



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 22nd January 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 Ordinary Meeting held on 20th November 2023.
- 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. Casual Vacancy.**
Members are asked to note the casual vacancy and consider any applications received for the vacancy.
- 6. Merseytravel update.**
Members will receive an update from a representative from Merseytravel.
- 7. Obstruction at junction with Thornbeck Avenue and Alton Close.**
Members are asked to consider the concerns of a resident regarding the parking situation in the above area.
- 8. Hightown hedgerow grant.**
Members are asked to consider the request made by a resident to assist with the implementation of a grant offer.
- 9. D Day Anniversary grants.**
Members are asked to consider offering grants to community groups organising D Day celebrations this year.
- 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. Cash flow to end of December 2023.**
Members will receive a cash flow report up to the end of December 2023 and are asked to note the financial position.
- 14. 2024/25 Budget and Precept.**
Members are asked to set a budget and precept for the next financial year.
- 15. 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
16th January 2024



MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 20th NOVEMBER 2023 AT THE ALT CENTRE

- Present:** Cllrs: Munro (in the chair), Barlow, Magill, Shacklady, Stobie and Williams.
- 2023/76.** **Apologies for absence.**
None.
- 2023/77.** **Minutes of the Ordinary Meeting held on 18th September 2023.**
RESOLVED that the Minutes of the Ordinary Meeting held on 18th September 2023 be approved as a correct record.
- 2023/78.** **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.
- 2023/79.** **To adjourn the meeting to receive public comments.**
A resident attended to provide an update regarding amenity land at Thirlmere Drive.
Alison Denton attended to express an interest in applying for the casual vacancy.
- 2023/80.** **GP Surgery.**
Representatives from the local GP provider attended to provide an update regarding the current service provision. The update was noted.
- 2023/81.** **Casual vacancy.**
RESOLVED that applications would only be accepted from applicants who had attended at least 2 Parish Council meetings.
- 2023/82.** **Christmas lights switch on update.**
It was noted that Councillors needed to assemble at the Hightown pub at 4.30pm to set up for the switch on.
- 2023/83.** **2024 Meeting and Surgery dates.**
RESOLVED that:
 1. The schedule of meeting dates for 2024 be agreed; and
 2. Appointments at surgeries be arranged on request based on the lack of attendance at surgeries arranged previously on set dates.

- 2023/84. Reports of meetings.**
Cllr Munro reported on the recent Altcar camp meeting and thanked camp staff for clearing green waste from the village green.
- 2023/85. Correspondence.**
The clerk reported on correspondence with Sefton regarding a reported pest control problem on Thistledown Drive amenity land; the footpath at Sandhills and the creation of new wildflower verges on Thornbeck Avenue. The clerk also reported on a grant application submitted for a defibrillator at the Alt Centre and correspondence received from NHS Property Services confirming there was no intention of closing the GP Surgery. Cllr Stobie reported on new hedgerows to be planted on the bend as you leave Hightown obtained via a grant. Cllr Munro reported on the Remembrance service held on the 12th November which was well attended.
- 2023/86. Planning applications.**
RESOLVED that the applications be noted.
- 2023/87. Cash flow to end of September 2023.**
The current financial position was noted.
- 2023/88. 2024/25 Budget and precept.**
RESOLVED that this item be deferred to the January agenda.
- 2023/89. Accounts paid and for payment.**
RESOLVED that the amounts listed on the schedule circulated be approved.
- 2023/90. Exclusion of the press and public.**
RESOLVED that the press and public be excluded.
- 2023/91. Staff pension.**
RESOLVED that:
 1. The clerk be designated as eligible for membership of the Local Government Pension Scheme;
 2. The Statutory Resolution within the Legal Designating Document be agreed; and
 3. The actuarial fee of £900 plus VAT be approved.

Item 12

22nd January 2024

Planning Applications

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

3 Langley Close Hightown Liverpool L38 9GG

Ref. No: DC/2023/02096 | Validated: Mon 04 Dec 2023 | Status: Registered

[2 Variation of condition 5 attached to planning permission DC/2019/02072 approved 17/12/2019 to allow a permanently retained retractable obscured screen.](#)

29 Mark Road Hightown L38 0BG

Ref. No: DC/2023/02010 | Validated: Mon 27 Nov 2023 | Status: Decided

[2 Change of use of land to the rear to a domestic garden and erection of a timber fence to the perimeter.](#) 

2 Bankside Hightown L38 9EL

Ref. No: DC/2023/01929 | Validated: Thu 23 Nov 2023 | Status: Decided

Item 13

HIGHTOWN PARISH COUNCIL

CASH FLOW STATEMENT AS AT 31/12/2023

Surplus carried forward from 31/03/2023

23078.50

Summary of income 01/04/2023 to 31/12/2023

	<u>Actual</u>	<u>Budget</u>
Precept	25000.00	25000.00
Alt Centre Rental	405.00	2400.00
VAT repayment	£7,346.23	5000.00
Bank interest	0.00	0.00
Other	781.51	0.00
TOTAL:	33532.74	32400.00

Summary of expenditure 01/04/2023 to 31/12/2023

VAT	607.82	500.00
General administration	10089.88	15000.00
Repairs	490.00	4000.00
Alt Centre	4234.39	9000.00
Equipment	794.75	200.00
Community Engagement Initiatives	130.60	1200.00
Grants & Donations	50.00	750.00
Open Spaces	1560.00	1500.00
Election Expenses	0.00	1800.00
Members Expenses	0.00	0.00
TOTAL:	17957.44	33950.00

SUMMARY

BANK ACCOUNTS

Cash in hand C/F	23078.50	Current Account	38979.29
(Add) Income	33532.74	Cash	190.52
		TOTAL	39169.81
	56611.24	Unpresented cheques	-516.01
(Deduct) Expenditure	-17957.44		
			38653.80
TOTAL:	38653.80		

Temporary investments	0
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J Farrar

Clerk to the Council & RFO

31/12/2023

HIGHTOWN PARISH COUNCIL BUDGET 2024-2025

ANNUAL INCOME	Budget	Actual	Estimate	PROPOSED
	2023/2024	31/12/2023	2023/2024	2024/2025
Precept	25000.00	25000.00	25000.00	25000.00
Alt Centre Rental	2400.00	405.00	500.00	500.00
Cash donations	0.00	0.00	400.00	400.00
VAT Recovery	5000.00	7346.23	7346.23	650.00
Bank Interest	0.00	0.00	0.00	0.00
Grant/Other	0.00	781.51	781.51	0.00
TOTAL:	32400.00	33532.74	34027.74	26550.00
ANNUAL EXPENDITURE				
	Budget	Actual	Estimate	Proposed
	2023/2024	31/12/2023	2023/2024	2024/2025
VAT	500.00	607.82	650.00	650.00
General Administration	15000.00	10089.88	15000.00	17000.00
Repairs and maintenance	4000.00	490.00	1000.00	2000.00
Alt Centre	9000.00	4234.39	6000.00	7000.00
Equipment	200.00	794.75	0.00	200.00
Community Engagement Initiatives	1200.00	130.60	400.00	700.00
Grants & Donations	750.00	50.00	50.00	500.00
Open Spaces	1500.00	1560.00	1750.00	1750.00
Election expenses	1800.00	0.00	0.00	1800.00
Members Expenses	0.00	0.00	0.00	0.00
TOTAL:	33950.00	17957.44	24850.00	31600.00

Summary

2023-2024	
34027.74	Estimated Income for 2023-2024
24850.00	Estimated Expenditure 2023-2024
9177.74	DR
38653.80	Money in bank
29476.06	Estimated balance at end of 2023-2024
2024-2025	
26550.00	Estimated income for 2024-2025
31600.00	Estimated Expenditure for 2024-2025
24426.06	Projected balance at end 2024-2025

Item 14