



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 21st July 2025 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 Annual Meeting held on 19th May 2025.
- 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. British Legion update regarding Remembrance Service.**
Members will receive an update from the British Legion regarding arrangements for the Remembrance service this year.
- 6. Friends of Hightown Group.**
Members are asked to approve a budget of £950 for the Friends of Hightown Group to purchase plants, planters and tools for the village green and Alt Centre, to provide new planters at the Hightown village entrance sign and the railway foot bridge, to purchase top soil for the planters and to apply for the Green Flag garden award.
- 7. Christmas lights switch on.**
Members are asked to:
 1. Set a date for the Christmas event;
 2. Agree the format for the event; and
 3. Consider Sefton's request for a donation towards the cost of a xmas tree for the village green.
- 8. To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
- 9. Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.

10. 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.

11. Accounts paid and for payment.

Members are asked to agree the payments set out in the schedule of payments circulated.

J Farrar

Miss J Farrar

Clerk to Hightown Parish Council

15th July 2025



**MINUTES OF THE ANNUAL MEETING OF
HIGHTOWN PARISH COUNCIL**

HELD ON 19th MAY 2025 AT THE ALT CENTRE

- Present:** Cllrs: Shacklady (in the chair), Barlow, Langley, Munro, Stobie and Williams.
- 2025/26. Election of Chairman.**
RESOLVED that Councillor Shacklady be elected as Chairman of Hightown Parish Council and Councillor Shacklady's declaration of acceptance of office was received.
- 2025/27. Election of Deputy Chairman.**
RESOLVED that Councillor Stobie be elected as Deputy Chairman of Hightown Parish Council.
- 2025/28. Casual vacancies.**
RESOLVED that Ian Barlow, Simon Magill and Chris Williams be co-opted as members of the Parish Council.
- 2025/29. Apologies for absence.**
Cllr Magill.
- 2025/30. Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
Cllr Stobie declared an interest in his planning application relating to tree pruning.
- 2025/31. Minutes.**
RESOLVED that:
 1. The minutes of the Ordinary Meeting held on 17th March 2025 be approved as a correct record, and
 2. The amended minutes of the Ordinary Meeting held on the 20th January 2025 be approved as a correct record.
- 2025/32. To adjourn the meeting to receive public comments.**
None.
- 2025/33. Annual Governance and Accountability Returns 2024/25.**
RESOLVED that:
 1. The Annual Internal Audit Report 2024/25 be received;
 2. Section 1 – Annual Governance Statement 2024/25 be approved;
 3. Section 2 – Accounting Statements 2024/25 be approved.

2025/34.

Internal Auditor.

RESOLVED that the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial years 2025/26 be approved at a cost of £144 (inc VAT).

2025/35.

Review and approve policies.

RESOLVED that the following policies be approved:

1. Standing Orders;
2. Financial Regulations;
3. Scheme of Delegation;
4. Grant awarding policy;
5. Grant application form;
6. Habitual or Vexatious Complaints, Correspondence and Data Request Policy;
7. Hall hire terms.

2025/36.

Reports of meetings.

None.

2025/37.

Correspondence.

The clerk reported on correspondence advising that it had not been possible to secure funding for the proposed information board in the village and from a company enquiring about placing a textile recycling bank at the Alt Centre which was generally thought by all to be worth exploring further.

2025/38.

Planning applications.

RESOLVED that the applications be noted.

2025/39.

Accounts paid and for payment.

RESOLVED that the amounts listed on the schedule circulated be approved.

Item 6

Proposed Budget Friends of Hightown Village Green.2025/26.

Plants Shrubs Bulbs and seeds for the Village Green Alt Centre and Planters
Tools (Lobbers Spade Brush Water Butt Wheel Barrow)
£350.

New Planters.(Hightown Village Entrance sign) (Railway Foot Bridge/ Hightown
Pub) £150

Top Soil Planters
£100

Application for Green Flag Community Park/Gardens Scheme
£350.

£950

Item 9

21st July 2025

Planning Applications

☐ [Certificate of lawfulness for a proposed detached building at the rear of the dwellinghouse](#)

12 Oakfield Road Hightown L38 9GQ

Ref. No: DC/2025/01048 | Validated: Mon 30 Jun 2025 | Status: Registered

☐ [Extend office outbuilding into a self contained Granny annex.](#)

73 Thornbeck Avenue Hightown L38 9EX

Ref. No: DC/2025/00908 | Validated: Wed 04 Jun 2025 | Status: Awaiting decision

☐ [Variation of conditions 2 and 3 pursuant to planning permission DC/2025/00511 approved on 09.05.2025 to allow amendments to approved drawings and proposed external materials.](#)

8 Elvington Road Hightown L38 9AN

Ref. No: DC/2025/00904 | Validated: Wed 11 Jun 2025 | Status: Registered

☐ [Variation of condition 2 pursuant to planning permission DC/2024/01714 approved 06.11.2024 to allow amendments to approved drawings.](#)

4 Thornbeck Avenue Hightown L38 0BE

Ref. No: DC/2025/00836 | Validated: Thu 22 May 2025 | Status: Registered

☐ [Variation of condition 2 pursuant to planning permission DC/2023/02209 approved 05/03/2024 to allow for amendments to approved drawings. Amend drawing 07, to the revised drawing 07A.](#)

23 Mark Road Hightown L38 0BG

Ref. No: DC/2025/00768 | Validated: Mon 12 May 2025 | Status: Awaiting decision

☐ [Erection of a two storey extension to the side, a dormer to the rear together with a single storey extension to the rear incorporating a balcony at first floor](#)

74 Thornbeck Avenue Hightown L38 9EY

Ref. No: DC/2025/00775 | Validated: Wed 14 May 2025 | Status: Decided