



To: The Chairman and Members of Hightown Parish Council.

You are hereby summoned to attend an Annual General Meeting of the Council which will be held on Monday 18th May 2026 at 7.00 pm at the Alt Centre for the following purposes:

AGENDA

- 1. To elect the Chairman of the Council and to receive the Chairman's declaration of acceptance of office.**
- 2. To elect the Deputy Chairman of the Council.**
- 3. Apologies for Absence.**
Members are asked to authorise and approve the absence from council meetings of any councillors from the date of this meeting until further resolution pursuant to section 85 of the Local Government Act 1972.
- 4. 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.
- 5. Minutes.**
Members are asked to consider and approve the Minutes of the Ordinary Meeting held on 16th March 2026.
- 6. To adjourn the meeting to receive public comments.**
- 7. Cashflow to 31st March 2026.**
Members are asked to consider the current financial position.
- 8. Annual Governance and Accountability Returns 2025/26.**
Members are asked to:
 1. Receive the Annual Internal Audit Report 2025/26;
 2. Approve Section 1 - Annual Governance Statement 2025/26;
 3. Approve Section 2 - Accounting Statements 2025/26.
- 9. Appointment of 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 years 2026/27 and to approve their fee of £120 (inc VAT).
- 10. Grant applications.**
Members are asked to consider any grant applications received.

- 11. Christmas 2026.**
Members are asked to consider arrangements for Christmas 2026.
- 12. To appoint representatives.**
Members are asked to appoint representatives bodies as required.
- 13. Working groups.**
To form and appoint members to working groups as required.
- 14. Website and laptops.**
Members will receive an update on progress in respect of the new website and are asked to approve a budget of up to £1,400 exc VAT for the purchase of laptops for councillors for Parish Council use only.
- 15. Quote for gardening work.**
Members are asked to review and approve the quotes received of £1,200 for maintenance of the roundabout and £360 for the maintenance of the Alt Centre garden for the next financial year.
- 16. To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)
- 17. Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.
- 18. 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.
- 19. Pension data submission.**
Members are asked to review and agree the information on the schedule of payments circulated.
- 20. 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
12th May 2026



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

HELD ON 16th MARCH 2026 AT THE ALT CENTRE

- Present:** Cllrs: Shacklady (in the chair), Barlow, Langley, Munro, Stobie and Williams.
- 2026/27.** Apologies for absence.
Cllr Magill.
- 2026/28.** Minutes of the Ordinary Meeting held on 19th January 2026.
RESOLVED that the Minutes of the Ordinary Meeting held on 19th January 2026 be approved as a correct record subject to amendments.
- 2026/29.** Declarations of interest - Members are requested to give notice of any interest relating to any item on the agenda.
None.
- 2026/30.** To adjourn the meeting to receive public comments.
A representative from Smoke Free Sefton attended to share information about their stop smoking services.
Residents raised concerns about speeding traffic and potholes.
A resident advised that they have been in touch with Sefton's tree department to request permission to prune a tree.
A resident confirmed that work on the development land at Thistledown Road was being progressed.
- 2026/31.** Defibrillator at Alt Centre.
RESOLVED that the budget of up to £2,000 to install a defibrillator at the Alt Centre be approved and the training session to be left to a later date.
- 2026/32.** Policy Review.
RESOLVED that the following policies be approved as drafted:
- Complaints Policy
 - Financial Regulations
 - Fire Safety Policy
 - Grant Awarding Policy
 - Hall Hire Terms and Fees
 - Legionella Written Scheme of Control
 - Scheme of Delegation
 - Standing Orders
 - Vexatious Complainant/Correspondent Policy

2026/33.

Reports of meetings.

Cllr Munro and the clerk reported on attendance at Altcar camp's quarterly meeting and advised that requests had been submitted for assistance with the flagpole on the village green and painting at the Alt Centre.

2026/34.

Correspondence.

The upcoming Green Sefton event at the park was noted and Cllr Munro is obtaining treats for children attending on the day.

It was noted that there appears to be an issue between the lamp posts numbered 15 and 16 near to the boat yard that has been referred to the electricity board.

2026/35.

Planning applications.

RESOLVED that the applications be noted.

2026/36.

Accounts paid and for payment.

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

DRAFT

Item 6

HIGHTOWN PARISH COUNCIL

CASH FLOW STATEMENT AS AT 31/03/2026

Surplus carried forward from 31/03/2026 35284.45

Summary of income 01/04/2025 to 31/03/2026

	<u>Actual</u>	<u>Budget</u>
Precept	27500.00	27500.00
Alt Centre Rental	1020.00	1000.00
VAT repayment	0.00	1200.00
Bank interest	0.00	1000.00
Donations	2082.97	0.00
Other	0.00	0.00
TOTAL:	30602.97	30700.00

Summary of expenditure 01/04/2025 to 31/03/2026

VAT	601.72	500.00
General administration	15432.19	17000.00
Repairs	181.14	1000.00
Alt Centre	6215.85	7000.00
Equipment	0.00	200.00
Community Engagement Initiatives	0.00	700.00
Grants & Donations	150.00	500.00
Open Spaces	1106.00	3000.00
Election Expenses	0.00	1800.00
Members Expenses	0.00	0.00
TOTAL:	23686.90	31700.00

SUMMARY

BANK ACCOUNTS

Cash in hand C/F	35284.45	Current Account	43246.15
(Add) Income	30602.97	Cash	306.41
		TOTAL	43552.56
	65887.42	Unpresented cheques	-1352.04
(Deduct) Expenditure	-23686.90		
TOTAL:	42200.52		42200.52

Temporary investments	0
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J Farrar

Clerk to the Council & RFO

31/03/2026

Item 18

18th May 2026

Planning Applications

[? Removal of condition 2 pursuant to planning permission DC/2021/01921 approved on 20/03/2023.](#)

21 Thornbeck Avenue Hightown L38 9EX

Ref. No: DC/2026/00735 | Validated: Wed 29 Apr 2026 | Status: Registered

[? Proposed single storey side extension.](#)

30 Blundell Road Hightown L38 9EG

Ref. No: DC/2026/00470 | Validated: Wed 22 Apr 2026 | Status: Registered

[? Non-material amendment to planning permission DC/2022/00626 approved on 02/12/2022 to amend the drainage layout and pump location.](#)

40 Blundell Road Hightown L38 9EQ

Ref. No: DC/2026/00342 | Validated: Fri 20 Mar 2026 | Status: Registered