



KNOWSLEY TOWN COUNCIL

**Bob Whiley Community Centre,
Shop Road, Knowsley Village, Merseyside L34 0HD**

Tel: 0151 548 4545

Email: jane.thomas@knowsley.gov.uk

Dated this 11 day of June 2026

To the Mayor and Members of Knowsley Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND a meeting of
Knowsley Town Council, to be held on Thursday 18 June 2026,
in Community Room One, Community Pavilion, Pool Hey,
Stockbridge Village, commencing at 7.15 p.m.**

Jane Thomas

Clerk of the Council

AGENDA

- 1. APOLOGIES**
- 2. PUBLIC OPEN FORUM**
- 3. DECLARATIONS OF INTEREST**

In accordance with Standing Orders 1.19.1, 1.19.2, members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

4. **MINUTES OF PREVIOUS COUNCIL MEETING**

To **APPROVE AND SIGN** the Minutes of the Annual General Meeting of the Town Council held on Thursday 21 May 2026. **Pages 1 – 11**

5. **MINUTES OF THE ANNUAL TOWN MEETING 2025/2026**

To **APPROVE AND SIGN** the Minutes of the Annual Town Meeting held on Thursday 22 May 2025. **Page 12 - 13**

6. **REPORTS FROM MEMBERS**

To receive verbal reports from elected members who have represented the Town Council on outside bodies.

7. **ANNOUNCEMENTS FROM THE MAYOR**

To receive announcements from the Mayor. **FOR INFORMATION ONLY.**

8. **ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL**

To receive verbal reports from the Clerk of the Council. **FOR INFORMATION ONLY.**

9. **PLANNING NOTIFICATIONS**

To **CONSIDER AND MAKE OBSERVATIONS** on planning applications received from Knowsley Metropolitan Borough Council. **Page 14 - 15**

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 18th June 2026

Report of the Clerk of the Council and Responsible Financial Officer

ANNUAL GENERAL MEETING MINUTES

1. **PURPOSE OF REPORT:**

To **CONSIDER** the minutes of the previous Annual General Meeting of the Town Council held on Thursday 21 May 2026 whether the attached minutes are a true and correct record and to be signed by the Mayor.

2. **RECOMMENDATIONS:**

Members are asked to:

- To **CONSIDER AND APPROVE** Minutes.
- Minutes to be signed by the Mayor.

3. **REPORT:**

The minutes of the Annual General Meeting of the Town Council Meeting held on Thursday 21 May 2026.

4. **Appendices:**

Appendix 4a: Annual General Meeting – Minutes.

Jane Thomas - Clerk of the Council

KNOWSLEY TOWN COUNCIL

MINUTES

The Annual General Meeting of the Knowsley Town Council was held on Thursday 21 May 2026, in Room One, Community Pavilion, Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

PRESENT

Councillors: D J Baum (Deputy Mayor), V Boateng, M Burke, B Donnelly, J Donnelly (Mayor of the Council), N Joseph, L O'Keeffe, I Smith, B Thompson, L Tomlinson, F Wynn.

Officers: Jane Thomas (Clerk of the Council)

APOLOGIES

Councillors: K Gregory.

Prior to the start of the meeting, Cllr Dennis Baum expressed that it had been an honour and privilege to serve as the Mayor of Knowsley Town Council for the municipal year 2025/26. He thanked members for their support during his term and extended his best wishes to the incoming Mayor for the municipal year 2026/27.

1. ELECTION OF CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2026/2027

Nominations were called for the position of Chairperson of Knowsley Town Council for the municipal year 2026/2027. There was only one nomination as follows:

Proposed: Cllr J Donnelly
Proposer: Cllr B Donnelly
Seconder: Cllr L Tomlinson

There being no further nominations, it was **UNANIMOUSLY RESOLVED** that Councillor John Donnelly be duly elected to serve as the Chairperson of Knowsley Town Council for the municipal year 2026/2027. Cllr J Donnelly signed the declaration of office and indicated that he wished to be addressed as Mayor.

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2. ELECTION OF VICE-CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2026/2027

Nominations were called for the position of Vice-Chairperson of Knowsley Town Council for the municipal year 2026/2027.

Two nominations were received as follows:

Proposed:	Cllr D J Baum	Proposed:	Cllr M Burke
Proposer:	Cllr N Joseph	Proposer:	Cllr I Smith
Secunder:	Cllr J Donnelly	Secunder:	Cllr F Wynn

A vote was held. Cllr D J Baum received six votes and Cllr M Burke received two votes. Cllr V Boateng abstained.

It was therefore Resolved that Cllr Dennis Baum be elected to serve as Vice-Chairperson of Knowsley Town Council for the municipal year 2026/2027. Cllr D J Baum signed the declaration of office and indicated that he wished to be addressed as Deputy Mayor.

3. DECLARATIONS OF INTEREST

Declarations of interests relating to Agenda Item 12 - Town Council Members' Allowances, dispensations were received from the following members:

Councillors: D J Baum, V Boateng, M Burke, B Donnelly, J Donnelly, N Joseph, L O'Keeffe, I Smith, B Thompson, L Tomlinson, F Wynn.

Declarations of interests relating to Agenda Item 18 – Planning Notification were received from the following members:

Councillors: D J Baum, M Burke, I Smith.

4. ANNOUNCEMENTS FROM THE MAYOR

The Mayor, on behalf of all Members, expressed sincere thanks to Councillor D Baum for his dedicated service as Mayor of Knowsley Town Council during the 2025/26 municipal year.

5. STANDING ORDERS (2026/2027)

Following consideration of the document as presented by the Clerk of the Council, it was UNANIMOUSLY RESOLVED that the Standing Orders for 2026/27 be approved and adopted, subject to the amendments set out in appendix 6b, including the removal of outdated Power of Well-Being wording, replacement with General

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Power of Competence wording where appropriate, deletion of the duplicated Interests section, and correction of minor terminology, numbering and formatting matters.

6. FINANCIAL REGULATIONS (2026/2027)

Following consideration of the document and report as presented by the Clerk of the Council, it was **UNANIMOUSLY RESOLVED** that the Financial Regulations for 2026/27 be approved and adopted, subject to the amendments set out in Schedule of Amendments, including the replacement of outdated personal and prejudicial interest wording with updated provisions relating to interests, conflicts of interest and procurement transparency.

7. TOWN COUNCIL COMMITTEES (2026/2027)

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the **Finance and General Purposes Committee** be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. membership of the **Finance and General Purposes Committee** would consist of;
 - Cllr J Donnelly (*Mayor of the Town Council*)
 - Cllr D J Baum (*Deputy Mayor of the Town Council*)
 - Cllr M Burke
 - Cllr B Donnelly
 - Cllr N Joseph
 - Cllr L O’Keeffe
 - Cllr L Tomlinson

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the **Human Resources Committee** be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. membership of the **Human Resources Committee** would consist of:
 - Cllr J Donnelly (*Mayor of the Town Council*)
 - Cllr D J Baum (*Deputy Mayor of the Town Council*)
 - Cllr L Tomlinson
 - Cllr V Boateng
 - Cllr B Donnelly
 - Cllr L O’Keeffe
 - Cllr I Smith

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It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the **Events Committee** be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. Membership of the **Events Committee** would consist of;
 - Cllr J Donnelly (*Mayor of the Town Council*)
 - Cllr D J Baum (*Deputy Mayor of the Town Council*)
 - Cllr L Tomlinson
 - Cllr V Boateng
 - Cllr M Burke
 - Cllr K Gregory
 - Cllr N Joseph
 - Cllr L O'Keeffe

8. REPRESENTATIVES TO OUTSIDE BODIES

The following members were appointed to serve as Town Council representatives on the various outside bodies for the municipal year 2026/2027 as listed below:

Mayor of Knowsley's Charity

Mayor (Cllr J Donnelly) Deputy Mayor (Cllr D J Baum)

Parish/Borough Liaison Group

Clerk of the Council, Leader of Majority Labour Group (if required).

Merseyside Association of Local Councils

Mayor (Cllr J Donnelly), Deputy Mayor (Cllr D J Baum)
Cllr B Donnelly.

Friends of Meadows Park Orchard

Cllr L Tomlinson, Mayor (Cllr J Donnelly).

Stockbridge Community Engagement Forum

Cllr V Boateng.

National Association of Local Councils

Mayor (Cllr J Donnelly), Cllr B Donnelly.

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9. TOWN COUNCIL MEETING SCHEDULE (2026/2027)

It was UNANIMOUSLY RESOLVED that the following schedule of Town Council Meetings for 2026/2027 be approved:

- | | |
|---------------------|--------------------|
| - 18 June 2026 | - 21 January 2027 |
| - 16 July 2026 | - 18 February 2027 |
| - 17 September 2026 | - 18 March 2027 |
| - 15 October 2026 | - 20 May 2027 |
| - 19 November 2026 | |

The Annual Town Meeting to take place on 27 May 2027, starting at 6.00 pm.

10. REPORT OF THE INDEPENDENT REMUNERATION PANEL ON TOWN/ PARISH COUNCIL ALLOWANCES 2026/2027

The report containing the recommendations of the Independent Remuneration Panel for 2026/27 was received by the Town Council on 11 May 2026.

The Panel's recommendation was "*that no parish basic allowance be payable during the financial year 2026/2027 "Reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of duties and meetings covered by the relevant regulations"*."

It was noted that Councillors Mark Burke, Ian Smith and Frances Wynn requested that their full agreement with the report and recommendations of the Independent Remuneration panel be recorded in the minutes.

Following consideration, it was RESOLVED that:

- a. The Town Council noted the Independent Remuneration Panel's Report.
- b. The recommendations of the Independent Remuneration Panel would be advertised in accordance with the Regulations.

(NOTE: That in accordance with Section 5.1 of the Town Council's Code of Conduct, all members present declared an interest in the next item, took part in the discussion and voted thereon).

11. TOWN COUNCIL MEMBERS' ALLOWANCES (2026/2027)

The Clerk of the Council presented a report to members which contained information regarding the payment of members' allowances and the role of the Independent Remuneration Panel.

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It was **RESOLVED** that:

- a. members of the Town Council would receive a basic members' allowance of £846 for the year 2026/2027,
- b. the Mayor of the Town Council would receive an allowance of £1,000 for the year 2026/2027,
- c. the above allowance covered all travelling and subsistence expenses incurred for activities within the boundaries of Knowsley.
- d. the payment be made 15 June 2026.

12. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the Minutes of the Town Council Meeting held on Thursday 19 March 2026 were agreed as a true record and signed by the Mayor.

13. MINUTES OF THE PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the Minutes of the Finance and Purpose Committee Meeting held on Tuesday 27 April 2026 were agreed as a true record and signed by the Chair of the committee.

14. TOWN COUNCIL BANK ACCOUNT SIGNATORIES (2026/2027)

It was **UNANIMOUSLY RESOLVED** that:

- a. Cllr D J Baum re-affirmed as cheque and autopay signatories for the year 2026/27
- b. Cllr L Tomlinson re-affirmed as cheque and autopay signatories for the year 2026/27
- c. Clerk of the Council re-affirmed as cheque and autopay signatories for the year 2026/27.
- d. Administration Officer re-affirmed as cheque and autopay signatories for the year 2026/27.

15. REPORTS FROM MEMBERS

There were no reports from members.

16. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Clerk of the Council

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(NOTE: that in accordance with the Town Council's Code of Conduct, Cllr D Baum, Cllr M Burke and Cllr I Smith declared an interest in the next item, stayed in the room but did not take part in any discussion and did not vote thereon).

17. PLANNING NOTIFICATIONS

The following planning applications were considered by members:

26/00113/PDE 26/00188/FUL 26/00147/FUL 26/00140/TEL 26/00144/FUL
26/00103/CLD 22/00348/NMA 26/00092/FUL 26/00206/CLU

Following consideration, it was **UNANIMOUSLY RESOLVED** that members had no objections to the above planning applications.

18. ANNUAL REPORT (2025/2026)

The Clerk of the Council presented the Annual Report for 2025/2026

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Annual Report for 2025/2026 be approved.

19 KNOWSLEY TOWN COUNCIL ASSET REGISTER 2025/2026

The Clerk of the Council presented a report regarding the current status of the Town Council Asset Register. Members reviewed the Town Council's Asset Register for the financial year 2025/26 in accordance with the Accounts and Audit Regulations 2015.

RESOLVED: That, following consideration of the report presented by the Clerk, members confirmed that no additions, disposals or amendments were required during the financial year 2025/26 and that assets continue to be recorded at purchase cost in accordance with proper practices, with no depreciation applied.

The total value of fixed assets as of 31 March 2026 was confirmed as £759,318.

20. FINANCIAL MATTERS (JANUARY TO MARCH 2026)

The Clerk of the Council provided members with detailed information relating to the financial matters for the period January to March 2026.

Following discussion, it was **UNANIMOUSLY RESOLVED** that:

- a. Payments and Expenditure made during the period January to March 2026, be **NOTED**.
- b. Quarterly budget report for the period January to March 2026 be **NOTED**.
- c. That the Final Year-End Bank Reconciliation as of 31 March 2026, be

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NOTED.

21. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

The Statement of Accounts for the Year Ended 31 March 2026 was presented to members by the Clerk of the Council.

Following consideration, it was UNANIMOUSLY RESOLVED that the Statement of Accounts for the Year Ended 31 March 2026 be approved.

22. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2026 - SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Annual Government Statement for the Year Ended 31 March 2026 was presented to members by the Clerk of the Council.

Following consideration, it was UNANIMOUSLY RESOLVED that the Annual Government Statement for the Year Ended 31 March 2026 be approved and signed by the Chairperson.

23. INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2026

Members considered the contents of the Internal Auditor's Report for the Year Ended 31 March 2026.

Internal Auditors Recommendations:

- a. The Investment Strategy be reviewed annually and specific investments for the coming year be agreed at the Annual meeting each May. The object of the policy being to maximise the income that can be generated from investing Council monies. Prudent investment of monies could generate thousands of pounds additional income for the Council. Currently the bulk of the Councils money lays in a current account earning no interest.
- b. The actual total amount of the Precept being raised should be recoded in the Council minutes at which the Precept was agreed. (*This was always done in previous financial years*)
- c. The Council review and agree and implement the policy in respect of how long news items should remain on the website.

Following consideration, it was UNANIMOUSLY RESOLVED that the Internal Auditors Report for the Year Ended 31 March 2026 be noted and approved.

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24. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2026 - SECTION 2 ACCOUNTING STATEMENT

The Accounting Statement of the Annual Return for the Year Ended 31 March 2026 was presented to members by the Clerk of the Council.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Accounting Statement of the Annual Return for the Year Ended 31 March 2025 be approved and signed by the Chairperson.

25. THE ADOPTION OF THE GENERAL POWER OF COMPETENCE

Following consideration of a report presented by the Clerk of the Council:

*“Knowsley Town Council **UNANIMOUSLY RESOLVED** that at the Annual General Meeting held on Thursday 21 May 2026, and until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as Defined in the Localism Act 2011 and Statutory Instrument 965 the Parish Councils General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.*

26. REVIEW AND UPDATE OF THE CODE OF CONDUCT FOR MEMBERS AND CO-OPTED MEMBERS

Members considered the report presented by the Clerk regarding the review and update of the Council’s Code of Conduct for Members and Co-opted Members.

Members noted that the previous Code of Conduct and the Code of Conduct Guidance Document had been included for reference, together with the updated Code and Schedule of Amendments.

It was noted that the amendments modernised terminology, removed outdated wording relating to personal and prejudicial interests, clarified the provisions relating to Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests, and included reference to digital conduct and the Council’s Information Technology, Digital Use and social media Policy.

RESOLVED: that the Code of Conduct for Members and Co-opted Members 2026/27 be approved and adopted, replacing the previous Code of Conduct.

27. MAUREEN CLUNAN MEMORIAL AWARD 2026

Members considered nominations for the recipient of the Maureen Clunan Award 2026.

Members proposed that Luke Middleton be nominated to receive the

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award in recognition of her outstanding work within the Stockbridge Village Community.

Following discussion, it was **UNANIMOUSLY RESOLVED** that:

- a. Luke Middleton be the recipient of the Maureen Clunan Memorial Award for 2026.

The meeting closed

at 7:50 p.m.

Dated: 21 May 2026

Signed.....
Clr J Donnelly
Mayor of the Town Council

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 18th June 2026

Report of the Clerk of the Council and Responsible Officer

MINUTES OF THE ANNUAL TOWN MEETING 2026/2027

1. PURPOSE OF REPORT

To **CONSIDER** the minutes of the previous Annual Town Meeting held on Thursday 28th May 2026, whether the attached minutes are a true and correct record and to be signed by the Deputy Mayor.

2. RECOMMENDATIONS:

Members are asked to:

- To **CONSIDER AND APPROVE** Minutes.
- Minutes to be signed by the Deputy Mayor.

3. REPORT:

The minutes of the Annual Town Meeting held on Thursday 28th May 2026.

4. Appendices:

Appendix 5a: Annual General Meeting – Minutes.

Jane Thomas - Clerk of the Council

KNOWSLEY TOWN COUNCIL

MINUTES

The Annual Town Meeting of Knowsley Town Council was held on Thursday 28 May 2026, in Community Room Two, Community Pavilion, Pool Hey, Stockbridge Village commencing at 6.00 p.m.

PRESENT

Councillor: D J Baum (Deputy Mayor of the Council)

Officers: Jane Thomas (Clerk of the Council)

Others: Mrs Hollinghurst & Mr Hollinghurst

1. MINUTES - ANNUAL TOWN MEETING (22 MAY 2025)

The Minutes of the Annual Town Meeting held on Thursday 22 May 2025 were presented by the Mayor and **NOTED** as a true record.

2. PRESENTATION OF THE COUNCIL'S ANNUAL REPORT (2025/2026)

The Clerk of the Council presented the Council's Annual Report for the year 2025/2026.

The contents of the Annual Report were noted.

3. FINANCIAL MATTERS

The financial statement of the Town Council's accounts for 2025/2026 (un-audited) was presented by the Clerk of the Council.

The contents of the Financial Statement were noted.

4. DISCUSSION OF TOWNSHIP AFFAIRS

No matters arising.

The Meeting Closed at 6.10 p.m.

Dated: 28 May 2026

Signed

**Clr D Baum
Deputy Mayor of the Town Council**

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 18th June 2026

Report of the Clerk of the Council and Responsible Financial Officer

PLANNING APPLICATION

1. PURPOSE OF REPORT:

The purpose of this report is to seek Members' observation and comments, if any, on the planning applications received from KMBC relating to the Township.

2. RECOMMENDATIONS FOR MEMBERS TO:

- Note the report.
- Provide any observations or comments on the applications listed in the

3. REPORT:

Knowsley Town Council is a statutory consultee in relation to planning application within the Township.

3.1 The table below details validated planning applications recently advised by the planning authority (KMBC) and upon which Members' observations and comments, if any, are sought.

3.2 Any additional planning will be added.

<i>App No.</i>	<i>Development</i>	<i>Applicant</i>	<i>Location</i>	<i>Case Officer</i>
26/00244/PDE	Prior approval for the erection of a single storey rear extension Maximum depth from original rear wall: 5.29 metres Maximum height: 3.56 metres Height of eaves: 2.54 metres	Mr Steven Walmsley	22 Greengates Huyton Knowsley	Louise Robinson
26/00222/COU	Change of use residential dwelling (use class c3) to children's care home (use class c2) for a up to 2 children	Compassionate Children's Care and Support Ltd	3 Corncroft Road Knowsley Village	Lee Osborne

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26/00200/FUL	Erection of a gazebo	Mr Vasile Prisacaru	47 Fernwood Avenue Huyton Knowsley	Louise Robinson
26/00153/FUL	Erection of a new 2.4m high mesh security fence around car park with vehicle and pedestrian access gates together with the installation of 27no. Ground based air conditioning units in 4 separate locations with 1.8m high paladin fencing	Bell's & Son's Healthcare	Land Bounded By Villiers Road & Penrhyn Road Knowsley Business Park Knowsley	Andrew Hunt
26/00164/FUL	Erection of a single storey rear extension incorporating a roof terrace above, repositioning and installation of new windows and doors, formation of new archway to front entrance, installation of new gates and boundary walls to the front, internal reconfiguration of the dwelling and installation of 3no. Rooflights to the front roof-plane and 2no. Rooflights to the rear roof-plane.	Mr Angus Clayson	29 Ormskirk Road Knowsley Village Knowsley	Louise Robinson
26/00212/FUL	Creation of new gable roof over existing side utility room together with internal alterations.	Mr and Mrs Kavanagh	62 Frederick Lunt Avenue Knowsley Village Knowsley	Louise Robinson

Jane Thomas - Clerk of the Council