**HALEWOOD TOWN COUNCIL**

Minutes of the Meeting of the Town Council held on Thursday 8th Aug 2019 (7.05pm) at the Arncliffe Sports and Community Centre.

**PRESENT**

Cllr. C Rose – Chair

Cllr. T Powell

Cllr. K Dalton

Cllr. F Martin

Cllr. D Samuels

Cllr. B Swann

Cllr. B Dunn

Cllr. S Harvey

Cllr. A Harvey

Cllr. T Lucock

Cllr. Y Graves

Members of the public.

**Also in attendance:-**

G Allen - Town Manager

K Newton - Senior Administrator

Before the meeting commenced, G. Allen explained that due to the ongoing dispute regarding the status of the Annual Meeting held on May 16th, there is no Chair for this evening’s meeting. He invited Councillors to nominate a Chair for the meeting.

**It was moved by Cllr. B Swann and seconded by Cllr. S Harvey** and

**RESOLVED:** that Cllr C Rose chair the remainder of the meeting.

**46. APOLOGIES**

Apologies for non-attendance were received and accepted from, Cllr. S Powell.

**47. DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

**Cllr. B Dunn – Health and Adult Social Care**

**Cllr. T Powell – Licensing**

**Cllr. K Dalton – Knowsley Foodbanks**

**Cllr. A Harvey - Planning**

**48. PUBLIC FORUM**

In accordance with Standing Order 1.8 – 1.17, members of the public, having made prior arrangements with the Town Manager, may be invited to speak to the meeting of the Town Council on a matter concerning the Township of Halewood. Although prior notice is appreciated, the Chairman may invite the public, if attending, to address the Council at this point.

(Note: Cllr T Powell having declared an interest did not take part in the discussion of the following item)

Having registered an intention to speak, the Chair invited Libby Johnson to address the Members of the Council.

**Libby Johnson** – Was in attendance at the meeting with other residents to oppose the proposed licence for the Shell Garage on Higher Road to sell alcohol 24-hours per day. Libby presented detailed information on the anti-social issues caused in communities living close to units selling alcohol. Libby also discussed previous objections made when the Garage sought a 24-hour licence.

**Cllr. C Rose –** Responded to the input from Libby Johnson by reminding all present that the Town council does not issue licences, but can object if it sees fit. Before allowing responses she informed council that two other speakers had requested to speak at Public Forum regarding the same matter.

**Barbara Stevens** – Was not present.

**Vincent Caine** – Also raised objections to the proposed license for the Shell Garage. He also shared his experiences of the serious anti-social behavior issues that are caused when places operate 24-hour licences and pleaded with the council to object.

**Cllr. C Rose –** Thanked the residents for raising their issues.

**It was moved by Cllr. C Rose and seconded by Cllr. B Swann**

**RESOLVED:** That,

1. That, Halewood Town Council formally objects to the proposed licence from the Shell Garage on Higher Road to sell alcohol 24 hours per day.

**Cllr. C Rose –** Permitted one more question as part of the Public Forum.

**Eric Mackintosh –** Raised concerns again about how the NHS surgeries and walk in centres are failing the people of Halewood Town. He feels they are not upholding legislation. Mr. Mackintosh detailed a number of examples of how the service has been adversely impacted in Halewood.

**Cllr. B Dunn –** Has invited Alistair McLaren from the Clinic Commissioning Groupto come to the Town Council Meeting in Septemberto discuss problems.

**It was moved by Cllr. B Swann and seconded by Cllr. K Dalton**

**RESOLVED:** That,

1. Mr. Alistair McLaren from the Knowsley CCG is invited to address the September Town Council meeting to discuss issues in the Halewood area.

**49. MINUTES**

Several Councillors raised concerns about the quality and precision of the minutes of the meeting of the Town Council held on 27th June 2019 – attached. After a brief discussion it was agreed the minutes could not be tabled this evening and need to be redrafted.

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

**RESOLVED:** That,

1. the Town Manager will produce drafts of the minutes of the current meeting and meet with Group Leaders to help improve quality before they are issued as a formal draft to all councillors. The minutes of the 27/6 will also be redrafted for approval.

**50. TOWN MANAGERS INFORMATION UPDATE**

The Town Manager gave an update on the following items:

**New Town Manager.**

**Meetings and discussions with leaders of the political groups.**

**New appointments.**

**Remembrance Sunday November 10th**

**The White purchase and presentation of a white poppy wreath.**

**Holocaust Memorial Day 2020.**

**Support Group – Parents of Transgender Children**.

**Community Fun Day**

**Future Town Manager Updates**

**RESOLVED:** That,

1. The report be noted.
2. The Town Manager and Town Council looks for opportunities to enhance Remembrance Sunday and the ability of all local churches to participate in the commemoration.
3. The Town Manager to discuss the laying of the White Poppy wreath with Mr G Tyrrell.

**51. AWAY DAY FOR TOWN COUNCILLORS (SEPTEMBER 19TH)**

The Council considered the report from the Town Manager which outlined a proposal to hold a Town Council ‘Away Day’ on September 19th together with a proposed schedule and agenda for the day. The Town Manager also sought permission to procure a co-facilitator for the Away Day.

After some further discussion it was agreed to proceed with the Away Day and Town council meeting on the same day including the CCG presentation.

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

**RESOLVED:** That,

1. The report be noted.
2. The proposal to hold a Town Council Away Day on September 19th be approved.
3. Permission to secure a co-facilitator be approved

**52. HALEWOOD COMMUNITY GRANT FUND APPLICATIONS – AUGUST 2019**

No applications for community grants were received by the deadline of July 26th. However, a late application was received and Councillors approved its consideration.

**Gerry Allen –** Read the Summary from the group ‘Halewood Wildcats’ who were bidding for funds to obtain special goggles from spec savers to put over children’s glasses so that they can play football.

**It was moved by Cllr. A Harvey and seconded by Cllr. D Samuels** and,

**RESOLVED:** That,

1. The funding request be noted.
2. That in accordance with the Local Government Act 1972 s.145 a grant of £500 be awarded to Halewood Wildcats

**53. REQUESTS FOR CONCESSIONARY OR FREE USE OF FACILITIES – AUGUST 2019**

One retrospective request for a 50% reduction of hire costs for Hollies Hall was received.

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| **Application** | **Venue** | **Date** | **Event** | **Full Hire Cost** |
| Kingsthorne JFC | Hollies Hall | July 20th 2019 | Club presentations | £15 per hour |

**Cllr B Swann –** Proposed to accept the recommendation with Cllr. A Harvey. He was concerned, however, that too many retrospective respects have been tabled at Town council meetings and that this should be addressed as it is not good practice.

**It was moved by Cllr B Swann and seconded by Cllr. A Harvey**

**RESOLVED:** That,

1. The report be noted.
2. That a 50% concessionary fee be approved to Kingsthorne JFC for the date requested

**54. SCHEDULE OF PAYMENTS.**

**It was moved by Cllr Y Graves and seconded by Cllr. A Harvey**

**RESOLVED:** That,

1. That the schedule of payments, addendum and direct debits amounting to £39,428.85 be approved for payment

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|  **PAYEE** | **AMOUNT** |
| Unitel Network Services Limited | £61.06 |
| JRB Enterprise Limited | £394.80 |
| B & M Office Machines Limited | £24.94 |
| Heritage Building Limited | £913.20 |
| Wray Bros Limited | £145.55 |
| The Wigan Beer Company Ltd | £1,431.50 |
| The Wigan Beer Company Ltd | £1,838.60 |
| Virgin Media Business | £48.00 |
| SSE | £634.00 |
| Cottrell Electrical Services  | £1,012.84 |
| Viking Direct | £73.12 |
| Sage (UK) Limited | £1,035.60 |
| Ecoblueheating Limited | £670.00 |
| Wray Bros Limited | £192.71 |
| Water Plus | £1,026.68 |
| Virgin Media Business | £48.00 |
| Water Plus | £220.92 |
| Bradshaw Gass & Hope LLp | £161.10 |
| Metropolitan Borough of Knowsley | £10,069.29 |
| MN Badger Limited | £174.00 |
| Inland Revenue - HMRC | £3,694.53 |
| Merseyside Pension Fund | £4,223.46 |
| Unison | £25.50 |
| Asda Stores Limited | £50.67 |
| Amazon Co.Uk | £29.23 |
| NALC | £253.79 |
| Amazon Co.Uk | £24.48 |
| Asda Stores Limited | £70.03 |
| Amazon Co.Uk | £59.47 |
| Trent Furniture | £143.88 |
| Metropolitan Borough of Knowsley | £42.00 |
| Snap Holiday Hunger | £177.25 |
| Trainline (Cllr. KD) | £147.89 |
| Booking.com | £44.00 |
| VSP Printing | £136.00 |
| Holy Family School | £1,500.00 |
| ESDC  | £50.00 |
| CheshireKarts4Kids | £400.00 |
| St Marks School | £1,500.00 |
| Yew Tree Community School | £1,500.00 |
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|  | **£34,248.09** |
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| **PAYEE** | **AMOUNT** |
| Metropolitan Borough of Knowsley | **£724.00** |
| Metropolitan Borough of Knowsley | **£601.00** |
| Metropolitan Borough of Knowsley | **£2,931.60** |
| MPLC Limited | **£179.10** |
| Wray Bros Limited | **£85.06** |
| Restore Datashred | **£74.16** |
| Torrington Drive Comm. Association | **£220.00** |
| Wirral Borough Council | **£268.25** |
| Amazon.Co.Uk | **£26.97** |
| Asda Stores Limited | **£70.62** |
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|  | **£5,180.76** |

**55. NOTICE OF MOTION FROM CLLR. CLARE ROSE ABOUT MENTAL HEALTH**

Members of the Town Council considered the motion proposed by Cllr Rose and seconded by Cllr Dalton to address the issue of parity between physical ill health and mental ill health. After a range of debate,

**Cllr. B Swann –** Proposed an amendment that the Town Council focusses on ‘awareness raising’ with regard to the parity between the two forms of ill health rather than ‘training’.

**Cllr. C Rose –** Accepted the proposed amendment.

The proposal to carry the motion with amendments,

**Was moved by Cllr. B Swann and seconded by Cllr. A Harvey**

**RESOLVED:** That,

1. The motion be carried.
2. That the Town Manager develops a plan to raise awareness of the parity between physical ill health and mental ill health for council staff, councillors and groups using Town Council settings.

**56. NOTICE OF MOTION FROM CLLR. BARBARA DUNN ABOUT FOOD BANKS**

Members of the Town Council considered the motion proposed by Cllr Dunn and seconded by Cllr Harvey to call upon Halewood Town Council to increase its focus and relationship with the Knowsley Foodbank.

**It was moved by Cllr. C Rose and seconded by Cllr. B Dunn and,**

**RESOLVED:** That,

1. The motion be approved.
2. That the Town Manager looks into the possibility of The Hollies and Arncliffe Centres acting as drop-off points for food donations.
3. Sue Torpey from Knowsley Foodbank is invited to a future meeting to deliver a presentation on its work.

**57. REPORTS FROM CONFERENCES/REPRESENTATIVE BODIES.**

No updates were shared at the meeting.

**Cllr B Swann –** Commented that the AGM was a void meeting and this needs to wait until it is resolved.

**54. CORRESPONDENCE**

**Planning Applications**

(Note: Cllr A Harvey having declared an interest did not take part in the discussion of the following item)

The following planning applications were considered:-

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| **Application Number** | **Applicant** | **Location** | **Details** |
| 19/00271/FUL | Mr Craig Marshall | Stapeley Gardens, Halewood | ERECTION OF SINGLE STOREY REAR EXTENSION AND CONVERSION OF GARAGE |
| 19/00215/FUL | Mrs Suzanne Benton | 74 Hawthorne Avenue Halewood | CONVERSION OF GARAGE TO LIVING ACCOMMODATION |
| 17/00612/NMA | Mr Alan Ravenhill  | 57 Rutland Avenue Halewood Knowsley | APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING GRANT OF PLANNING PERMISSION 17/00612/FUL FOR THE ERECTION OF SINGLE STOREY REAR EXTENSION AND INCREASE IN HEIGHT TO ROOF OVER GARAGE TO PROVIDE ADDITONAL LIVING SPACE AT FIRST FLOOR LEVEL, TOGETHER WITH FRONT DORMER (APPROVAL SOUGHT FOR CHANGE OF DESIGN OF THE FRONT DORMER ) |
| 19/00374/CLD  | Exceptional Care Ltd | 23 Tavington Road Halewood L26 6BA | CERTIFICATE OF LAWFUL DEVELOPMENT TO USE A RESIDENTIAL PROPERTY AS A CHILDRENS HOME FOR UPTO 4 CHILDREN  |
| 19/00375/COU | Miss Kerry Wheeler | Railway Cottage Lower Road Halewood | CHANGE OF USE FROM RESIDENTIAL DWELLING TO MIXED USE RESIDENTIAL DWELLING AND CHILD DAY CARE FACILITY  |
| 19/00381/ADV | Jaguar Land Rover Limited | Jaguar Land Rover Limited North Road Halewood | DISPLAY OF 3 NO. NON-ILLUMINATED SIGNS ON WATER TOWER |
| 19/00392/FUL | Mrs Linsey Charlton | 2C Tavington Road Halewood L26 6BA | CONVERSION OF GARAGE TO GAMES ROOM |
| 19/00320/FUL | Kristen Williams | 5 Sparrowhawk Close Halewood | ERECTION OF A SINGLE STOREY SIDE AND REAR EXTENSION |
| 19/00378/FUL | Dr Rebecca Crookall | 36 Hever Drive Halewood L26 6LN | RETENTION OF SINGLE STOREY SIDE/REAR EXTENSION AND GARAGE CONVERSION TO PROVIDE A GRANNY-ANNEXE  |
| 19/00351/FUL | Mr Chris Wills | 152 Trispen Close Halewood L26 7YS | ERECTION OF A FIRST FLOOR FRONT / SIDE EXTENSION AND CONVERSION OF GARAGE TO FORM HABITABLE ROOM  |
| 19/00329/OUT | Sabford Limited | Foxhill Farm Foxhill Lane Halewood  | OUTLINE APPLICATION FOR THE DEMOLITION OF EXISTING BUILDING AND ERECTION OF 10 NO. DETACHED DWELLINGS WTIH ASSOCIATED GARAGES, CAR PARKING AND ANCILLARY WORKS |
| 19/00279/FUL | Mr David McGregor | Mr David McGregor | ERECTION OF TWO STOREY SIDE EXTENSION |
| 19/00366/COU | Miss Dean | 11 Baileys Lane Halewood L26 2XB | CHANGE OF USE FROM CLASS USE C3 TO CLASS USE C2 |
| 18/00552/FUL | International Automotive Components Group Ltd | Unit 3 Boulevard Industry Park Speke Boulevard Halewood | RETENTION OF SINGLE STOREY INDUSTRIAL BUILDING ASSOCIATED WITH EXISTING MANUFACTURING UNIT |

**RESOLVED:** That,

1. The planning applications be noted.

**Cllr. C Rose –** Thanked the public for their attendance this evening.

**EXEMPT ITEM (STAFFING)**

**58. TIME OFF IN LIEU PAYMENTS**

The Town Manager presented a report which sought approval to proceed with the payment to staff of accrued TOIL (Time off in lieu). This has risen to a significant figure for a number of staff members due mostly to the gaps in staffing at the Town Council throughout 2019.

**It was moved by Cllr. R Swann and seconded by Cllr. S Harvey** and

**RESOLVED:** That,

1. The Town Manager proceed with the plan to make one-off payments to staff for accrued TOIL.

**59. COMPLAINTS**

Two complaints from members of the public had been received.

**Cllr. C Rose** introduced the item on complaints. She provided context to councillors on the delays with tabling the complaints and the problems this caused to the adherence to process and the complaints policy. She then invited Councillors to read through the documents before a discussion began. After a short period of time **Cllr. C Rose** asked the Town Manager to summarise the key issues and provide recommendations.

**Cllr. C Rose – N**oted the time (9.32pm) and proposed the suspension of standing orders that calls for meetings to close by 9.30pm.

**It was moved by Cllr. B Swann and seconded by Cllr. K Dalton** and

**RESOLVED:** that

1. Standing orders were suspended to allow the meeting to continue and to deal with the complaints given the seriousness of the issues.

The discussion continued and it was agreed the Town Council should respond to matters pertinent to named individuals. After this discussion,

**It was moved by Cllr. R Swann and seconded by Cllr. B Dunn** and,

**RESOLVED:** That,

1. Cllr. C Roseand the Town Manager meet to devise a response to the complainants.
2. That the draft response is shared with all Councillors for their review and comment before it is sent to the complainants.
3. That the Town Council applies the lessons from the complainants for the future conduct of staff.
4. The Complaints Policy for the Town Council is reviewed.
5. Consideration of a working group on devising new standing orders and/or a formal ‘General Purposes Committee’ to incorporate HR issues is established after discussion at the Away Day on 19/9.

Meeting closed at 10.05pm

Signed ………………………………………….. Date ………………………………..

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