



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 17th November 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 15th September 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. Merseyside police.**
Members will receive an update from Merseyside police.
- 6. Sefton Healthwatch report.**
Members will receive an update from Sefton Healthwatch regarding the service provided by the GP.
- 7. To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
- 8. Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.
- 9. 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.
- 10. Changes to annual audit requirements.**
Members are asked to note that the audit requirements have changed with immediate effect by the addition of a new 'Assertion 10' which imposes additional standards relating to various IT matters. Members are asked to approve the preferred supplier for the new service and to approve a budget of up to £500pa for

the provision of that service each year until further resolution and a one off set up fee of £149 to transfer the website to the new provider.

11. Cash flow to end of September 2025.

Members will receive a cash flow report up to the end of September 2025 and are asked to note the financial position.

12. Budget and Precept 2026/2027.

Members are asked to set a budget and precept for the next financial year.

13. Meeting dates 2026.

Members are asked to approve the dates of meetings to take place in 2026.

14. 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

10th November 2025



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

HELD ON 15th SEPTEMBER 2025 AT THE ALT CENTRE

- Present:** Cllrs: Shacklady (in the chair), Barlow, Langley, Magill, Munro and Williams.
- 2025/51.** **Apologies for absence.**
Cllr Stobie.
- 2025/52.** **Minutes of the Ordinary Meeting held on 21st July 2025.**
RESOLVED that the Minutes of the Annual Meeting held on 21st July 2025 be approved as a correct record subject to amendments.
- 2025/53.** **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.
- 2025/54.** **To adjourn the meeting to receive public comments.**
A resident raised concerns about policing in the area and it was noted that the police are arranging clinics in the village in a mobile unit to provide opportunity for community engagement, these will take place on 26th September and 17th October between 10am and 12pm however, the location of the unit was unclear.
Concerns were also raised about parking around the station following the Hightown Pub putting up notices that only patrons could now use their car park. A number of residents attended to express concern about the offshore transition project.
- 2025/55.** **Application by Ørsted East Irish Sea Transmission Limited.**
RESOLVED that links to project information would be placed on the website so residents could submit feedback to the consultation process and hard copy feedback forms would be made available for collection from the Alt Centre.
- 2025/56.** **Sefton Healthwatch report.**
RESOLVED that a representative from the healthwatch team be invited to the next meeting so enquiries can be made as to how they will be obtaining further feedback from residents and whether they would like us to make the Alt Centre available for this.

- 2025/57. Remembrance wreath.**
RESOLVED that the cost of the wreath of £50 be approved and the wreath to be ordered online.
- 2025/58. Christmas lights switch on.**
RESOLVED that the date for the switch on be set for Monday 24th November 2025.
- 2025/59. Clothing bank at Alt Centre.**
RESOLVED that the preferred location of the bank was on the verge opposite the boat yard along the outside of the fence line. The clerk will enquire with Sefton whether this is permitted under the terms of the lease.
- 2025/60. Reports of meetings.**
Cllr Magill reported on the public consultation meeting regarding the Orsted project.
- 2025/61. Correspondence.**
The clerk reported on correspondence from a resident concerned about poor mobile signal. Sefton planning department confirmed that there were currently no plans submitted in relation to phone masts.
Correspondence was also received regarding the poor state of the play equipment in the park. The swings have all gone and hopefully the park will now be moved up in the queue for new equipment from Green Sefton. It was noted that the overhanging bushes in the park have now been cut back.
- 2025/62. Planning applications.**
RESOLVED that the applications be noted.
- 2025/63. Cash flow to end of June 2025.**
The financial position at the end of June was noted.
- 2025/64. Accounts paid and for payment.**
RESOLVED that the amounts listed on the schedule circulated be approved.

11/11/25

17th November 2025

Planning Applications

- [Demolition and rebuilding of existing kitchen extension at the rear.](#)

Rose Cottage Sandy Lane Hightown L38 3RD

Ref. No: DC/2025/01719 | Validated: Wed 29 Oct 2025 | Status: Registered

- [Listed building consent for the demolition and rebuilding of existing kitchen extension at the rear.](#)

Rose Cottage 25 Sandy Lane Hightown L38 3RD

Ref. No: DC/2025/01679 | Validated: Tue 28 Oct 2025 | Status: Registered

- [Erection of self build replacement dwelling and detached garage following demolition of existing house and outbuildings. Alterations to access and boundary fences.](#)

Grey House Sandy Lane Hightown L38 3RD

Ref. No: DC/2025/01479 | Validated: Wed 17 Sep 2025 | Status: Registered

11/11/11

HIGHTOWN PARISH COUNCIL

CASH FLOW STATEMENT AS AT 30/09/2025

Surplus carried forward from 31/03/2025

35284.45

Summary of income 01/04/2025 to 30/09/2025

	<u>Actual</u>	<u>Budget</u>
Precept	27500.00	27500.00
Alt Centre Rental	690.00	1000.00
VAT repayment	0.00	1200.00
Bank interest	0.00	1000.00
Donations	797.23	0.00
Other	0.00	0.00
TOTAL:	28987.23	30700.00

Summary of expenditure 01/04/2025 to 30/09/2025

VAT	126.92	500.00
General administration	9428.05	17000.00
Repairs	131.98	1000.00
Alt Centre	2712.01	7000.00
Equipment	0.00	200.00
Community Engagement Initiatives	0.00	700.00
Grants & Donations	50.00	500.00
Open Spaces	0.00	3000.00
Election Expenses	0.00	1800.00
Members Expenses	0.00	0.00
TOTAL:	12448.96	31700.00

SUMMARY

BANK ACCOUNTS

Cash in hand C/F	35284.45	Current Account	53519.49
(Add) Income	28987.23	Cash	651.41
		TOTAL	54170.90
	64271.68	Unpresented cheques	-2348.18
(Deduct) Expenditure	-12448.96		
TOTAL:	51822.72		51822.72

Temporary investments	0
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J Farrar

Clerk to the Council & RFO

30/09/2025

Item 12

HIGHTOWN PARISH COUNCIL BUDGET 2025-2026

ANNUAL INCOME		Budget	Actual	Estimate	PROPOSED
		2024/2025	31/12/2024	2024/2025	2025/2026
Precept		25000.00	25000.00	25000.00	25000.00
Alt Centre Rental		500.00	793.50	1000.00	1000.00
Cash donations		400.00	900.82	1200.00	1200.00
VAT Recovery		650.00	0.00	0.00	1000.00
Bank Interest		0.00	0.00	0.00	0.00
Grant/Other		0.00	372.11	372.11	0.00
TOTAL:		26550.00	27066.43	27572.11	28200.00
ANNUAL EXPENDITURE		Budget	Actual	Estimate	Proposed
		2024/2025	31/12/2024	2024/2025	2025/2026
VAT		650.00	792.33	1000.00	500.00
General Administration		17000.00	11982.83	17000.00	17000.00
Repairs and maintenance		2000.00	639.60	750.00	1000.00
Alt Centre		7000.00	3275.83	6000.00	7000.00
Equipment		200.00	0.00	0.00	200.00
Community Engagement Initiatives		700.00	0.00	400.00	700.00
Grants & Donations		500.00	50.00	50.00	500.00
Open Spaces		1750.00	4530.00	5000.00	3000.00
Election expenses		1800.00	0.00	0.00	1800.00
Members Expenses		0.00	0.00	0.00	0.00
TOTAL:		31600.00	21270.59	30200.00	31700.00

Summary

2024-2025	
27572.11	Estimated Income for 2024-2025
30200.00	Estimated Expenditure 2024-2025
-2627.89	DR
34348.05	Money in bank at 1st April 2024
31720.16	Estimated balance at end of 2024-2025
2025-2026	
28200.00	Estimated income for 2025-2026
31700.00	Estimated Expenditure for 2025-2026
28220.16	Projected balance at end 2025-2026

HIGHTOWN PARISH COUNCIL DRAFT BUDGET 2026-2027

ANNUAL INCOME		Budget	Actual	Estimate	PROPOSED
		2025/2026	30/09/2025	2025/2026	2026/2027
Precept		27500.00	27500.00	27500.00	28325.00
Alt Centre Rental		1000.00	690.00	930.00	1000.00
Cash donations		1000.00	797.23	1500.00	1500.00
VAT Recovery		1200.00	0.00	800.00	300.00
Bank Interest		0.00	0.00	0.00	0.00
Grant/Other		0.00	0.00	0.00	0.00
TOTAL:		30700.00	28987.23	30730.00	31125.00
ANNUAL EXPENDITURE		Budget	Actual	Estimate	Proposed
		2025/2026	30/09/2025	2025/2026	2026/2027
VAT		500.00	126.92	300.00	500.00
General Administration		17000.00	9428.05	18500.00	20000.00
Repairs and maintenance		1000.00	131.98	750.00	1000.00
Alt Centre		7000.00	2712.01	6000.00	7000.00
Equipment		200.00	0.00	0.00	3000.00
Community Engagement Initiatives		700.00	0.00	400.00	700.00
Grants & Donations		500.00	50.00	300.00	500.00
Open Spaces		3000.00	0.00	3000.00	3000.00
Election expenses		1800.00	0.00	0.00	1800.00
Members Expenses		0.00	0.00	0.00	0.00
TOTAL:		31700.00	12448.96	29250.00	37500.00

Summary

2025-2026	
30730.00	Estimated Income for 2025-2026
29250.00	Estimated Expenditure 2025-2026
1480.00	DR
35284.45	Money in bank at 1st April 2025
36764.45	Estimated balance at end of 2025-2026
2026-2027	
31125.00	Estimated income for 2026-2027
37500.00	Estimated Expenditure for 2026-2027
30389.45	Projected balance at end 2026-2027



Item 13

2026 Meeting Dates

Location: Alt Centre, 23 Lower Alt Road, Hightown, L38 0BA

Start Time: 7pm

Monday 19th January 2026

Monday 16th March 2026
(and Parish Assembly at 6.45pm)

Monday 18th May 2026 AGM

Monday 20th July 2026

Monday 21st September 2026

Monday 16th November 2026