**HALEWOOD TOWN COUNCIL**

At a Meeting of the Town Council held on Thursday 20th  April 2017 (7.00 pm), at the Arncliffe Sports & Community Centre, Halewood, L25 9PA the following Members were:-

PRESENT

COUNCILLORS

Miss C Rose (Chairperson)

 Cllr. K Dalton Cllr A Harvey

 Cllr Ms. C Harris Cllr. N Hogg

 Cllr. Mrs. A Farrell Cllr. D Samuels

 Cllr. I Hamilton Cllr. B Swann

**Also in attendance:-**

Mr. G MacKenzie, Town Manager

Miss L Joyner, Senior Administrator

Members of the Public – 3

**173. APOLOGIES**

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

Cllr. D Perry.

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

None received.

**175. PUBLIC FORUM**

(i) Mr. B Walker & Mr. A Lucock – Halewood Shopping Centre

Mr. Walker and Mr. Lucock addressed the Council to complain about anti-social problems in the Shopping Centre arising from people hanging around area, in particular a homeless person, drinking alcohol and causing a nuisance.

The Chairperson suspended standing orders to allow discussion of this item.

Cllr. Ms. C Harris gave a report of the steps that had been taken by Knowsley MBC to date to try and address this long standing problem, and indicated that this was a Police matter, and that the Police together with the local authority were trying to resolve this issue. The Town Manager reported that he will contact the Borough Council for a statement on the situation.

Standing orders were reinstated.

**176. MINUTES.**

RESOLVED:- (i) That the minutes of the Town Council Meeting held on 16th March 2017 be approved as a

 correct record and signed by the Chairman.

**177. PARTNERSHIP PRESENTATION**

Mr. Nick Quirk and Ms. Kim Brady, Vivark Ltd. gave a presentation to the Council about facilities management services that can be provided by Vivark who are part of the First Ark Group. It was explained that a facilities service would include reactive, planned and preventative maintenance. Also included would be the undertaking of responsibilities of “the competent person” in accordance with regulation 7 of the management of Health and Safety at Work Regulations 1999.

Members requested clarification on a number of issues which was given by Mr. Quirk including the adherence by the Council to its financial regulations in respect of the requirement for competitive quotations for any work.

It was moved by Cllr. Miss C Rose and seconded by Cllr. I Hamilton and

RESOLVED:- (i) That Vivark Ltd. be requested to provide a facilities management proposal, at no cost to

 this Council (of the proposal)

 (ii) That upon receipt of the proposal this matter be considered at a future meeting of the Council.

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

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

1. Arncliffe Sports & Community Centre Kitchen Refurbishment

2. Banking Arrangements

3. Hollies Playground

4. Pupil Recognition and Community Achievement Awards

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

**179. RISK ASSESSMENT 2017**

The report of the Town Manager was considered, this detailed the risk management strategy of the Council and outlined the ‘appropriate steps’ taken to mitigate those risks. It was noted that as part of the annual governance statement to be submitted to the External Auditor, the Council is required to confirm and provide documentary evidence that it has ‘carried out an assessment of those risks facing the Council’, and it has taken steps to manage those risks.

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

RESOLVED:- (i) That the report be noted. (A copy of the report is filed with the minutes)

 (ii) That it be noted, that in accordance with External Audit requirements, the Town

 Council has ‘carried out an assessment of the risks facing the Council’ and taken

 ‘appropriate steps to manage those risks’.

 (iii) That, this Council adopt the “Risk Management Strategy”, attached as an

 appendix to this report, as evidence of the Town Council identifying and managing risk.

**180. INTERNAL AUDIT REPORT & ANNUAL GOVERNANCE STATEMENT 2016/17**

The report of the Town Manager requested that Members note the completion of the Internal Audit Report (page 5of 6 of the Annual Return), the Internal Auditor’s report and approve the Annual Governance Statement for 2016-2017.

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

RESOLVED:- (a) That the report be noted, in particular the Internal Auditors report attached at appendix 1.

 (b) That the Internal Audit Report section of the Annual Return for 2016/17 attached at appendix

 2 of the report be noted.

 (c) That the Annual Governance Statement for 2016/17, attached as appendix 3 of the report, be

 approved.

**181. ANNUAL REPORT 2016/17**

The Town Manager presented a report that outlined the proposals for the printing and distribution of the 2016-2017 Annual Report, and reported that following the Governments recent announcement to call a General Election, advice was awaited from KMBC Democratic Services on purdah timescales.

It was moved by Cllr. Miss C Rose and seconded by Cllr. I Hamilton that, subject to following the advice from Democratic Services, it be

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

 (b) That the contract for the printing of 2016/2017 Annual Report in the sum of £2,295

 as outlined in paragraph 3.4 of the report be awarded to C3 Imaging.

 (c) That the contract for the distribution of the 2016/17 Annual Report in the sum of

 £680 as outlined in paragraph 3.5 of the report be awarded to LDS Ltd.

 (d) That the proposal to consult the community as outlined in paragraph 5 of the report be

 approved.

**182. END OF YEAR (2016/17) BAR STOCK REPORTS**

The Town Manager presented a report that outlined the year end stock results of the bar operations in Hollies Hall and the Arncliffe Sports and Community Centre

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

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

**183. TOWN COUNCIL NEWSLETTER/PUBLICATIONS**

The Town Manager presented a report that outlined a proposal to change the printing and distribution arrangements for the Town Council newsletter, together with the development of two new publications, a “Welcome Pack” and a “Flyer” to advertise the Town Council’s facilities.

It was moved by Cllr. I Hamilton and seconded by Cllr. N Hogg and

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

 (b) That following the June/July edition, the newsletter cease being printed as part of the

 ‘Halewood Focus’.

 (c) That the development of a booklet ‘Welcome to Halewood’ as outlined in para. 3.9 of

 the report be approved and the contract for the printing be awarded to C3 Imaging at a

 cost of £450 for £2,000 copies.

 (d) That the proposal to undertake a full cost appraisal of the option to invest in a colour

 copier be approved, with a further report to be tabled at a future meeting of the Town

 Council as to cost and proposed usage, to include a proposal for use by community

 Groups.

 (e) That arrangements be made to provide a ‘static link’ to future newsletters.

**184. PUBLIC SPACE PROTECTION ORDER (DOG CONTROL) IN KNOWSLEY**

The report of the Town Manager was considered which outlined details of a consultation currently being undertaken by the Principal Authority into the making of Public Spaces Protection Order (PSPO) in relation to the controlling of dogs and sought Members’ direction as a response (if any).

It was moved by Cllr. Mrs. A Farrell and seconded by Cllr. Ms. C Harris and

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

 (b) That the Town Manager respond with a letter of support to KMBC for their

 efforts to consult with the public about making a Public Protection Order (PSPO) in

 relation to the controlling of dogs.

 (c) That Town Manager draft and submit a response to the consultation to be approved by the

 Chairperson and copied to members for reference.

 (d) That direction be sought from the Borough Council about the applying an order for

 Elwyn Gardens and the adding areas to the order such as the Town Council football pitches.

**185. HALEWOOD COMMUNITY GRANTS FUND – ALLOCATION 2017/18**

The Town Manager presented a report confirming the amount allocated for Community Grants in the currently approved estimates for 2017-2018 and which made recommendations for its allocation.

A discussion took place about the proposed allocation of the grants listed in the Town Manager’s report.

It was proposed by Cllr. Swann that an amendment be made to the allocations listed in relation to the Town Council pantomimes and the general grants fund. This proposal was not seconded and therefore not formally put to the vote.

It was proposed by Cllr. I Hamilton and seconded by Cllr. A Harvey and

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

 (b) That the allocations listed in para. 3.3 of the report be approved.

 (c) That the existing General Community Grants Fund process be reviewed with a further report

 to be considered at a future meeting of the Town Council, ensuring that the point raised by

 the Internal Auditor in his report is addressed.

Recorded Vote – At the request of Cllr. B Swann

|  |  |
| --- | --- |
| For the Proposal | Against the Proposal |
| Cllr. I HamiltonCllr. A HarveyCllr. Ms. C HarrisCllr. N HoggCllr. K DaltonCllr. Mrs. A FarrellCllr. D SamuelsCllr. Miss C Rose | Cllr. B Swann |

**186. NEIGHBOURHOOD PLAN**

Members considered the report of the Town Manager that requested direction as to whether or not to begin the process of the development of a Neighbourhood Plan for Halewood.

It was proposed by Cllr. B Swann and seconded by Cllr. A Harvey “That the Town Council resolve to defer any decision on this item pending an evaluation of the outcome of the effectiveness of the Town Council’s successful amendment to KMBC’s Statement of Community Involvement”.

Recorded Vote – At the request of Cllr. B Swann

|  |  |
| --- | --- |
| For the Proposal | Against the Proposal |
| Cllr. B SwannCllr. A Harvey | Cllr. I HamiltonCllr. Ms. C HarrisCllr. N HoggCllr. K DaltonCllr. Mrs. A FarrellCllr. D SamuelsCllr. Miss C Rose |

Cllr. I Hamilton moved an amendment to the proposal that “This Town Council should not develop a Neighbourhood Plan at this time”. Seconded by Cllr. Miss C Rose.

Recorded Vote – At the request of Cllr. I Hamilton

|  |  |
| --- | --- |
| For the Amendment | Against the Amendment |
| Cllr. I HamiltonCllr. Ms. C HarrisCllr. N HoggCllr. K DaltonCllr. Mrs. A FarrellCllr. D SamuelsCllr. Miss C Rose | Cllr. B SwannCllr. A Harvey |

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

 (b) That the Council do not develop a Neighbourhood Plan at this time.

**187. HOLLIES HALL PA AND AV SYSTEMS**

A report was presented by the Town Manager that outlined the outcome of a competitive tender exercise for the provision of a Personal Address (PA) and Audio Visual (AV) systems at Hollies Hall and sought direction on purchase.

In accordance with Financial Regulations the Town Manager reported that he had sought quotations from four companies, although only one company had responded. Following consideration of this response and the requirement under Financial Regulations that a minimum of three quotations must be received.

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

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

 (b) That additional quotations be obtained on the basis of the minimum requirement

 outlined in para. 3.10 of the Town Manager’s report.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant** | **Venue** | **Date** | **Event** | **Full Hire Cost** |
| Halewood Town JSA | Hollies Hall | Thursday 13th April 2017 | Friendship & Award Ceremony | £65.00 |
| MHS Athletic JFC | Hollies Hall | Saturday 15th July 2017 | Charity/Fundraising Event | £65.00 |

It was moved by Cllr. Miss C Rose and seconded by Cllr. D Samuels and

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

 (b) That free hire be approved in respect of the application from Halewood Town JSA.

 (c) That, pending receipt of further information from MHS Athletic JFC, the Chairman be

 awarded delegated authority to make a decision on this application for concessionary hire.

**189. SCHEDULE OF PAYMENTS**

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

 £39,015.89 be approved.

Schedule of payments – 20th April 2017

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **PAYEE** | **NET AMOUNT** |
|  |  |
| Good Companions | **£500.00** |
| Virgin Media Business  | **£40.00** |
| Metropolitan Borough of Knowsley | **£690.50** |
| Metropolitan Borough of Knowsley | **£569.50** |
| Unitel Network Services | **£58.16** |
| Royal Mail Group Limited | **£95.00** |
| Sage (UK) Limited | **£27.46** |
| R & R Newton Bar Supplies Limited | **£35.92** |
| Roxanne Owings | **£20.84** |
|  Halewood Focus | **£130.00** |
| Sitewatch Fire & Surveillance | **£4,244.10** |
| Wray Bros Limited | **£16.09** |
| Sitewatch Fire & Surveillance | **£2,670.83** |
| B & M Office Machines Limited | **£16.16** |
| Viking Payments | **£157.80** |
| Vivark Limited | **£3,155.58** |
| HSB Engineering Insurance | **£574.73** |
| Came & Company | **£9,470.07** |
| Came & Company | **£440.00** |
| The Wigan Beer Company | **£1,504.05** |
| TV Licensing | **£147.00** |
| Wray Bros Limited | **£32.68** |
| The Wigan Beer Company | **£1,077.11** |
| JRB Enterprises Limited | **£323.00** |
| CAS Environmental Services | **£400.00** |
| David Blanchflower JP, MA, FMS | **£380.00** |
| Virgin Media Business | **£40.00** |
| Fiddies Flooring | **£280.00** |
| B & M Waste Services | **£113.27** |
| B & M Waste Services | **£103.35** |
| Unitel Network Services | **£58.27** |
| Merseyside Pension Fund | **£3,476.17** |
| Unison | **£60.00** |
| Medicash | **£20.50** |
| HMRC | **£4,421.12** |
| SSE | **£381.44** |
| Viking Payments | **£69.35** |
| Wray Bros Limited | **£34.93** |
| Sitewatch Fire & Surveillance | **£3,139.14** |
| Trade UK Account | **£41.77** |
|  | **£39,015.89** |

 |

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

The following reports were received:-

(i) Cllr. I Hamilton – NALC Lobby Day

(ii) Cllr. B Swann – Green Space Review Board

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

**191. CORRESPONDENCE**

**(a) LALC Spring Conference – Saturday,13th May 2017**

The Town Manager circulated details of the upcoming Spring Conference of the Lancashire Association of Local Councils and requested direction on attendance.

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

 (ii) That Cllr. I Hamilton, Cllr. N Hogg and Cllr. K Dalton represent the Town Council at

 the LALC Spring Conference.

**(b) Planning Applications**

The following Planning Applications were considered:-

|  |  |  |  |
| --- | --- | --- | --- |
| Application Number | Applicant | Location | Proposal |
| 17/00027/FUL | Devonshire Solicitors | Land at Higher RoadHalewood | Application to remove condition 2 attached to application 97/00625/APP which restricted the permission to the benefit of the applicant or any Registered Housing Association/ Co-op only. |
| 17/00063/FUL | Mrs. Lyn Long | The Coach HouseGerrards Lane | Replacement and alteration to various doors and windows |
| 17/00135/FUL | Mr. James Meall | Railway Cottage, Lower Road, Halewood | Retention of single storey outbuilding |
| 17/00149/FUL | Mr & Mrs Church | 14 Baileys LaneHalewood | Erection of two storey side and single storey rear extension together with front porch (existing side extension and rear conservatory to be demolished) |
| 17/00155/FUL | Mr. Sahid Ismail | 52 Lydiate LaneHalewood | Retention of detached garage and store room |
| 17/00136/CLU | Mr. Paul Magee | 31 Cambourne AvenueHalewood | Certificate of lawful development for conservatory to rear |
| 17/00162/ADV | Jayne Swift | Unit 9, Halewood Shopping Centre, Leathers Lane | Installation of 7 no. Internally illuminated signs together with infill panels to windows. |
| 17/00184/PDE | Mr & Mrs Alvers | 45 Elwyn DriveHalewood | Erection of single storey rear extension |
| 17/00176/CLD | Mr. Brian Hatchard | 6 Betony CloseHalewood | Proposed conversion of store at side/rear of existing dwelling into habitable room (kitchen) |
| 17/00132/FUL | Mr. Andy Fowler | 41 Baileys Lane,H’wood. | Erection of two storey side extension |

RESOLVED:- (a) That the Planning Applications be noted subject to further information being obtained about

 Planning Application number 17/00027/FUL – Land at Higher Road.

 (b) That the Chairperson be granted delegated authority to approve a response to this application

 if deemed necessary and that Members be advised accordingly.

**192. 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 exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.

**193. APPROVAL OF ABSENCE FROM TOWN COUNCIL MEETINGS**

That Town Manager presented a reported that requested consideration and direction to be given to approving the continued absence from Town Council meetings of an Elected Member due to ill health.

It was moved by Cllr. Miss C Rose and seconded by Cllr. Ms. C Harris and

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

 (b) That Cllr. Steve Ball’s request to authorise his absence from meetings of the Town Council

 for as long as necessary be approved.

Meeting Closed at 9.30pm

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