



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 15th July 2024 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 20th May 2024.
- 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. Sefton Coastal Management Update.**
Members will receive an update regarding coastal management from Sefton MBC.
- 6. Friends of Hightown Update.**
Members will receive an update regarding the setting up of a Friends of Hightown group.
- 7. Beach walks update.**
Members will receive an update regarding the beach walks due to take place on 15th July and 15th August 2024.
- 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:

1. Review the amended application ref: DC/2024/00421 in respect of the former post office; and
2. Consider the planning applications set out in the schedule of planning applications circulated and also available on Sefton Council's website.

11. Grant application from St Stephen's Parochial Church Council.

Members are asked to consider the grant application received from St Stephen's Parochial Church Council for the sum of £100 in respect of provision of a PA system for Hightown Village Act of Remembrance.

12. Outside tap at Alt Centre.

Members are asked to note that the clerk has approved a quote of £105 under delegated authority for the installation of an outside tap at the Alt Centre.

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

9th July 2024



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

HELD ON 20th MAY 2024 AT THE ALT CENTRE

- Present:** Cllrs: Shacklady (in the chair), Barlow, Langley, Munro, Stobie and Williams.
- 2024/28. 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.
- 2024/29. Election of Deputy Chairman.**
RESOLVED that Councillor Munro be elected as Deputy Chairman of Hightown Parish Council.
- 2024/30. Apologies for absence.**
Cllr Magill.
- 2024/31. Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.
- 2024/32. Minutes.**
RESOLVED that:
1. The Minutes of the Ordinary Meeting held on 18th March 2024 be approved as a correct record, and
2. The Minutes of the Extraordinary Meeting held on the 26th March be approved as a correct record.
- 2024/33. To adjourn the meeting to receive public comments.**
Sefton Cllr Dominc McNabb attended to introduce himself.
A resident attended regarding amenity land at Thirlmere Drive.
- 2024/34. Casual vacancy.**
RESOLVED that Alan Langley be co-opted as a Member of Hightown Parish Council.
- 2024/35. Annual Governance and Accountability Returns 2023/24.**
RESOLVED that:
1. The Annual Internal Audit Report 2023/24 be received;
2. Section 1 – Annual Governance Statement 2023/24 be approved;
3. Section 2 – Accounting Statements 2023/24 be approved.

- 2024/36. Internal Auditor.**
RESOLVED that the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial years 2024/25 be approved at a cost of £144 (inc VAT).
- 2024/37. 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.
- 2024/38. Working Groups.**
RESOLVED that all Cllrs be appointed to the Alt Centre working group.
- 2024/39. Alt Centre alarms.**
RESOLVED that this item be deferred to the Alt Centre working group for consideration.
- 2024/40. Quote for gardening work.**
RESOLVED that the quotes received of £1,200 for maintenance of the roundabout and £360 for the maintenance of the Alt Centre garden be approved for the current financial year.
- 2024/41. Friends of Hightown Group.**
RESOLVED that this item be deferred to the Alt Centre working group for consideration.
- 2024/42. Update on speed monitors and traffic issues.**
Members received an update on information provided from Merseyside Road Safety Partnership advising that a speed monitor had been requested from Sefton to address the extent of the problem with speeding on Thornbeck Drive.
- 2024/43. Beach walks.**
RESOLVED that a budget of up to £50 be set for each of up to 2 beach walks.
- 2024/44. Reports of meetings.**
Cllr Munro reported on the imminent retirement of Gordon Black this coming June and the suggestion from the proprietor of the new coffee shop that a bike rack could be put in the village green.
- 2024/45. Correspondence.**
None.
- 2024/46. Planning applications.**
RESOLVED that the applications be noted.
- 2024/47. Accounts paid and for payment.**
RESOLVED that the amounts listed on the schedule circulated be approved.

15th July 2024

Planning Applications

[Erection of a single storey detached outbuilding and with construction of vehicular access to Blundell Road following demolition of existing outbuilding.](#)

1 Elvington Road Hightown L38 9AN

Ref. No: DC/2024/01109 | Validated: Fri 14 Jun 2024 | Status: Registered

[Erection of a first floor extension to the side of the dwellinghouse and re-instatement of window to the east elevation.](#)

10 Hester Close Hightown L38 0BP

Ref. No: DC/2024/01061 | Validated: Wed 05 Jun 2024 | Status: Registered

[Approval of details reserved by Condition 3 attached to planning permission DC/2023/01504 approved on 21/12/2023](#)

40 Blundell Road Hightown L38 9EQ

Ref. No: DC/2024/01011 | Validated: Tue 28 May 2024 | Status: Registered