**Billinge Chapel End Parish Council**

The Public Hall, 216 Main Street, Billinge WN5 7PE

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**Billinge Chapel End Parish Council Meeting**

**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 15th September 2025 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 and the Personnel Committee Meeting held Monday 21st July 2025

**4. Public Participation  
 To receive** matters raised by residents. The period for public participation will be at the Chairman’s

discretion in accordance with Standing Orders.

**To receive** the reply from Highways regarding the parking issues around Main Street raised by 2 residents in June 2025 Full Council meeting and to **note** actions taken from this reply.

**5. Billinge Pride Event**

To Discuss and decide on organising a Billinge Pride event, including community involvement (local pubs/businesses), logistics, funding, and next steps.

**6. Aims and Objectives for 2025-26**  
 **To review, discuss, and agree** the Parish Council’s aims and objectives for the forthcoming year

**7. Planning**

**To consider** the following planning applications and agree any comments to be submitted to St Helens Council:

**P/2025/0481/HHFP Billinge And Seneley Green**

**59 Hillside Close Demolition of existing**

**single storey rear extension and detached garage and erection of a part two storey, part single storey side extension and a single storey side and rear extension.**

**P/2025/0436/CLE Billinge And Seneley Green Ward**

**Birchley Mill House St Marys Avenue Billinge St Helens WN5 7QL**

**Certificate of Lawfulness for the conversion of barn to dwelling along with the conversion of an outbuilding to a double garage.**

**Public Consultation**

**Application Number: Proposal: P/2025/0507/HHFP Town Planning Town Hall Victoria Square St. Helens Merseyside WA10 1HP Case Officer: Ms Julie Hine Tel: 01744 673273 Email: juliehine@sthelens.gov.uk Website: www.sthelens.gov.uk 9th September 2025 Single storey rear extension and retrospective planning for gazebo for: Location: Householder Planning Application 14 Sefton Fold Drive, Billinge St Helens.**

**8. Policy & Procedure**  
**To review** the Standing Orders and **agree** an amendment to the section on Public Participation:

“Where many members of the public are in attendance and wish to address the Council on the same subject, they shall be required to appoint one representative to speak on their behalf. The representative shall be permitted to speak for a maximum of five minutes.”

**9. Finance & Governance**

**9.1 To approve** the Payment Schedule Aug 2025.

**9.2 To approve** the bank reconciliations for Aug2025.

**9.3 To approve and authorise** the payment schedule for Sept2025.

**9.4 To note** the publication of items over £100.00 for Aug 25 on the parish council website.

**9.5** **To note** the NJC agreement of a 3.2% pay award effective from 1 April 2025, and to **approve** implementation for parish council staff, including any necessary budget adjustment.

**9.6 To Consider** having one more councillor on the bank account to authorise payments.

**10. Review and Reinstatement of Reserves**

**To review** the current level of reserves and seek approval to reinstate the General Reserve in line with best practice, and to allocate additional funds to the Building Reserve.

**Background:**

* In recent years, reserves were reduced to keep the precept low. While this supported residents in the short term, it has left the council with a reduced safety net.
* Best practice guidance from [CIPFA / JPAG / NALC] recommends that councils maintain a General Reserve equivalent to 3–6 months of gross expenditure to ensure financial resilience and the ability to respond to unforeseen events.
* At present, the General Reserve stands at £0, which is below the recommended level of ££5500– £33000.
* In addition, the Building Reserve (established following a donation) currently holds £26919. Given the likely costs of ongoing and future building works of £31,000, it is prudent to allocate further funds to this earmarked reserve to ensure sufficient provision.

**Proposal:**

1. **To transfer** £22,000 (= 4 Months) into the General Reserve to bring it within the recommended 3–6-month level.
2. **To allocate** an additional £13,081 into the Building Reserve, recognising the importance of maintaining and developing community facilities.

**Financial Implications:**

These transfers will reduce the amount of available underspends/virements for other purposes but will strengthen the council’s financial stability.

**Recommendation:**  
That Council:

1. **Approves** the transfer of funds to reinstate the General Reserve to within the recommended 3-6 months of expenditure.
2. **Approves** the allocation of additional funds to the Building Reserve.

**11. Receipt of External Auditor’s Closure Notice**

**11.1 To note** receipt of the External Auditor’s Report and Certificate for the Annual Governance and Accountability Return (AGAR) for the year ending [insert year].

**11.2 To consider** any recommendations contained within the notice.

**11.3 To approve** publication of the Notice of Conclusion of Audit and relevant sections of the AGAR on the council website and noticeboard, as required.

**12. Public Hall Reading Room**  
**To consider** any updates on the Public Hall Reading Room.

**13. Children’s Act of Remembrance**  
**To consider** any updates on the

**14. Emergency Gates at Nugent House School – Change of Use**

**To Consider** any correspondence received from the residents. The emergency gates are now being used as an entrance/exit to the car park. Concerns from residents regarding:

* + Lack of prior consultation/communication.
  + Increased traffic on a narrow road already used heavily by Chapel End School traffic.
  + Absence of yellow zig-zag markings or safety measures.
  + Potential risks to child and pedestrian safety.
  + Request for clarification from the school/local authority and discussion of possible action to address residents’ concerns.

**15. Dangerous Parking at London Fields Road / Newton Road Junction**

**To Consider** any correspondence received from the residents

* Ongoing issue of vehicles parking on double yellow lines at the junction.
* Safety concerns raised by residents.
* Request from Bill Bates and Bill Bradbury to speak on the matter.
* Parish Council to discuss possible actions or enforcement measures.

**16. Reports from Parish Council Representatives  
To consider** reports from parish council representatives on committees, working groups, and outside bodies.

**17. Reports and Correspondence (Information Only)  
To receive** thePolice Report and any other correspondence for information.

**18. Staffing Matters – Confidential/Exempt Items**  
**Part B – Confidential/Exempt Items**  
*To resolve that under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and in accordance with Schedule 12A of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business due to the confidential nature of the business (staffing and legal matters).*

**18.1** **Correspondence Received** – To **receive** and **note** staffing-related correspondence and ratify the Staffing Committee’s recommendation that no further action is required.  
**18.2** **Employee Contracts and Job Descriptions** – To **receive** and **consider** the Staffing Committee’s recommendations on proposed variations to individual employment contracts and job descriptions, and to **approve** accordingly.  
**18.3** **Salary Adjustments and Payments** – To **receive** and **consider** the Staffing Committee’s recommendations on proposed salary variations and/or one-off payments, and to **approve** accordingly.  
**18.4** **Merseyside Pension Fund – Individual Enrolment** – To **receive** and **consider** the Staffing Committee’s recommendations on pension enrolment matters, and to **approve** accordingly.

**19. Date and Time of Next Meetings  
To confirm** the date and time of the next meeting(s).

**Sign: Karen Newton Date 10/09/2025**

Press and public are welcome to attend.