



To: The Chairman and Members of Hightown Parish Council.

You are hereby summoned to attend an Ordinary Meeting of the Council which will be held on Monday 20th November 2023 at 7.00 pm at the Alt Centre for the following purposes:

AGENDA

- 1. Apologies for Absence.**
- 2. Minutes.**
Members are asked to consider and approve the Minutes of the Ordinary Meeting held on 18th September 2023.
- 3. Declarations of interest.** - Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Hightown Parish Council Code of Conduct for Members and by the Localism Act 2011.
- 4. To adjourn the meeting to receive public comments.**
- 5. Casual Vacancy.**
Members are asked to note the casual vacancy.
- 6. GP surgery.**
Members will receive an update from representatives of the local GP provider.
- 7. Christmas lights switch on.**
Members will review final arrangements for the light switch on.
- 8. 2024 Meeting and Surgery dates.**
Members are asked to consider the attached schedule of dates for meetings and surgeries in 2024 and approve.
- 9. To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
- 10. Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.

- 11. Planning Applications.**
Members are asked to consider the planning applications set out in the schedule of planning applications circulated and also available on Sefton Council's website.
- 12. Cash flow to end of September 2023.**
Members will receive a cash flow report up to the end of September 2023 and are asked to note the financial position.
- 13. 2024/25 Budget and Precept.**
Members are asked to set a budget and precept for the next financial year.
- 14. Accounts paid and for payment.**
Members are asked to agree the payments set out in the schedule of payments circulated.
- 15. Exclusion of press and public.**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
- 16. To review staff pension arrangements.**
Members are asked to consider the current arrangements for staff pensions.

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council
13th November 2023



MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 18th SEPTEMBER 2023 AT THE ALT CENTRE

Present: Cllrs: Munro (in the chair), Barlow, Magill, Shacklady, Stobie and Williams.

2023/63. **Apologies for absence.**

None.

2023/64. **Minutes of the Annual Meeting held on 17th July 2023.**

RESOLVED that the Minutes of the Annual Meeting held on 17th July 2023 be approved as a correct record.

2023/65. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.

None.

2023/66. **To adjourn the meeting to receive public comments.**

A resident attended to provide an update following work carried out on the village green by volunteers.

A resident attended to provide an update regarding maintenance work at Thirlmere Drive.

Cllr Stobie joined the meeting.

2023/67. **Police community action.**

RESOLVED that this item be deferred to the next available meeting following receipt of apologies from the police officers due to attend for operational reasons.

2023/68. **Casual vacancy.**

RESOLVED that the casual vacancy be noted and advertised on the website and notice board.

2023/69. **Christmas lights switch on update.**

It was noted that the Hightown has confirmed availability for Wednesday 22nd November 2023 for the light switch event and we are still awaiting confirmation of the availability of the Salvation Army band before confirming the date with Sefton. Enquiries have also been made with Sefton to provide a replacement tree as they have confirmed that the real tree in the village green is dead.

- 2023/70. Remembrance wreath.**
RESOLVED that a type G wreath be ordered and a donation of £50 be made to the Royal British Legion.
- 2023/71. Reports of meetings.**
Cllr Stobie reported on the Crosby coastal park meeting which took place at the Alt Centre on 30th August 2023.
The clerk reported on attendance at the police community action meeting in Formby and advised that a link to contact information for residents wishing to report matters to the police had been added to the Parish Council web page.
Cllr Munro advised that she would be attending the next Altcar camp meeting was taking place on 19th September 2023.
- 2023/72. Correspondence.**
The clerk reported on an invitation received from the British Legion regarding remembrance services; on correspondence received from a resident regarding the dedication of a footpath from Sandhills to the coastal path and confirmed enquiries would be made with Sefton rights of way team; and on correspondence received from a resident regarding poor mobile signal who would be advised that complaints needed to be submitted directly to their phone service provider.
- 2023/73. Planning applications.**
RESOLVED that the applications be noted.
- 2023/74. Repairs at Alt Centre.**
It was noted that the cost of repairs at the Alt Centre in the sum of £310.00 had been approved by the clerk under delegated authority.
- 2023/75. Accounts paid and for payment.**
RESOLVED that the amounts listed on the schedule circulated be approved.



2024 Meeting Dates

Location: Alt Centre, 23 Lower Alt Road, Hightown, L38 0BA
Start Time: 7pm

Monday 22nd January 2024

** NB 4th Monday*

Monday 18th March 2024
(and Parish Assembly at 6.45pm)

Monday 20th May 2024 AGM

Monday 15th July 2024

Monday 16th September 2024

Monday 18th November 2024



Parish Council Surgeries 2024

The following surgeries will be held strictly by appointment only at the Alt Centre or by telephone where face to face appointments are not advisable.

Please book your appointment by contacting the parish clerk by email to clerk@hightownparishcouncil.uk or by calling or texting
07421 354877

Saturday 24th February 2024

11am to 12 noon

Saturday 15th June 2024

1pm to 3pm

Saturday 19th October 2024

11am to 12 noon

Saturday 7th December 2024

Includes Christmas Fair and Open Day

1pm to 3pm

20th November 2023

Planning Applications

- [Conversion of existing garage into a habitable space and a new tiled roof to the conservatory to the rear of the dwellinghouse](#) 

14 Moorhouses Hightown L38 9ER

Ref. No: DC/2023/01852 | Validated: Thu 26 Oct 2023 | Status: Registered

- [Erection of a single storey extension to the side including ramped disabled access to the front.](#) 

47 Mark Road Hightown L38 0BG

Ref. No: DC/2023/01761 | Validated: Wed 18 Oct 2023 | Status: Registered

- [Installation of a pitched roof to the existing conservatory together with alterations to the garage to form a habitable room](#) 

3 Brentwood Close Hightown L38 9GJ

Ref. No: DC/2023/01663 | Validated: Thu 12 Oct 2023 | Status: Registered

- [Erection of a part two storey, part first floor extension to the side of the dwellinghouse following the demolition of the existing conservatory.](#) 

3 Mayfair Close Hightown L38 9GL

Ref. No: DC/2023/01644 | Validated: Tue 19 Sep 2023 | Status: Registered

- [Approval of details reserved by conditions 3 and 4 attached to planning permission DC/2023/00906 approved 31/08/2023](#) 

Blundellsands Sailing Club Thornbeck Avenue Hightown L38 9EY

Ref. No: DC/2023/01649 | Validated: Tue 19 Sep 2023 | Status: Registered

Item 12

HIGHTOWN PARISH COUNCIL

CASH FLOW STATEMENT AS AT 30/09/2023

Surplus carried forward from 31/03/2023

23078.50

Summary of income 01/04/2023 to 30/09/2023

	<u>Actual</u>	<u>Budget</u>
Precept	25000.00	25000.00
Alt Centre Rental	255.00	2400.00
VAT repayment	0.00	5000.00
Bank interest	0.00	0.00
Other	546.51	0.00
TOTAL:	25801.51	32400.00

Summary of expenditure 01/04/2023 to 30/09/2023

VAT	392.67	500.00
General administration	8464.36	15000.00
Repairs	490.00	4000.00
Alt Centre	2869.47	9000.00
Equipment	0.00	200.00
Community Engagement Initiatives	0.00	1200.00
Grants & Donations	0.00	750.00
Open Spaces	1560.00	1500.00
Election Expenses	0.00	1800.00
Members Expenses	0.00	0.00
TOTAL:	13776.50	33950.00

SUMMARY

BANK ACCOUNTS

Cash in hand C/F	23078.50	Current Account	36419.83
(Add) Income	25801.51	Cash	190.52
		TOTAL	36610.35
	48880.01	Unpresented cheques	-1507.04
(Deduct) Expenditure	-13776.50		
			35103.31
TOTAL:	35103.51		

Temporary investments	0
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J Farrar

Clerk to the Council & RFO

30/09/2023

HIGHTOWN PARISH COUNCIL BUDGET 2024-2025

ANNUAL INCOME	Budget	Actual	Estimate	PROPOSED
	2023/2024	30/09/2023	2023/2024	2024/2025
Precept	25000.00	25000.00	25000.00	25000.00
Alt Centre Rental	2400.00	255.00	500.00	500.00
Cash donations	0.00	0.00	800.00	1000.00
VAT Recovery	5000.00	0.00	7346.23	500.00
Bank Interest	0.00	0.00	0.00	0.00
Grant/Other	0.00	0.00	235.00	0.00
TOTAL:	32400.00	25255.00	33881.23	27000.00
ANNUAL EXPENDITURE	Budget	Actual	Estimate	Proposed
	2023/2024	30/09/2023	2023/2024	2024/2025
VAT	500.00	392.67	500.00	500.00
General Administration	15000.00	8464.36	15000.00	17000.00
Repairs and maintenance	4000.00	490.00	1000.00	2000.00
Alt Centre	9000.00	2869.47	6000.00	7000.00
Equipment	200.00	0.00	0.00	200.00
Community Engagement Initiatives	1200.00	0.00	400.00	700.00
Grants & Donations	750.00	0.00	0.00	500.00
Open Spaces	1500.00	1560.00	1750.00	1750.00
Election expenses	1800.00	0.00	0.00	1800.00
Members Expenses	0.00	0.00	0.00	0.00
TOTAL:	33950.00	13776.50	24650.00	31450.00

Summary

2023-2024	
33881.23	Estimated Income for 2023-2024
24650.00	Estimated Expenditure 2023-2024
9231.23	DR
36610.35	Money in bank
27379.12	Estimated balance at end of 2023-2024
2024-2025	
27000.00	Estimated income for 2024-2025
31450.00	Estimated Expenditure for 2024-2025
22929.12	Projected balance at end 2024-2025

Item 13