



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 July 2026 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 18th May 2026.
- 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. Presentation about the Hightown sediment project.**
Members will receive an update on the sediment project from a representative from Sefton MBC.
- 6. Altcar Training Camp visit dates.**
Members are asked to note that an invitation has been extended by Altcar Training Camp to visit the camp on either 1st or 9th September 2026 at 4pm with the number of attendees on each visit to be limited to 12 to be booked directly with the camp or through the parish clerk.
- 7. Alt Centre painting and cleaning.**
Members will receive an update on the painting and cleaning project at the Alt Centre.
- 8. Grant applications.**
Members are asked to consider any grant applications received.
- 9. Amendment to section 2 of the Annual Governance and Accountability Return 2025/26.**
Members are asked to review and approve the amendment to question 11 of section 2 of the annual return.

- 10. To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
- 11. Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.
- 12. 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.
- 13. 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

13th July 2026

Item 2.



**MINUTES OF THE ANNUAL MEETING OF
HIGHTOWN PARISH COUNCIL
HELD ON 18th MAY 2026 AT THE ALT CENTRE**

- Present:** Cllrs: Stobie (in the chair), Barlow, Langley, Munro, Shacklady and Williams.
- 2026/37. 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.
- 2026/38. Election of Deputy Chairman.**
RESOLVED that Councillor Stobie be elected as Deputy Chairman of Hightown Parish Council.
- 2026/39. Apologies for absence.**
None.
- 2026/40. Declarations of interest - Members are requested to give notice of any interest relating to any item on the agenda.**
None.
- 2026/41. Minutes of the Ordinary Meeting held on 16th March 2026.**
RESOLVED that the Minutes of the Ordinary Meeting held on 16th March 2026 be approved as a correct record subject to amendments.
- 2026/42. To adjourn the meeting to receive public comments.**
Carl Gardner attended from Altcar Camp to provide an update about the re-establishment of the camp conservation group, to confirm that the flags had been received and raised on the flagpole in the village green and that a committee meeting would be held tomorrow.
A resident raised concerns about quicksand at the mouth of the River Alt and it was confirmed that the new path laid by Sefton MBC along the northern side of the camp onto the beach displayed clear signage to Formby directing people away from the quicksand.
A resident had contacted Sefton about repairs to the park equipment and it was understood that these would be carried out later this year.
Residents raised safety concerns over uneven paving within the village green and road markings around the village green.

- 2026/43. Cash flow to 31st March 2026.**
The financial position at the end of March was noted.
- 2026/44. Annual Governance and Accountability Returns 2025/26.**
RESOLVED that:
1. The Annual Internal Audit Report 2025/26 be received;
2. Section 1 – Annual Governance Statement 2025/26 be approved;
3. Section 2 – Accounting Statements 2025/26 be approved.
- 2026/45. Internal Auditor.**
RESOLVED that the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial years 2026/27 be approved at a cost of £120 (inc VAT).
- 2026/46. Grant applications.**
No grant applications were received.
- 2026/47. Christmas 2026.**
Cllrs wished to enquire into the possibility of putting additional lamp post lights on either side of the railway bridge and also booking an entertainer for the event.
- 2026/48. To appoint representatives.**
RESOLVED that Cllr Munro be appointed as representative to the Altcar camp committee.
- 2026/49. Working groups.**
RESOLVED that all cllrs be appointed as members to both the Alt Centre working group and the Friends of Hightown working group.
- 2026/50. Website and laptops.**
RESOLVED that a budget of up to £1,400 exc vat be approved for the purchase of laptops for councillors for Parish Council use only.
- 2026/51. Quotes for gardening work.**
RESOLVED that the quotes received in the sum of £1,200 for maintenance of the roundabout and £360 for the maintenance of the Alt Centre garden for the next financial year are approved.
- 2026/52. Reports of meetings.**
Cllr Barlow advised that he was meeting with the RBL next week regarding policing at remembrance services and had met with the organisers of the Hightown junior football league and confirmed that the car park was marshalled but they cannot control speed of traffic once they get out on the road.
Cllrs expressed thanks to members of the Friends of Hightown group for their work maintaining the village green.
- 2026/53. Correspondence.**
The clerk confirmed that the plans for the recycle bank at the Alt Centre were progressing and that a request had been made for the hawthorn tree behind the Alt Centre to be pruned. Correspondence had also been received about the presence of orchids affecting the mowing of verges and a request for gates on the cycle path at the end of Blundell Road.

- 2026/54. Planning applications.**
RESOLVED that the applications be noted.
- 2026/55. Pension data submission.**
RESOLVED that the data listed on the schedule circulated be approved.
- 2026/56. Accounts paid and for payment.**
RESOLVED that the amounts listed on the schedule circulated be approved.

DRAFT

20th July 2026

Planning Applications

? [Erection of single storey front, side and rear extensions, loft conversion with dormer and alterations to the roof, with the installation of a balcony to the rear of the property and alterations to boundary treatment to include composite fencing, render finish wall and posts, and composite gates to driveway.](#)

37 Mark Road Hightown L38 0BG

Ref. No: DC/2026/01115 | Validated: Thu 02 Jul 2026 | Status: Registered

? [Listed building consent for the replacement of polycarbon plastic roof to rear porch with welsh slate to match existing](#)

Rose Cottage Sandy Lane Hightown L38 3RD

Ref. No: DC/2026/00943 | Validated: Mon 15 Jun 2026 | Status: Registered

? [Approval of details reserved by condition 4 \(Surface water drainage scheme\), 6 \(Bat and Bird boxes\) and 7 \(Acoustic glazing and Trickle ventilation\) on planning application referenced DC/2022/00626 approved 02/12/2022.](#)

40 Blundell Road Hightown L38 9EQ

Ref. No: DC/2026/00928 | Validated: Mon 01 Jun 2026 | Status: Registered

? [Proposed single storey rear elevation extension, part conversion of garage into a utility room and a porch to the front.](#)

96 Blundell Road Hightown L38 9EQ

Ref. No: DC/2026/00868 | Validated: Wed 20 May 2026 | Status: Decided