**HALEWOOD TOWN COUNCIL**

At a Meeting of the Town Council held on Thursday 17th January 2019 (7.00 pm) at the Arncliffe Centre, Arncliffe Road, Halewood, the following Members were:-

PRESENT

COUNCILLORS

N Hogg (Chairman)

 Cllr. K Dalton Cllr. I Hamilton

Cllr. Mrs. B Dunn Cllr. Miss C Rose

Cllr. Mrs. A Farrell Cllr. B Swann

 Cllr. A Harvey

**Also in attendance:-**

G MacKenzie, Town Manager

L Joyner, Senior Administrator

S Edwardson, Admin. & Comm. Officer

Members of the Public - 15

**99. APOLOGIES**

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

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

Cllr. A Harvey - Agenda item 11c – Planning Applications

**101. PUBLIC FORUM**

1. Mr. G Tyrrell

Further to his previous address to the Town Council Meeting on 15th November 2018, Mr. Tyrrell reported that the Trade Unions have adopted a policy to support such training schemes with all Councils on Merseyside together with trade union pay and conditions.

2. Mr. E McIntosh

Mr. McIntosh requested that the Police Commissioner be asked to include the ‘Community Safety Plan’ when addressing the Town Council at its meeting on 14th February 2019.

**102. MINUTES**

RESOLVED:- (a) That the minutes of the Town Council meeting held on 15th November 2018 be approved as a correct record and signed by the Chairman.

**103. TOWN MANAGER’S UPDATE**

The Town Manager gave a written update on the following items:-

1. Former Town Councillor Harry Birch

2. Tax Base 2019/20

3. Police and Crime Commissioner

4. Doorstep Green – Culverted Watercourse

5. Community Governance Review of Town and Parish Councils in Knowsley

6. Christmas 2018

Cllr. A Harvey commented on item 4 – Doorstep Green, Culverted Watercourse and said that this would be the responsibility of Knowsley Borough Council and not Halewood Town Council as lessee of the land and requested clarification that this was the case.

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

 (b) That in relation to the Police and Crime Commissioner’s attendance at the Town Council

 meeting on 14th February 2018, the Town Manager request that the ‘Community Safety

 Plan’ be included within the presentation.

**104. 2018-2019 BUDGET – ESTIMATED OUT TURN**

The Town Manager presented a report updating the mid-year projections to the Town Council at their meeting held on 17th October 2018, this report outlines the estimated out-turn of the 2018/19 budget, and sought approval to use the figures in the budget and precept setting process for 2019/20.

It was moved by Cllr. K Dalton and seconded by Cllr. I Hamilton, and

RESOLVED:- (a) That the report and the current forecast out-turn figures shown in the table at paragraph

 3.4 be noted.

 (b) That the figures shown in the tables at paragraphs 3.4 and 3.7 be used in the budget and

 and precept setting process for 2019/20.

**105. KNOWSLEY FLOWER SHOW 2019**

Members considered the report of the Town Manager that sought consideration and direction on sponsorship of the Knowsley Flower Show.

It was moved by Cllr. I Hamilton and seconded by Cllr. A Harvey, and

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

 (b) That sponsorship of the Shuttle Bus, at a cost of £440, be agreed on the condition that the

 route of the Shuttle Bus, to and from Halewood, is approved by Halewood Town Council

 prior to the event.

 (c) That, subject to the above, the provision of the Shuttle Bus service to the Show be advertised

 on the Town Council website and in social media.

**106. APPLICATIONS FOR FREE OR CONCESSIONARY USE OF FACILITIES**

The following applications were considered:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | Venue | Date | Event | Full Hire cost |
| Grace Church Halewood | Hollies Hall | Sunday 9th December 2018 1.30pm-7pm | Community Christmas Carols and Celebrations | £55.00 |
| South Liverpool Diamonds Majorettes | The Arncliffe Sports and Community Centre | Sunday 16th December 2018 2pm-8pm | Presentation night/Christmas Celebration | £90.00 |

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

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

 (b) That concessionary hire be approved for both events.

**107. SCHEDULE OF PAYMENTS**

RESOLVED:- (a) That the schedule of payments dated 18th December 2018 amounting to

 £41,097.11 approved for payment under standing order 4 be noted.

 (b) That the schedule of payments dated 17th January 2019 amounting to

 £16,527.08 be approved for payment.

**18th December 2018**

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| **PAYEE** |
| Metropolitan Borough of Knowsley |
| Metropolitan Borough of Knowsley |
| B & M Waste Services Limited |
| B & M Waste Services Limited |
| Unitel Network Services |
| Unitel Network Services |
| MN Badger Limited |
| Restore Datashred |
| NALC |
| DataCenta Hosting |
| Furlongs Travel Limited |
| Giltrees & Sons (G.Mc) |
| Paramount Stewarding & Security |
| Manchester Camerata |
| Concept Hygiene Limited |
| Torrington Drive Comm. Assoc. |
| The Wigan Beer Company |
| The Wigan Beer Company |
| Vivark Limited |
| B & M Office Machines Limited |
| Wray Bros Limited |
| C3 Imaging Limited |
| Brake Bros Limited |
| SSE |
| Virgin Media Business |
| Viking Direct |
| Kingfisher Design & Print |
| Metropolitan Borough of Knowsley |
| Sterling Services (Northern) Ltd |
| Wray Bros Limited |
| Kick Audio Visual Limited |
| Wirral Borough Council |
| Inland Revenue |
| Unison |
| Merseyside Pension Fund |
| G Highdale |
| Derby Court Residents Association |
| Cottrell Electrical Services |
| Field & Lawn Limited |
| Hurricane Productions Limited |
| SSE |
| SSE |
| SSE |
| PSD Vehicle Rental |
| Viking Direct |
| Morrisons (DH) |
| Tesco (DH) |
| Trainline (KD) |
| Rachel Dunbavin |

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| £708.00 |
| £588.00 |
| £166.44 |
| £176.62 |
| £65.16 |
| £72.12 |
| £735.60 |
| £72.00 |
| £252.00 |
| £150.00 |
| £690.00 |
| £294.00 |
| £105.00 |
| £4,982.40 |
| £492.00 |
| £720.53 |
| £1,623.09 |
| £832.51 |
| £3,012.70 |
| £22.20 |
| £67.49 |
| £90.00 |
| £1,031.53 |
| £554.34 |
| £48.00 |
| £61.48 |
| £192.00 |
| £354.00 |
| £2,388.11 |
| £6.00 |
| £655.20 |
| £261.96 |
| £4,296.83 |
| £42.75 |
| £3,328.13 |
| £250.00 |
| £450.00 |
| £1,344.00 |
| £3,450.59 |
| £1,440.00 |
| £3,321.03 |
| £894.26 |
| £263.21 |
| £190.00 |
| £7.19 |
| £43.80 |
| £113.00 |
| £171.84 |
| £20.00 |
|  |
| **£41,097.11** |

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**17th January 2019**

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| **PAYEE** |
| Metropolitan Borough of Knowsley |
| Metropolitan Borough of Knowsley |
| B & M Waste Services Limited |
| B & M Waste Services Limited |
| MN Badger Limited |
| Wray Bros Limited |
| Celtic Fire Security Limited |
| The Wigan Beer Company |
| The Wigan Beer Company |
| Viking Direct |
| Wirral Borough Council |
| CF Corporate |
| Virgin Media Business |
| Trainline (IH) |
| Rachel Dunbavin |
| MN Badger Limited |
| Furlongs Travel Limited |
| Vivark Limited |
| SSE |
| Mossley Hill FC (Paul Massey) |
| JRB Enterprise Limited |
| Virgin Media Business |
| Water Plus |
| B & M Office Machines Limited |
| Metropolitan Borough of Knowsley |
| Viking Direct |
| HMRC |
| Merseyside Pension Fund |
| Unison |

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| **AMOUNT** |
| £708.00 |
| £588.00 |
| £167.12 |
| £196.81 |
| £184.32 |
| £144.66 |
| £100.80 |
| £681.12 |
| £269.27 |
| £72.92 |
| £261.96 |
| £180.00 |
| £96.00 |
| £264.53 |
| -£20.00 |
| £252.00 |
| £230.00 |
| £3,012.70 |
| £447.34 |
| £80.00 |
| £394.80 |
| £48.00 |
| £397.32 |
| £22.20 |
| £294.80 |
| £28.20 |
| £4,053.33 |
| £3,328.13 |
| £42.75 |
|  |
| **£16,527.08** |

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**108. REPORTS FROM CONFERENCE/REPRESENTATIVE BODIES**

The following verbal reports were received:-

1. St. Marys Day Centre – Cllr. N Hogg

2. Merseyside Association of Local Councils – Cllr. I Hamilton

Having noted that Cllr. Hamilton, in his report, had indicated that a discussion was needed with Knowsley MBC on the green spaces, Cllr. Mrs. Dunne asked if there had been any progress on the petition that had been handed in at the Town Council Meeting held on 20th September 2018. Cllr. Hamilton indicated that a response was awaited from the Borough Council as the Officer detailing with this issue was currently on sick leave, and it was hoped that this would be progressed in the next couple of weeks.

3. Culturefest – G MacKenzie

4. CCIN – Cllr. K Dalton

RESOLVED:- That the reports be noted.

**109. CORRESPONDENCE**

(a) Letter of thanks

A letter of thanks was received from the St. John Vianney SVP Halewood thanking the Council for the donation towards the annual Christmas Appeal.

RESOLVED:- That the Correspondence be noted.

(b) LALC – Finance Workshop

Details of the Finance Workshop being held on 7th February 2019 in Preston was considered.

(On behalf of Cllr. Mrs. Dunne, Cllr. I Hamilton indicated that he would make enquiries to see if this training can be arranged to take place nearer to Halewood.)

RESOLVED:- That the correspondence be noted.

(Note:- Cllr A Harvey having declared an interest left the meeting during the discussion of the following item)

 (c) Planning Applications

The following Planning Applications were considered:-

|  |  |  |  |
| --- | --- | --- | --- |
| Application Number | Applicant | Location | Details |
| 18/00674/OUT | Mr. Alan McGee | 5 Mansell DriveHalewood | Outline planning permission for 1 no. dwelling – all matters reserved for future approval. |
| 18/00717/FUL | Mr. J Thoroughgood | 24 RidingfoldHalewood | Erection of two storey rear extension |
| 18/00716/FUL | Ducklings Day Nursery Ltd | 45 Higher RoadHalewood | Erection of two storey extension to side and rear including covered external first floor play area and sheltered external stair link existing detached annex building at ground floor. |
| 18/00675/FUL | Mr. John Edge | 11A Hertford CloseHalewood | Erection of detached building to read garden area. |
| 18/00706/FUL | Mrs. Stephanie Farrington | 77 Rainbow DriveHalewood | Part single part two storey extension to front together with single storey to rear. |
| 18/00736/FUL | Mr. John White | 18 Totnes AvenueHalewood | Erection of part two storey part single storey extension to side and rear together with new hard standing to front for additional vehicle parking. |

RESOLVED:- (a) That the planning applications be noted.

**110. EXEMPT ITEM**

RESOLVED:- That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.

**111. STAFFING MATTERS**

The Town Manager provided a report on the continued long term absence of the Functions and Events Officer and noted that in accordance with the Town Council’s sickness absence policy management policy an attendance hearing had been held on 15th January 2019.

It was proposed by Cllr. Miss Rose and seconded by Cllr. K Dalton, and

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

 (b) That the recommendations of the Attendance Hearing Panel be approved.

 (c) That the Town Manager be authorised to make the payments to the Officer as

 referenced in para. 3.6 of the report.

 (d) That an appropriate gift be purchased and presented to the Officer in gratitude for

 her over 20 years plus service to the Town Council.

It was further proposed by Cllr. Miss Rose and seconded by Cllr. I Hamilton, and

RESOLVED:- (e) Approval be given for the honoraria payments and increase in Support Officers

 hours, both on a temporary basis, as referenced in 3.7 of the report, whilst taking a

 broader look at responsibilities given the Grounds Maintenance Contract management

 requirements.

 (f) That approval be given to the use of Casual Staff as required with any approved vacancies

 advertised widely.

 **112. EXEMPT ITEM**

RESOLVED:- That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following item of business on the grounds that it involves the likely disclosure of sensitive commercial interests of the Town Council and the persons that have tendered is not in the public interest.

**113. GROUNDS MAINTENANCE CONTRACT 2019-2021**

The Town Manager presented a report which outlined the result of the tender process for the award of the Grounds Maintenance Contract with effect from 1st April 2019. Following discussion it was

It was proposed by Cllr. Hamilton and seconded by Cllr. B Swann, and

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

 (b) That the decision on the appointment of a Contractor be deferred until the February

 meeting.

Meeting closed at 8.30 p.m.

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