**ANNUAL PARISH (TOWN) MEETING HELD ON THURSDAY 11th JUNE 2020**

Matters raised, affirmatively voted upon by the Parish seeking action / comment by Halewood Town Council

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| ISSUE | NOTES  |
| 1. Several residents asked questions about the co-option of local persons onto the Town Council. Specifically, the questions centred on:
* The possibility of conducting the meeting via Zoom
* The process to be used to determine the best persons from the list of candidates who have applied for the vacancies.
 | Details were provided by the Chair at the meeting* Following the resignation of two councillors in the North Ward and the death of one councillor in the south ward, there are three vacancies.
* The council followed the legal processes to publish notices for the vacancies and, with no electors emerging that sought a by-election, it was free to co-opt. A co-option policy was created and endorsed in March 2020.
* The intention was to proceed to a date for a co-option meeting to determine the new councillors from the list of candidates applying. However, the Covid-19 crisis emerged in late March 2020 and this impacted adversely on the timescales.
* The co-option policy does not state a co-option process can occur through a teleconferencing process akin to Zoom. The council will therefore seek to deal with the vacancies through a traditional process i.e. a face-to-face meeting when it is practicable to do so. It is hoped this will be within the next few months from the date of producing this set of notes.
* In addition, the council determines there is no additional pressure on current councillors in the north and south wards respectively to conduct the co-option process. There are 9 councillors able to deal with issues and concerns raised by residents.
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| 1. A resident requested an update on the Town Council’s progress with the Neighbourhood Plan.
 | Details were provided by the Chair at the meeting. * The agreement to proceed with a Neighbourhood Plan for Halewood has been formally approved via the Planning Committee of Knowsley MBC.
* A Steering Committee has been formed.
* Initial priorities have been established.
* A plan to involve the wider community in working groups for the Neighbourhood Plan was scheduled to commence on March 17th 2020. This has been delayed due to Covid-19.
* Contact has been made with support organisations (specifically, Mr. John Knight from ‘The Royal Town Planning Institute) to assist the Town council with drawing down a support grant and appointing an outside body to assist with the writing of the plan and associated legal procedures i.e. the eventual referendum on the plan
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| 1. A resident raised the matter of the East of Halewood Planning development. Specifically, the resident wished to know where and how the Town Council and residents can ensure the development proceeds in an appropriate manner.

In addition, concerns were raised about the negative impact of major developments on current Halewood households i.e. rat infestations | The Chair requested Cllr Barbara Dunn respond for the Town Council as she is also a borough councillor with wider access to information.* Cllr Dunn advised that the East of Halewood plan was scheduled for final endorsement at the Knowsley MBC Planning Committee meeting on June 11th.
* Cllr Dunn further advised that developers are still required, however, to submit plans for development in relation to specific aspects of the scheme. This means plans will be subject to public and Town Council scrutiny.
* Cllr Dunn noted the previous issues faced by residents with the rat infestation. This would be brought to the attention of Knowsley MBC.
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