



Billinge Chapel End Parish Council
The Public Hall, 216 Main Street, Billinge WN5 7PE
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**To the Chair and Members of Billinge Chapel End Parish Council you are summoned to attend a full council meeting to be held
on Monday 19th October 2026 at 7.30pm
at The Public Hall, 216 Main Street, Billinge WN5 7PE.**

Karen Newton - Clerk to the Council

Agenda

1. Apologies

To receive and approve apologies for absence.

2. Declarations of Interest and Dispensations

To receive declarations of interest and consider any requests for dispensations related to items on the agenda.

3. Minutes

To approve the minutes of:

Full Council Meeting - Monday 21st September 2026

4. Public Participation

In accordance with the Council's Standing Orders, members of the public may address the Council at the discretion of the Chairman for a limited period. Matters raised will be noted and, where appropriate, referred for consideration at a future meeting. No decisions will be taken under this item.

5. Dam Slacks Playing Field

To receive any updates

To consider appointing a suitably qualified agronomic or groundworks company to undertake the remedial works recommended in the report provided by the initial company.

The recommended works are to improve ground drainage through either **sand slitting or the installation of French drains/trenches**, as outlined in the original report. Members are asked to consider the recommendations, obtain quotations from suitably qualified contractors, and agree the appropriate course of action and any associated expenditure.

Recommendation: That the Council considers the proposed drainage works and agrees the next steps for obtaining quotations and appointing a suitable contractor.

6. Finance & Governance

6.1 To approve the Payment Schedule Sept 2026.

6.2 To approve the bank reconciliations for Sept 2026.

6.3 To note the publication of items over £100.00 for Sept 26 on the parish council website.

6.4 To approve & authorise payment for Oct 26 Payments

6.5 To note that the Council's accounts for the financial year ended 31 March [year] have been completed and signed off, and that the Annual Governance and Accountability Return (AGAR) has been reviewed by the external auditor.

To receive and **note** the External Auditor's Report and Certificate and confirm that all relevant audit documentation and publication requirements have been completed.

7. Legionella Risk Assessment

To Note Legionella Risk Assessment

8. Children's Act of Remembrance Friday 6th November 2026 10:30am

To receive any updates and information

To note Risk Assessments for event

9. Christmas Friday 27th November 2026 6pm

To receive any updates and information

10. Request to Use Dam Slacks for a 25th Billinge Scouts Fundraising Event

To consider a request from 25th Billinge Scouts to hold a fundraising event at Dam Slacks on Thursday 5 November 2026.

The Parish Council has received an enquiry from 25th Billinge Scouts requesting permission to hold a fundraising event to support the Scout group and provide activities, equipment and opportunities for young people.

The proposed event would take place on Thursday 5 November 2026. The organisers have indicated that the event may include fundraising stalls, games, gazebos, food and hot drinks. They have also asked whether fireworks or a bonfire would be permitted.

The organisers wish to ensure that the event is conducted safely, complies with relevant requirements and is suitable for families and the wider community.

Matters for Consideration

The Parish Council is asked to consider:

1. Whether Dam Slacks is a suitable location for the proposed event and whether permission in principle should be granted.
2. The anticipated number of attendees, including Scouts, volunteers and members of the public.
3. Whether the sale or provision of food and hot drinks would be permitted and whether any registrations or licences would be required.
4. Whether fundraising stalls, games, gazebos and other temporary structures would be acceptable.
5. Whether fireworks or a bonfire should be permitted, subject to any necessary permissions, safety measures and legal requirements.
6. The need for a suitable risk assessment, public liability insurance and an event management plan.
7. Any conditions relating to site access, parking, waste disposal, reinstatement of the site and protection of the surrounding area.
8. Whether any hire fee, deposit or other costs should apply.

Recommendation

That the Parish Council:

- Considers the request from 25th Billinge Scouts to use Dam Slacks on 5 November 2026.
- Decides whether to grant permission in principle, subject to receipt and approval of the necessary event details and supporting documentation.
- Requires the organisers to provide details of the proposed activities, expected attendance, risk assessment, insurance and arrangements for managing the event.
- Considers fireworks and any bonfire separately, with no permission for either activity to be assumed or granted unless the necessary checks and approvals have been completed.
- Authorises the Clerk to liaise with the organisers and any relevant authorities to establish the applicable requirements and confirm the final arrangements.

To approve, refuse or defer the request pending further information, and to determine any conditions attached to the use of Dam Slacks.

11. Request for Reimbursement – Cllr Betts (£540)

To consider a request from Cllr Betts for reimbursement of **£540** for plans purchased at his own expense in 2022, which were not subsequently used. Cllr Betts' request, including his explanation, is contained in an email included in the meeting pack for Members' consideration.

To consider the request and decide whether to **approve** reimbursement of £540 from Parish Council funds.

12. Inscription and Installation

To consider the request from Cllr Webster to include the wording **"We Will Remember Them"** on the memorial stone. The proof of the proposed inscription has been received and is presented to the Council for approval.

Members are asked to **consider** and **approve** the wording and agree in principle to the installation of the memorial stone, subject to receipt of the installation cost from Granart.

The aim is to have the memorial stone installed before **6 November 2026**.

To **approve** the wording “We Will Remember Them” on the memorial stone proof and **agree** to installation, subject to confirmation of the cost from Granart, with the aim of completion before 6 November 2026.

13. Grants – Billinge Residents Association

Billinge Residents Association has requested a grant of **£200** towards the cost of organising its Family Halloween Party. Councillors are asked to consider the application and determine whether to award the requested grant of £200 to support the event and provide a family-friendly activity for residents.

Recommendation: That the Parish Council considers the request and decides whether to **approve** a grant of £200 to Billinge Residents Association.

14. Reports from Parish Council Representatives

To **consider** reports from parish council representatives on committees, working groups, and outside bodies.

15. Reports and Correspondence (Information Only)

To **receive** the Police Report and any other correspondence for information.

16. Date and Time of Next Meetings

To **confirm** the date and time of the next meeting(s) **Monday 16th November 2026 7.30 PM**.

Signed: Karen Newton

Date 14/10/2026

Press and public are welcome to attend.