**Billinge Chapel End Parish Council**

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

07483 325064

clerk@billingeparishcouncil.gov.uk

**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 16th June 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:

**3.1.** The Annual Parish Meeting 2025

**3.2.** The Annual Parish Council Meeting held on Monday 19th May 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.

**5**.**Review the Delegation Arrangements to Committees, Working Groups and Outside Bodies**

Estimates Committee (minimum 3 members)

**5.1. To receive & approve** Billinge Chapel End Parish Council Terms of Reference – Estimates Committee

**5.2. To approve** membership of the committee

**5.3. To elect** a chairperson and vice-chairperson or to delegate this to the committee at its first meeting

Personnel Committee. (minimum 3 members)

**5.4. To receive & approve** Billinge Chapel End Parish Council Terms of Reference – Personnel Committee

**5.5. To approve** membership of the committee

**5.6. To elect** a chair and vice-chair or to delegate this to the committee at its first meeting

**5.7. To receive and approve** the Terms of Reference for the *Planning Advisory Working Group* (minimum 2 members)

**5.8. To receive and approve** the Terms of Reference for the *Billinge Beacon / Local Life Working Group* (minimum 2 members)

**5.9. To receive and approve** the Terms of Reference for the *Press Advisor Working Person* (minimum 1 member)

**5.10. To receive and approve** the Terms of Reference for the *Events Working Group* (minimum 2 members)

**5.11. To receive and approve** the Terms of Reference for the *social media Working Group* (minimum 2 members)

**5.12. To receive and approve** the Terms of Reference for the *Dam Slacks Play Area Working Group* (minimum 2 members)

**5.13. To receive and approve** the Terms of Reference for the *Eddleston Trust* (minimum 1 member)

**6.Planning**

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

**6.1 P/2025/0262/HHFP – Carried forward from Mays meeting.**

**Proposal:** Ground and First Floor rear Extensions and first floor front extension.

**For:** Householder Planning application

**Location:** 2 Crookhurst Ave, Billinge, St Helens

**6.2 P/2025/0307/FUL**

**Ward:** Billinge and Seneley Green

**Location:** Hough wood

Golf Course Crank Road Kings Moss St Helens

**Proposal:** Single storey rear extension including basement changing rooms (previously approved) and gym below with roof terrace above, along with conversion of first floor into 14-bedroom hotel and additional parking.

**Applicant:** Hough wood Golf LTD

**6.3 P/2025/0291/HHFP**

**Ward:** Billinge and Seneley Green

**Location:** 13 Carr Mill Road Billinge St Helens WN5 7TW

**Proposal:** Porch and bay windows to front elevation with single storey side extensions following demolition of garage, front and rear dormers, raising of ridge and single storey flat roofed rear extension and use of render to rear.

**Applicant**: Mr & Mrs Barbara & Gary Ashall

**6.4 P/2025/0317/HHFP**

**Ward:** Billinge and Seneley Green Ward

**Location:** Ward 22 Billinge Road Ashton in Makerfield St Helens WN4 0RE

**Proposal:** Side extension, rear dormer with patio doors and Juliet balcony new front doors and 3no. rooflights to front roof plane.

**Applicant:** Mr Leo Arkelaos

**6.5 To note correspondence submitted to the Planning Department  
To note** that a letter was sent to the Planning Authority in accordance with instructions from the previous meeting regarding Planning Application Ref: P/2025/0239/FUL – 105 Hillside Close, proposing a change of use from dwellinghouse to a children’s home.

**7.POLICY & PROCEDURE**  
To approve the following constitutional and governance documents for the 2025/26 municipal year:

**7.1 To resolve to adopt** the St Helens Council Code of Conduct for Councillors

**7.2 To review and approve** Billinge Parish Council Standing Orders

**7.3 To review and approve** Billinge Parish Council Publication Scheme

**7.4 To review and approve** Billinge Parish Council Complaints Procedure

**7.5 To review and approve** Billinge Parish Council Disciplinary Procedure

**7.6 To review and approve** Billinge Parish Council Grievance Procedure

**7.7 To review and approve** Billinge Parish Council Grant Awarding Policy

**7.8 To review and approve** Billinge Parish Council Environmental Policy

**7.9 To review and approve** Billinge Parish Council Filming Protocol

**7.10 To review and approve** Billinge Parish Council Co-Option Arrangements

**7.11 To review and approve** Billinge Parish Council Financial Regulations

**7.12 To review and approve** Billinge Parish Council Accessibility Charter

**8. Deferred Policy Documents  
To note** that the following documents were not available for review and are to be compiled and presented at a future meeting for consideration and approval:

**8.1** Risk Management Policy

**8.2** Risk Assessment

* 1. Data Protection Policy

**8.4** Investment Policy

**9. Fire Risk Management: Current Status & Required Actions  
To review** the status of fire risk management for Billinge Parish Council, including:

**9.1** The Fire Risk Assessment dated 15 May 2025 submitted by Dennis McDonnell/Clerk.

**9.2** The Policy for the Management of Fire Safety x 2 Documents.

**9.3** Further email from Dennis McDonnell – (Email Printed).

**10. Appointment of Internal Auditor**  
**To consider and approve** the letter of appointment from Jo O’Donoghue as the Internal Auditor for the 2024/25 financial year.

**11. Finance & Governance Year-End Review**

**11.1 To note** receipt of the 2024/25 Year-End Internal Audit Report  
Internal audit report received in June 2025 from Jo O’Donoghue, Internal Auditor.

**11.2 To note** issues arising from the Internal Audit Report. **11.3 To consider** any points of concern or recommendation raised by the auditor.

**11.4 To note** actions to be taken following the Internal Audit Report. **11.5 To confirm** steps required to address issues highlighted in the audit.

**11.6 To approve** Section 1 of the 2024/25 Annual Governance Statement.  
(Annual Governance and Accountability Return – AGAR).

**11.7 To approve** Section 2 of the 2024/25 Annual Governance Statement  
(Accounting Statements – AGAR).

**11.8** To note the Notice of Public Rights Publication period from 1st July 2025 to 11 August 2025.

**10.9 To approve** payment of £300.00 to Jo O’Donoghue for internal audit services.

**12. Financial Oversight and Approval**

**12.1 To approve** the Payment Schedule for April & May 2025

**12.2** **To approve** the bank reconciliations for April & May 2025

**12.3 To approve and authorise** the payment schedule for Jun 2025

**12.4 To approve** the cost of £100.00 for the New Accounts Spreadsheet

**12.5 To note** the publication of items over £100.00 on the parish council website

**12.6 To receive and approve** the final bank reconciliations as of 31 March 2025

**11.7 To note** the authorised signatories to the bank accounts: Cllr F. Gill, Cllr B. Bradbury and to add New Clerk Karen Newton and Remove Hazel Broatch, Steven Gardner and Terence McEvoy.

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

**To consider** a working Group to oversee new build.

**14. Website and Email Accounts**  
**To consider** any updates on the website and email accounts.

**15**.**Social Media Access**

**To consider and discuss** matters relating to social media access and management for the Parish Council.

**16. Security Lights and Side Gate Installation**  
**To consider** the installation of security lights and a side gate, including any quotes, proposals, and necessary approvals.

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

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

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

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

**Sign: Karen Newton Date 11/06/2025**

Press and public are welcome to attend.