 2.40 metres at the eaves and a maximum height of 3.40 metres (Valid 07.02.2022) 
9 Marston Crescent Hightown Liverpool L38 9AW
Ref. No: DC/2022/00212 | Validated: Mon 07 Feb 2022 | Status: Registered
- Erection of a single storey extension to the side and rear of the dwellinghouse following the demolition of the existing conservatory. 
46 Thornbeck Avenue Hightown Liverpool L38 9EY
Ref. No: DC/2022/00177 | Validated: Mon 07 Feb 2022 | Status: Registered
- Erection of a two storey extension to the side of the dwellinghouse following the demolition of garage 
7 Brentwood Close Hightown Liverpool L38 9GJ
Ref. No: DC/2022/00110 | Validated: Wed 19 Jan 2022 | Status: Registered
- Erection of a part single storey/ first floor extension to the side and a single storey extension to the rear, following demolition of existing conservatory to the rear of the dwellinghouse 
6 Richmond Close Hightown Liverpool L38 9GH
Ref. No: DC/2022/00048 | Validated: Tue 11 Jan 2022 | Status: Awaiting decision
- Erection of a single storey extension to the side and rear, following the demolition of the existing conservatory. 
32 Thornbeck Avenue Hightown Liverpool L38 9EY
Ref. No: DC/2022/00043 | Validated: Fri 14 Jan 2022 | Status: Registered
- Erection of a single storey and first floor extension at the rear, and a single storey extension at the front/side of the dwellinghouse
17 Thornbeck Avenue Hightown Liverpool L38 0BD
Ref. No: DC/2022/00030 | Validated: Mon 10 Jan 2022 | Status: Decided