**HALEWOOD TOWN COUNCIL**

At a Meeting of the Town Council held on Thursday, 22nd June 2016 (5.30 pm), at New Hutte Neighbourhood Centre, Lichfield Road, Halewood, the following Members were:-

PRESENT

COUNCILLORS

 Ms. C L Rose (Chairman)

 K Dalton D Perry

 Ms. C Harris D Samuels

 A Harvey R Swann

 N Hogg (6.40pm)

**Also in attendance:-**

G MacKenzie, Town Manager

L Joyner, Senior Administrator

Members of the Public – 0

**MINUTES SILENCE**

The Council observed a minutes silence as a tribute to the Labour MP Jo Cox who was tragically murdered on 16th June 2016.

**21. APOLOGIES**

Apologies for non-attendance were received and accepted from Cllr. S Ball, Cllr. Mrs. E Finneran and

Cllr. I Hamilton.

**22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr. A Harvey – Agenda Item 7, Vacancy for Town Councillor to Represent West Ward

**23. PUBLIC FORUM**

No members of the public in attendance.

**24. MINUTES.**

**Note:- Cllr. A Harvey, declared an interest to an item in the Minutes and left the meeting during part of the debate on this item, but returned to the meeting within one minute of leaving.**

Cllr. D Samuels disputed the accuracy of Minute No. 16 and made the following proposal to amend the minutes. This was seconded by Cllr. C Harris. No amendment to the proposal was forthcoming.

**Minute 16 – Vacancy for Town Councillor to Represent West Ward**

Delete point (b) of the resolution:-

“That the Town Manager seek advice from LALC/NALC on whether it is permissible for the Town Council

 to appoint an Independent Panel, comprising Elected Members and residents of Halewood West Ward, to advise the Town Council on whom is the best candidate to fill the vacancy, the final decision to be made by members of the Town Council”

Delete the following part of point (c) of the resolution “to be approved by the Town Council at a future meeting”.

Resolution point (c) will thus read “That the Town Manager draft a framework for selection of a candidate which follows the NALC Guidelines.”

After considerable debate the proposal was put to the vote and the proposal was carried.

Cllr. B Swann requested that the vote be recorded.

Record of Votes

For the proposal 4 Against the proposal 1 Abstentions 2

Cllr. K Dalton Cllr. B Swann Cllr. A Harvey

Cllr. C Harris Cllr. D Perry

Cllr. C Rose

Cllr. D Samuels

RESOLVED:- That, subject to the amendment indicated above, the minutes of the Town Council Meeting held on 19th May 2016, be approved as a correct record and signed by the Chairperson.

**25. TOWN MANAGER’S INFORMATION UPDATE**

The Town Manager gave an update on the following items:-

1. Retirement - GE

2. Cellar Cooling – The Arncliffe Sports and Community Centre

3. Halewood Academy

4. Halewood Culturefest.

RESOLVED:- (a) That the Town Manager’s update report be noted.

**26. 80TH ANNIVERSARY OF THE INTERNATIONAL BRIGADES (TC Mtg. 19/06/16 Min. 10 refers)**

The Council considered the report of the Town Manager. This report was presented following a request during the Public Forum of the Town Council Meeting held on 19th May 2016, that the Town Council recognise the 80th anniversary of the International Brigades, in particular the part played by former Town Councillor, Harry Keidan. The Town Manager outlined his report to Council and sought direction on the options contained within the report.

It was moved by Cllr. B Swann and seconded by Cllr. A Harvey, and unanimously agreed

RESOLVED:- (i) That the report be noted.

 (ii) That the former ‘Pink Room’ (Sports Hall) be dedicated to former Councillor, Harry Keidan

 by the erection of a plaque.

 (iii) That it be agreed that the Council will consider applications from the community, who

 wish to commemorate the 80th Anniversary of the International Brigades, up to a total

 maximum amount of £1,000.

 (iv) That the Town Manager develop a protocol for the award of “honorary titles”, details to be

 submitted to a future meeting of the Town Council.

**Note:- Cllr. A Harvey, having declared an interest left the meeting during the discussion of the following item.**

**Cllr. Hogg in attendance at the meeting from 6.40 pm (part way through discussion of the following item.)**

**27. VACANCY FOR TOWN COUNCILLOR TO REPRESENT WEST WARD (TC Mtg. 19/05/16 Min. 16 refers)**

The Town Manager presented a report that outlined a proposed framework for the co-option of a Town Councillor to fill the current vacancy to represent Halewood West Ward. Noting that the resolution to minute 16 had been amended earlier during this meeting, the Town Manager emphasised that whatever framework was finally approved, the decision to co-opt an elector as a Member of the Town Council must be made by the Town Council.

The following proposal was moved by Cllr. K Dalton

“That prospective candidates address the full Council, in front of the public, for five minutes saying why they think they are the best person to become a Councillor, and then answer questions raised by members of the Council for a further 5 minutes”

Councillor D Samuels moved an amendment to Cllr. Dalton’s proposal to include “Everything is in line with the guidelines suggested by NALC” This was seconded by Cllr. N Hogg.

The proposal including the amendment was put to the vote and the proposal was carried.

Cllr. B Swann requested a recorded vote.

Record of Votes

For the proposal 5 Against the proposal 1 Abstentions 0

Cllr. K Dalton Cllr. B Swann

Cllr. C Harris

Cllr. C Rose

Cllr. D Samuels

Cllr. N Hogg

RESOLVED:- (i) That the report be noted

 (ii) That the Town Manager make arrangements for the potential co-optees to attend a

 future scheduled meeting of the Town Council, or a Special Meeting of the Town Council,

 to partake in the agreed selection process. (Above)

 (ii) That prior to the selection process, the Town Manager contact known potential co-optees to

 confirm that they still wish to be considered for co-option, and also to undertake eligibility

 checks on all potential co-optees.

**28. EXTERNAL AUDIT – ANNUAL RETURN 2015-2016**

Members considered the report of the Town Manager which indicated that once again the External Audit of the Town Council will be undertaken by BDO LLP. Details of the timescales were noted and approval was sought to the Accounting Statements for 2015-2016 as shown in Section 2 of the Annual Return.

Members thanked the Town Manager and the Admin staff for their work on the accounts.

It was moved by Cllr. B Swann and seconded by Cllr. D Samuels, and

RESOLVED:- (i) That the report be noted.

 (ii) That the Statement of Accounts (Revenue Account and Balance Sheet) and Section 2 of the

 Annual Return – Accounting Statements, be approved and signed by the Chairperson.

**29. INTERNAL AUDIT FINAL REPORT 2015-16**

The final Internal Audit Report for 2015-16 from the Town Council’s appointed Internal Auditors was presented. This provided an update on the progress in delivering the agreed recommendations. The Town Manager indicated that he was pleased to note the significant downward trend in the number of recommendations being made over the last three years, and was pleased to note the comments made by the Internal Auditor of Areas of Good Practice highlighted and no Key Areas for Improvement.

It was moved by Cllr. C Harris, seconded by Cllr. D Perry, and

RESOLVED:- (i) That the report be noted.

 (ii) That the progress and implementation of the recommendations contained in the report

 be noted.

**30. ELWYN GARDENS (TC Mtg. 19/05/16 Min. 15 Refers)**

The Council considered the report of the Town Manager which outlined a procurement strategy for the proposed works at Elwyn Gardens. The Town Manager reported that payment of the grant was awaited but that funding did not include provision for seating, signage and bins should the Council wish to consider this.

It was moved by Cllr. Hogg and seconded by Cllr. C Harris, and

RESOLVED:- (i) That the report be noted.

 (ii) That the list of companies to be invited to tender, as listed in para. 3.4 of the report,

 be approved.

 (iii) That Chairperson and Deputy Chairperson form the Tendering Opening Panel, alongside the

 Town Manager as outlined in para. 3.5 of the report.

 (iv) That approval be granted for the replacement of seating, signage and bins as outlined in

 para. 3.6 of the report.

**31. HOLLIES PLAYGROUND (TC Mtg. 19/05/16 Min.14 refers)**

Following the Town Council’s resolution at its meeting on 19th May 2016 the Town Manager presented a report that outlined a procurement strategy for the proposed works at Hollies Playground.

The Town Manager indicated that the draft funding agreement, as circulated to Members prior to the meeting, has now been revised to change the details of the definition of the Organisation and make up on the First Schedule.

Appendix 2 – an illustration of what the equipment would look like in situ was circulated and the Town Manager indicated that he would be consulting with the community about the provision of equipment for disabled children.

It was moved by Cllr. C Harris and seconded by Cllr. K Dalton, and

RESOLVED:- (i) That the report be noted.

 (ii) That the appointment of Proludic as the Town Council’s preferred supplier, be approved, and

 order be raised as outlined in para. 3.6 and 3.7 of the Town Manager’s report.

 (iii) That the delivery mechanism of the remaining elements of the project, as outlined in para.

 3.8 of the report, be approved.

 (iv) That the approach to the replacement of signage, seating and bins a outlined in para 3.9 of

 the report be approved.

 (v) That the revised draft funding agreement be approved.

**32. THE ARNCLIFFE SPORTS & COMMUNITY CENTRE – KITCHEN FACILITIES (T.C. Mtg. 21/01/16 Min. 105 refers)**

The report of the Town Manager was considered. This report outlined the development and outcome of a feasibility study undertaken by Bradshaw Gass and Hope LLP, Construction Design Consultants. Member’s direction for further action was sought.

A discussion took place about alternative options for the siting of the kitchen. The toilet and storage facilities in the Centre were also considered.

It was moved by Cllr. B Swann and seconded by Cllr. C Harris, and

RESOLVED:- (i) That the report be noted.

 (ii) That a further feasibility study be undertaken to consider another option for the location for

 a new kitchen, and the subsequently displaced ladies toilets by utilising the area of the

 current kitchen, cleaning store room and the current ladies toilets. The feasibility study

 should also include a review of storage, toilets and a meeting room facilities.

 (iii) That financial regulations be waived and a price be negotiated with Bradshaw Gass and

 Hope LLP without competition for the reasons stated in para 3.16 of the report.

**33. REGISTER OF ASSETS**

The Town Manager sought authority in accordance with financial regulations to ‘write off’ those assets listed in appendix 1 of the report presented to the Council.

It was moved by Cllr. N Hogg and seconded by Cllr. D Samuels, and

RESOLVED:- (i) That the report be noted, in particular, the continued existence of the Register of Assets.

 (ii) That approval be granted to ‘write off’ those items listed in appendix 1.

**34. SUPPORT FOR CHILDREN AND FAMILIES**

The Council considered the report of the Town Manager that outlined a proposal to implement again this year, the successful pilot project undertaken in 2015 which provided support to children and families attending Primary schools in the Township. Reference was also made to a Food Poverty Project being developed by Children’s Centres in Knowsley including Halewood Children’s Centres.

The Town Manager indicated that three schools have so far indicated that they would require support

It was moved by Cllr. A Harvey and seconded by Cllr. K Dalton, and

RESOLVED:- (i) That the report be noted.

 (ii) That the Town Manager be authorised to enter into agreements with Primary schools in the

 Township wishing to participate this year, to the value set aside in Specific Reserves.

 (iii) That approval be given to support the Food Poverty Project up to a maximum value of £681.

**35. APPLICATIONS FOR FREE OR CONCESSIONARY HIRE OF FACILITIES**

(a) Chris Vernon (Comfy Chords Ltd) – Summer Show, Hollies Hall, Saturday 16th July 2016

(b) Emma Felstead – Fundraising Event, Hollies Hall, Saturday 20th August 2016

(c) Merseyside Dogs Home (MDH) – MDH Choir Night, Hollies Hall, Friday 11th November 2016

It was moved by Cllr. A Harvey and seconded by Cllr. N Hogg, and

RESOLVED:- (i) That the report be noted.

 (ii) That free hire be approved for the events listed above on the date indicated.

**36. HALEWOOD COMMUNITY GRANTS FUND**

The Council considered the following applications:-

(a) Application No. 16/17-3 – The Tuesday Club

This application sought assistance, as in previous years, towards the cost of their annual holiday, which this year is in Weston-Super-Mare. The Club meets regularly in Hollies Hall and provides recereation and leisure opportunities for people with learning difficulties.

(b) Application No. 16/17–4 & 5 – Natalie Davidson & Joanne Brown

Two applications each sought financial assistance towards the cost of holding community street parties to celebrate the 90th anniversary of the birth of Queen Elizabeth II. In the case of Natalie Davidson a party in Penmann Crescent, and in the case of Joanne Brown in Kenton Road.

It was noted that due to the applications being received within two weeks of the dates proposed for the parties, in accordance with Standing Order 3d, following evaluation of these applications and in consultation with the Chairperson of the Town Council, grants of £250 to Natalie Davidson-Lund and £165 to Joanne Brown have been awarded.

(c) Application No. 16/17 – 6 – Halewood Parish Holiday Club

This application requested assistance with the purchase of equipment for a delivery of the summer holiday club. The Club is based in the St. Mary’s Centre, and is open to all children age 4-11 of all faiths and is run by volunteers.

It was moved by Cllr. C Harris and seconded by Cllr. A Harvey, and

RESOLVED:- (i) That the report be noted.

 (ii) That, in accordance with the Localism Act 2011 (Power of Competence), a grant of

 £450 be awarded to the Tuesday Club.

 (iii) That payment of the two grants awarded in item (b) be ratified.

 (iv) That, in accordance with the Localism Act 2011 (Power of Competence), a grant of

 £500 be awarded to the Halewood Parish Holiday Club.

 (v) That a pro-forma be introduced so that recipients of grants provide feedback, and applicants

 be requested to acknowledge the support of the Town Council on any advertising material,

 and be advised that failure to provide feedback may affect future grant applications.

**37. FORMAT OF TOWN COUNCIL REPORTS**

The Council considered the report of the Town Manager that sought approval to establish an agreed format of Town Council reports.

It was moved by Cllr. K Dalton and seconded by Cllr. N Hogg, and

RESOLVED:- (i) That the report be noted and the format suggested for all future reports be agreed.

**38. SCHEDULE OF PAYMENTS**

In consideration of the payments included on the report, Cllr. Harris asked if the provision of Doggie Bags by the Town Council could be advertised and also if the Editor of the Halewood Focus could be asked to improve delivery arrangements around the Torrington Drive area.

RESOLVED:- i) That the schedule of payments, addendum, pre-payments and direct debits amounting to

 £50,489.82 be approved.

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| Lancashire County Training Partnership |
| Metropolitan Borough of Knowsley |
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| Unitel Network Services |
| B & M Waste Services |
| B & M Waste Services |
| Wray Bros Limited |
| Viking Payments  |
| JRB Enterprises Limited |
| Trade UK Account |
|  |
| The Guardian Shutter Co. Limited |
| SSE |
| Virgin Media Business |
| SSE |
| Adlib Audio Limited |
| B & M Office Machines Limited |
| Halewood Focus |
| C3 Imaging Liverpool |
| The Wigan Beer Company |
| Mr George MacKenzie |

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| Royal Mail Group Limited |
| Virgin Media Business |
| Lancashire County Training Partnership |
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| Bradleys Surfacing Systems |
| Joanne Brown |
| Natalie Davidson-Lund |

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|  Viking Payments |
|  Applied AirConditioning Limited |
|  The Wigan Beer Company |
|  Wray Bros Limited |

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| £63.36 |
| £123.42 |
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**39. REPORTS FROM CONFERENCE/REPRESENTATIVE BODIES**

The following reports were received:-

(a) Cllr. C Harris – Culturefest

(b) Cllr. C Harris – Eli Lilly Community Evening

(c) Cllr. N Hogg – NALC Meeting

(d) Cllr. B Swann – LJL Airport Consultative Committee

RESOLVED:- (i) That the reports be noted.

**40. CORRESPONDENCE**

**(a) New Councillors’ and Clerks Workshops**

A report from Lancashire and Merseyside County Training Partnership was received and nominations to attend the workshops to be held on 2nd July 2016 and 16th July 2016 in Preston were considered.

RESOLVED:- That the correspondence be noted.

**(b) Planning Applications**

The following Planning Applications were considered:-

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| Application Number | Applicant | Location | Proposal |
| 16/00299/FUL | Motor Fuel Group Ltd | Shell Garage, 195 Higher Road | Extension & other works |
| 16/00348/FUL | Mr. Shahid Ismail | 52 Lydiate Lane, Halewood | Retention of Existing Garage |
| 16/00349/FUL | Mr. Shahid Ismail | 52 Lydiate Lane, Halewood | Conversion of garage with extensions ground/first floor to create 7 additional bedrooms and living space |
| 16/00126/FUL | Mr. Andrew Tower | 7 Portway, Halewood | Retention of Fence and erection of new gate |
| 16/00302/FUL | J Moss Developments | Land at rear of 84 Blakeacre Road | Erection of 2 no. Dwellings and associated works |
| 16/00344/FUL | Mr. & Mrs Owens | 266 Higher Road, Halewood | Single Storey extension |
| 16/00355/FUL | Mrs. Sian Flynn | Village Store, 1 Baileys Lane | Change of use of retail shop to cafe and associated works |
| 15/00318/FUL | Aberdeen Asset Management | 6 Renaissance Way, Halewood | Extension to form additional office space with construction of 39 Care parking places & 3.2m fence |
| 16/00350/FUL | Jaguar Land Rover | Land off South Road adjacent to Jaguar Plant, Halewood | Construction of 145 Space Car Park and associated works |
| 16/00352/FUL | Mr. Stephen Monaghan | 13 Ronaldsway, Halewood | Demolition of existing side gates and boundary wall/erection of single storey extension. |
| Planning Appeal 16/00090/FUL | Mr. Ting Xing Chen | 5 The Parade, Halewood | Change of use from Sandwich Bar to Hot Food Takeaway & Assoc Works. |

RESOLVED:-

(i) That the Planning Applications be noted.

(ii) That representations be made in respect of the planning appeal relating to 5 The Parade, Wood Road, objecting to the application on the grounds previously indicated as part of the original planning process.

(iii)Application No. 16/00355/PDC – Change of use of Retail shop to Cafe, 1a Baileys Lane

Objection:- On the grounds of traffic congestion, close proximity to schools and extraction issues.

(iv) That further information be obtained on the undermentioned applications and that subject to discussions with the Chairman objections be raised and the Ward Councillors be advised.

(a) Application No.16/00348/FUL & Application 16/00349/FUL, 52 Lydiate Lane – Retention of existing detached garage together with ground floor and first floor extensions to create an additional 7 no. bedrooms and ancilliary living space.

(b) Application No. 16/00299/FUL,195 Higher Road – Motor Fuel Group Ltd – Proposed extension to side of garage kiosk, installation of new shop front and claddion to front and side of building, erection of bin store, construction of 8 no.

(c) Application No. 16/00126/FUL – 7 Portway Retention of fence and erection of gate to side of property.

Meeting closed at 8.25 pm

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