



To: The Chairman and Members of Hightown Parish Council.

You are hereby summoned to attend the Annual Meeting of the Council which will be held on Monday 19th May 2025 at 7.00 pm at the Alt Centre for the following purposes:

AGENDA

- 1. To elect the Chairman of the Council and receive the Chairman's declaration of acceptance of office.**
- 2. To elect the Deputy Chairman of the Council.**
- 3. Casual Vacancies.**
Members are asked to consider the applications received to fill the existing casual vacancies.
- 4. Apologies for absence.**
Members are asked to authorise and approve the absence from Council Meetings of any Elected Members from the date of this meeting until the date of the AGM in May 2026 pursuant to Section 85 of the Local Government Act 1972.
- 5. 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 and by the Localism Act 2011.
- 6. Minutes.**
Members are asked to consider and approve:
 1. The Minutes of the Ordinary Meeting held on 17th March 2025; and
 2. The amended Minutes of the Ordinary Meeting held on 20th January 2025.
- 7. To adjourn the meeting to receive public comments on items on the agenda.**
- 8. Annual Governance and Accountability Returns 2024/25.**
Members are asked to:
 1. Receive the Annual Internal Audit Report 2024/25;
 2. Approve Section 1 - Annual Governance Statement 2024/25;
 3. Approve Section 2 - Accounting Statements 2024/25.
- 9. To appoint an internal auditor.**
Members are asked to confirm the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial year 2025/26 and to approve their fee of £144.00 (inc. vat).

10. To review and approve policies.

Members are asked to review and approve the following policies (copies of all policies can be found on the Parish Council website):

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 and fees.

11. To Receive Reports of Meetings.

(For information purposes only - No decisions may be made under this item.)

12. Correspondence.

Members are asked to consider any correspondence which may have been received and respond.

(For information purposes only - No decisions may be made under this item.)

13. 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.

14. Accounts paid and for payment.

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

J Farrar

Miss J Farrar

Clerk to Hightown Parish Council

13/05/2025



**MINUTES OF THE ORDINARY MEETING OF
HIGHTOWN PARISH COUNCIL
HELD ON 17th MARCH 2025 AT THE ALT CENTRE**

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

2025/16. Apologies for absence.

RESOLVED that Cllr Langley's absence at this meeting is authorised and approved pursuant to section 85 of the Local Government Act 1972.

2025/17. Minutes of the Ordinary Meeting held on 20th January 2025.

RESOLVED that the Minutes of the Ordinary Meeting held on 20th January 2025 be approved as a correct record subject to amendments.

2025/18. Declarations of interest - Members are requested to give notice of any interest relating to any item on the agenda.
None.

2025/19. To adjourn the meeting to receive public comments.

A resident attended to provide an update regarding amenity land at Thirlmere Drive.

A resident attended to request an update in respect of the removal of trees within the village.

2025/20. British Legion fund raising dinner.

RESOLVED to wait for full details of the event and circulate to see if any members are available to attend.

2025/21. Reports of meetings.

Cllr Munro advised that the new CEO at Altcar camp had led their recent meeting and indicated that he was happy to attend Parish Council meetings if this would be useful in the future.

2025/22.

Correspondence.

The clerk raised queries from two residents regarding poor mobile and wi fi signals within the village and it was agreed that we should try to signpost residents to assistance in optimising signals where possible and a Councillor offered to see if they could assist with these queries in the meantime.

The clerk raised queries from a resident about poor street lighting in the area of the railway foot bridge and it was agreed that this would be looked into.

2025/23.

Planning applications.

RESOLVED that the applications be noted.

2025/24.

Pension data submission.

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

2025/25.

Accounts paid and for payment.

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



**MINUTES OF THE ORDINARY MEETING OF
HIGHTOWN PARISH COUNCIL
HELD ON 20th JANUARY 2025 AT THE ALT CENTRE**

- Present:** Cllrs: Shacklady (in the chair), Munro and Stobie.
- 2025/01.** **Apologies for absence.**
Cllr Langley.
- 2025/02.** **Minutes of the Ordinary Meeting held on 3rd October 2024.**
RESOLVED that the Minutes of the Ordinary Meeting held on 3rd October 2024 be approved as a correct record.
- 2025/03.** **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.
- 2025/04.** **To adjourn the meeting to receive public comments.**
A resident attended to provide an update regarding amenity land at Thirlmere Drive.
- 2025/05.** **Altcar Camp.**
Carl Gardner, Commandant of Altcar Camp attended to make introductions and to provide information about camp activities.
- 2025/06.** **Crosby Coastal Park Forum.**
Members of the forum attended to discuss aspirations for the placement of information boards within the village.
- 2025/07.** **Sefton Healthwatch update.**
Cllr Munro advised that there was good attendance at the feedback sessions carried out by the Healthwatch team recently.
- 2025/08.** **Removal of trees.**
The response received from Sefton about the condemned trees was noted. A resident attended to dispute the content of those reports and was advised to address those queries directly to Sefton.

- 2025/09. Reports of meetings.**
Cllr Munro advised that the turnout at the remembrance service was good and that feedback had been provided that it would be useful if more time could be allowed for the laying of wreaths and this had been fed back to the organisers on the day.
- 2025/10. Correspondence.**
None.
- 2025/11. Planning applications.**
RESOLVED that the applications be noted.
- 2025/12. 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.
- 2025/13. Cash flow to end of December 2024.**
The current financial position was noted.
- 2025/14. 2025/26 Budget and precept.**
RESOLVED that:
1. The draft budget be agreed; and
2. The precept for 2025/26 be set at £27,500.
- 2025/15. Accounts paid and for payment.**
RESOLVED that the amounts listed on the schedule circulated be approved.

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During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Yes	No	Not applicable
		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

22/04/2025 23/04/2025

DDMMYY

ADRIAN HUGHES

INTERNAL AUDITOR

Signature of person who carried out the internal audit

Adrian Hughes

Date

23/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

HIGHTOWN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2024/25 for

HIGHTOWN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	23079	34348	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	25000	25000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	9512	3106	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	10602	13078	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	12641	14091	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	34348	35285	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	34348	35285	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	NIL	NIL	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		☒		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			☒	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DDMMYYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DDMMYYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

19th May 2025

Planning Applications

- [Erection of a two storey extension to the side of the dwellinghouse.](#) 

19 Whitefield Close Hightown L38 9GF

Ref. No: DC/2025/00710 | Validated: Fri 02 May 2025 | Status: Registered

- [Single storey extension to the side and rear, conversion of existing garage into habitable space, following demolition of existing conservatory, installation of dormer extension to the sides and rear, incorporating a balcony to the side and juliet balcony to the rear.](#) 

11 Briary Croft Hightown L38 9ES

Ref. No: DC/2025/00707 | Validated: Thu 01 May 2025 | Status: Registered

- [Erection of single storey extension to the side of the dwellinghouse after demolition of the existing garage together with minor alterations to the rear elevation. Erection of single storey extension to the side, alterations to elevations to the rear of the dwellinghouse.](#) 

14 Mayfair Close Hightown L38 9GL

Ref. No: DC/2025/00583 | Validated: Mon 07 Apr 2025 | Status: Registered

- [Erection of a two storey extension to the rear of detached dwellinghouse, following the demolition of existing conservatory](#) 

28 Blundell Road Hightown L38 9EG

Ref. No: DC/2025/00582 | Validated: Mon 07 Apr 2025 | Status: Registered

- [Non-material amendment to planning permission DC/2024/01618 approved 18/10/2024 to allow the relocation/reposition of the proposed side elevation utility wall away slightly from the existing porch towards garage.](#)

7 Westway Hightown L38 0BT

Ref. No: DC/2025/00576 | Validated: Fri 04 Apr 2025 | Status: Decided

- [Prior approval submission for a proposed rear extension projecting 6 metres from the rear wall of the original dwellinghouse with a height of 3 metres at the eaves and a maximum height of 4 metres \(Valid 15/04/2025\).](#) 

Sandfield St Georges Road Hightown L38 3RU

Ref. No: DC/2025/00553 | Validated: Tue 15 Apr 2025 | Status: Registered

- [Erection of a single storey extension to the side and rear of the dwellinghouse.](#) 

4 Copper Beech View Hightown Sefton L38 3AB

Ref. No: DC/2025/00541 | Validated: Mon 31 Mar 2025 | Status: Registered

- [Tree Preservation Order Consent for the trimming of 3.no copper beeches and 4.no sycamores trees \(Lies within TPO205\).](#) 

2 Thirlmere Road Hightown L38 3RQ

Ref. No: DC/2025/00540 | Validated: Fri 28 Mar 2025 | Status: Registered

- [Erection of a single storey extension to the side/rear extension of the dwellinghouse, incorporating a garage, following the demolition of the existing garage/store together with alterations to the existing boundary wall along the front boundary.](#) 

Gwynfa 15 Sandy Lane Hightown L38 3RP

Ref. No: DC/2025/00522 | Validated: Thu 27 Mar 2025 | Status: Registered

- [Erection of a single storey extension to the rear of the dwellinghouse following the demolition of conservatory](#)

8 Elvington Road Hightown L38 9AN

Ref. No: DC/2025/00511 | Validated: Thu 27 Mar 2025 | Status: Decided

- [Erection of a single storey extension to the rear/side of the dwellinghouse, following demolition of existing rear extension.](#) 

Danefield 12A Alt Road Hightown L38 3RE

Ref. No: DC/2025/00517 | Validated: Thu 27 Mar 2025 | Status: Registered

- [Erection of a detached garage and garden room to the side of the dwellinghouse, following the demolition of the existing garage and summer house.](#) 

20 Elmcroft Lane Hightown L38 3RW

Ref. No: DC/2025/00503 | Validated: Wed 02 Apr 2025 | Status: Registered