**HALEWOOD TOWN COUNCIL**

At a Meeting of the Town Council held on Thursday, 21st September 2023 (7.00 pm), at the Arncliffe Sports and Community Centre, the following Members were:-

PRESENT

COUNCILLORS

Cllr. I. Hamilton (Mayor/Chairperson)

 Cllr. A. Flute Cllr. P. Bradley

Cllr. C. Rose Cllr. L. Berry

 Cllr. V. Berry Cllr. C. Lunt

 Cllr. B. Dunn Cllr. J. Harvey

**Also in attendance:-**

G. Allen - Town Manager.

S Edwardson – Democratic Services and Administration Officer.

Members of the Public - 1

**41. APOLOGIES.**

Apologies for non-attendance were received and accepted from Cllr. A. Harvey, Cllr. E. Finneran and Cllr. C. Rose.

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

Cllr. A. Flute - Agenda Item No: 16 – Planning Applications

Cllr. J. Harvey – Agenda Item No: 16 - Planning Applications

**43. PUBLIC FORUM.**

None.

**44. MINUTES.**

It was **moved** by Cllr. A. Flute, **seconded** by Cllr. V. Berry and all agreed,

**RESOLVED** that,

1. the minutes of the Town Council Meeting held on:-

Town Council Meeting - 20th July 2023

Town Council Meeting - 17th August 2023

be approved as correct records and signed by the Chair.

**45. ANNOUNCMENTS FROM THE TOWN MANAGER.**

 The Town Manager gave a verbal update on the following items:

1. Mayoral Engagements
2. Planning Objections
3. Anti-Social Behaviour in Halewood
4. Halewood Carnival
5. Doorstep Green: Winter Works and Play Provision
6. Remembrance Sunday
7. DBS Checks
8. Imminent Meetings

The Town Manager discussed in detail some of the above items including the Halewood Carnival, and the DBS Checks for Councillors.

**RESOLVED:-** That

1. the report be noted.

**46. GREEN SPACES STRATEGY - CONSULTATION**

Members received a report from the Town Manager with an update on the progress with the Council’s ‘Green Spaces Strategy’.

It was **moved** by Cllr. I. Hamilton, **seconded** by Cllr. A. Flute and all agreed,

**RESOLVED:-** that,

1. the report be noted.
2. the Task & Finish Working Group will take control of the next steps to progress the proposed surveys and methodology for consulting with residents in Halewood.

**47. HOLLIES PLAYGROUND – REVIEW OF OPERATIONS AND RISKS TO THE COUNCIL**

The report of the Town Manager provides Members with information on current challenges faced by the Council at the Children’s Playground at Hollies Field. The report seeks Members support to finding a way forward to resolve problems with the operation of this facility that can satisfy the needs of residents and ensure play provision for children aged 5 and under.

A discussion took place amongst the councillors with vary8ing ideas to find solutions.

It was **moved** by Cllr. V. Berry, **seconded** by Cllr. P. Bradley and all agreed,

**RESOLVED:-** that,

1. the report be noted.

b. a Working Group be set up for a long-term solution, and appointees will be elected to the Working Group at the next meeting of the Council.

c. Members agreed to explore options to consolidate outdoor play at Hollies Field into the one setting opposite St. Nicholas Church.

d. Members considered the option of closing Hollies Playground and seek options for the future use of the hard surface at this location.

e. the approval of the opening and closing times of the Playground through the Autumn / Winter period of 2023 into 2024 be accepted.

**48. GROUNDS MAINTENANCE CONTRACT FROM 01/04/2024.**

Members received a report from the Town Manager regarding the maintenance of various parcels of leasehold and freehold land and woodland ‘managed’ by the Town Council. This is the Council’s largest single commissioned contract. The report outlines the proposal to tender the grounds maintenance contract which would subsequently commence from April 2024.

It was **moved** by Cllr. B. Arnold, **seconded** by Cllr. J. Harvey and all agreed,

**RESOLVED:-**  that,

1. the report be noted.
2. Council considered and commented upon the draft specification attached at Appendix ‘A’

c. Members approved the draft specification attached at Appendix ‘A’.

d. Members considered and commented upon the draft ‘General Instructions to Tenderers’ attached at Appendix ‘B’.

e. Members approved the draft instructions ‘Form of Tender’ attached at Appendix ‘C’, including that this entails the wording, ‘the provider agrees to regular meetings for quality monitoring’.

f. Members approved the use of the ‘Evaluation Matrix’ attached at Appendix ‘D’.

g. Members approved the three companies outlined in para 3.7 to be invited to submit a tender.

h. Members appointed two Councillors, Cllr. V. Berry and Cllr. P. Bradley to form a ‘Tender Opening Panel’ alongside the Town Manager.

i. Members approved the timescales outlined in para 3.9 below.

j. Members approved the award of a contract for a 2-year fixed term with an option for a one-year extension as outlined in para 3.11.

**49. BANKING HUB**

The Town Manager presented a report, as advised to Council at the Meeting of 15th June 2023, that staff at Halewood Town Council have undertaken survey work of attitudes towards the lack of local banking opportunities in Halewood. This report provides a breakdown of the attitudes from respondents.

It was **moved** by Cllr. I. Hamilton, **seconded** by Cllr. A. Flute and all agreed,

**RESOLVED:-** that,

 a. the report be noted.

b. Members gave direction to Council Staff to engage with Royal Mail who run the Banking Hub projects and receive guidance to proceed. How much work is potentially going to be involved, and what venues are going to be available to deliver it, and how we actually get to that point. The Chairperson hoped that we would have made significant progress by the end of year one.

c. It was agreed to consider a further survey to a wider cohort of residents once progress had been made with establishing a Banking Hub.

**50. MEMBERS TRAINING AND ACCESS NEEDS.**

Members received a report from the Town Manager which provided Councillors with an overview of the responses from Halewood Town Council elected Members regarding their training and access needs for participation in Council Meetings and processes.

A discussion took place amongst Councillors, all having various comments.

It was **moved** by Cllr. I Hamilton, **seconded** by Cllr. J. Harvey and all agreed,

**RESOLVED:-** that,

1. the report be noted.
2. Members considered the proposed recommendations at 3.4 of the report and approved that the Town Manager takes the courses of action needed with each Councillor regarding their training and access requirements.
3. Members considered the information presented within the report and agreed that the Chairperson, Cllr. I. Hamilton meets with the Town Manager to discuss the specific ‘I.T. Kit’ for individual Councillors. This may be a laptop, a smartphone or consideration of a VPN connection to a laptop currently owned by a Councillor (this would allow them to access Town Council emails).

**51. POLICIES FOR APPROVAL.**

The Town Manager presented a report to provide Members with a list of Council Policies that are either scheduled for approval or must be reviewed for re-approval.

It was **moved** by Cllr. J. Harvey and **seconded** by Cllr. V. Berry and all agreed,

**RESOLVED:-** that,

1. the report be noted.
2. Members agreed that the Town Manager sets a date for a Special Town Council Meeting, where all said policies would be reviewed by full Council.

**52. NALC QUALITY AWARD**

The Town Manager presented a report which informed the Members that Halewood Town Council is once again, making an application to NALC for ‘Quality Award’ status. A requirement of applying for this award is for approval of the portfolio of evidence via a formal resolution of Council.

It was **moved** by Cllr. V. Berry and **seconded** by Cllr. B. Dunn and all agreed,

**RESOLVED:-** that,

1. the report be noted.
2. Members formally resolved and approved Halewood Town Council’s submission of the portfolio of evidence for the NALC Quality Award.

**53. COMMUNITY GRANT APPLICATIONS.**

The following applications were considered.

(i) Application 23/24-4 – ‘The Graveyard Clearance Working Party’

An application was considered from Geoff Bullen on behalf of a group aligned to St. Nicolas Church, for a grant of £486.43 towards the cost of several gardening tools which would enhance the ability of the team and make the project a more professional and realistic venture.

(ii) Application 23/24-5 – Halewood Netball Team

An application was considered for a grant of £500 received from Stephanie Ellis, towards the cost of new netball kits and equipment, they are planning to fundraise to cover the shortfall.

(iii) Application 23/24-6 – Bridgefield Fitness Clinic

An application was considered from John Nicolson on behalf of the Bridgefield Fitness Clinic, for a grant of £280 towards the cost continuing to run two keep fit classes on a Monday and Wednesday, which will hopefully attract newcomers and sustain interest from regulars.

(iv) Application 23/24-7 – Halewood Rangers FC

An application was considered from Leanne Connolly for a grant of £500 towards purchasing football equipment to allow them to absorb a different local team, Grenadier Rangers, who have lost a group member through bereavement.

(v) Application 23/24-8 – Halewood Summer League

An application was considered from Joe McGuinness for a grant of £450 to cover costs associated with the operation of the Summer League including paints, mower hire and fuel.

(vi) Application 23/24-9 – Halewood Town Juniors (Ballinasloe Exchange)

An application was considered from George Vaughan for a grant of £1,500 regarding the annual Halewood-Ballinasloe Exchange, along with the Bob Paisley friendship cup.

It was **moved** by Cllr. A. Flute, **seconded** by Cllr. P. Bradley and all agreed,

**RESOLVED:-** that,

a. the report be noted.

**Moved** by Cllr. A. Flute, **seconded** by Cllr. P. Bradley,

b. Application 23/24-4 – ‘The Graveyard Clearance Working Party

 a grant of £486 be awarded to ‘The Graveyard Clearance Working Group’.

 **Moved** by Cllr. A. Flute, **seconded** by Cllr. V. Berry,

c. Application 23/24-5 – Halewood Netball Team

 a grant of £500 be awarded to ‘Halewood Netball Team’.

d. Application 23/24-6 – Bridgefield Fitness Clinic

 The application was refused as the purpose of the grant was funding to alleviate increased rental charges levied by Volair at Halewood Leisure Centre. It was suggested that our Community Projects Team contact the group to see whether they could hold a class held at one of our two facilities at the Town Council, or other cheaper venues across Halewood.

 **Moved** by Cllr. C. Lunt, **seconded** by Cllr. J. Harvey,

e. Application 23/24-7 – Halewood Rangers FC

 Members agreed to ask for further information and clarification with their application before this is approved. The Community Projects Team to help with the completion of the revised application form which can be assessed at the next meeting of the Council.

 **Moved** by Cllr. V. Berry, **seconded** by Cllr. B. Dunn,

f. Application 23/24-8 – Halewood Junior Football League

 a grant of £450 be awarded to ‘Halewood Junior Football League’.

 The Town Manager is to confirm that Halewood Junior Football League do have insurance to use a sit-on mower.

 **Moved** by Cllr. V. Berry, **seconded** by Cllr. B. Arnold,

g. Application 23/24-9 – Halewood Town Junior Football Club

 Members approved the request for the additional £500 of funding for the Ballinasloe Exchange. The grant of £1,500 is thus awarded to ‘Halewood Town Juniors’. Cllr. V. Berry requested that Halewood Town Council should advertise its support to the Ballinasloe exchange as she was unaware of the Council’s bi-annual support to the exchange.

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

The Council considered applications for free or concessionary hire.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant** | **Venue** | **Date** | **Event** | **Full Cost Hire** |
| Your Voice,Your Choice | Arncliffe Centre | 14th October 2023 | Group Fundraiser | £90.00 |
| Your Voice,Your Choice | Hollies Hall | 4th November 2023 | Charity Boxing Event | £90.00 |

It was **moved** by Cllr. I. Hamilton, **seconded** by Cllr. V. Berry and all agreed,

**RESOLVED:-** that,

a. the report be noted.

b. the free hire of the Arncliffe Centre and Hollies Hall be approved on the dates requested.

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

To receive any verbal reports from the Town Manager and/or Members present who have attended conferences or representative bodies on behalf of the Town Council.

MALC – The Town Manager advised that there was a vacancy within MALC due to Cllr. A. Flute resigning from his role. It was agreed that Cllr. I. Hamilton will step into the position. The next meeting of MALC is 27th September 2023.Cllr.

LALC - Cllr. Hamilton informed the Council that there was a meeting last weekend and that he is now a member of its Policy & Finance Committee.

Airport Committee – Cllr. V. Berry informed the Council that there hasn’t been a meeting as yet, it’s due on 29th September. However, updates have been sent which the Town Manager has forwarded to Members.

Culturefest – Cllr. C. Lunt gave an update on Culturefest. They have just received a list of meetings from the Culturefest Committee and planning progresses for 2024.

CCIN – Cllr. B. Arnold advised there were no updates on CCIN.

**56. CORRESPONDENCE.**

***Note:- Cllr. A Flute, having declared an interest in this item left the room and took no part in the discussion or voting thereon.***

1. Planning Applications.

The following Planning Applications were reviewed and considered.

|  |  |  |
| --- | --- | --- |
| Application No | Applicant & Location | Details |
| 23/01713/FUL | James Clifton, Land adjacent to 2 Roseheath Drive, Halewood. | Erection of 2no Semi Detached houses and associated works. |
| 23/02438/TWA | Knowsley Council, Woodland adjacent to Lydiate Lane, Halewood | Remedial works to tree group G1 |
| 23/01553/CLD | Ashley Appleyard, 1 Turnstone Drive, Halewood.  | Certificate of lawful development for change of use of existing garage to dog groomers. |
| 19/00305/FUL | KDG Group, 26 Baileys Lane, Halewood | Demolition of garage and the erection of 1no. detached dwelling and associated works. |
| 22/01504/FUL | Emiliano Covalciuc, 11 Meadow Grove, Halewood.  | Erection of single storey extensions to rear and side. |
| 23/01873/Ful | Jaguar Land Rover, South Road, Halewood. | Erection of three temporary structures and canopy to provide storage space. |
| 23/02120/FUL | Jaguar Land Rover, South Road, Halewood. | Erection of 1no. industrial building together with other associated works. |
| 23/02357/CLD | Cadent Gas Ltd, Land at Bailey Lane, Halewood. | Certificate of lawful development for proposed gas governor kiosk. |
| 23/02023/FUL | Prescott Farms Ltd, Land at Netherley Road, Tarbock Green. | Replacement office and store for mixed commercial and agricultural use. |
| 23/02639/FUL | Macauley Pearson, 31 Yew Tree Road, Halewood. | Erection of single storey side and rear extension. |

Cllr. C. Lunt commented on Application No: 23/01713/FUL, ‘land adjacent to Roseheath Drive’, she asked if it was a personal property. Also, Application No: 23/02357/CLD ‘Gas Governors’

Cllr. B. Dunn commented on 23/01553/CLD about the ‘dog grooming parlour’.

**RESOLVED:-** that,

 a. the Planning Applications be noted.

***Note:* Cllr J. Harvey left the meeting at 9:07pm.**

***Exempt Items***

*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.*

**57. STAFFING AND HR PROVIDER REPORT.**

Members received a report from the Town Manager, who provided an update on Town Council Staffing and HR issues and requested the approval of several recommendations.

Councillors discussed the content of the report and varying options available.

It was **moved** by Cllr. I. Hamilton, **seconded** by Cllr. A. Flute and agreed,

**RESOLVED:-** that,

1. the report be noted.
2. Members did not approve the permanent establishment of additional Community Projects Officer role. However, Members did approve that the substantive post of Support Officer be modified to become a ‘blended role’ of Support Officer/Community projects Support Officer with the role holder undertaking this modified role when the seconded post ends.
3. Members did not approve the creation of an Interim Projects Community Manager role. It was agreed to end the Seconded role with the secondee returning to the substantive post of Community Projects Officer.
4. Members approved the recommendation of the Town Manager that the Community Projects Team continue their work in its present structure through to 31st December 2023. this is to allow time to devise the new ‘blended role’ and manage the subsequent HR matters.

e. Members approved the recommendation of the Town Manager to formally serve notice on the council’s HR provider, ‘Peninsula HR’.

f. Members approved the recommendation of the Town Manager to approach the HR Division of Knowsley MBC to re-establish an agreement with them for HR advice and support to the Town Council.

g. Members agreed to cancel the next two meetings of the HR and Staffing Committee as noted at 3.14 and 3.15.

h. Members appointed Cllr. B. Dunn and Cllr. B. Arnold to the Interview Panel for the Part-time Temporary Support Officer recruitment process.

Meeting closed at 9:30 pm

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