



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington,
Cheshire WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Minutes of the Annual Meeting of Appleton Parish Council held on Tuesday 20th May 2025 at 7pm at Appleton Parish Hall

Present: - Councillor R Bett, Councillor L Booth, Councillor G Chapman, Councillor L Chapman, Councillor K Critchley, Councillor P Lewenz, Councillor H Speed, Councillor P Walker and Councillor J Wheeler.

Mrs J Monks, Clerk.

1. Welcome and apologies for absence

The Chair of the Parish Council, Councillor L Chapman welcomed everyone to the Parish Council meeting.

2. Election of a new Chair of the Parish Council

Councillor P Lewenz was elected Chair of the Parish Council for 2025/2026.

Councillor P Lewenz thanked Councillor L Chapman for being the Chair for the past two years.

3. Election of a new Deputy Chair of the Parish Council

Councillor L Booth was elected Deputy Chair of the Parish Council for 2025/2026.

4. Code of Conduct

RESOLVED that;

The code of conduct for Parish Councillors was approved.

5. Declaration of Interest Forms

RESOLVED that;

Each Parish Councillor had been requested by the clerk to check that their declaration of interest forms were up to date. If there had been any amendment, then a Parish Councillor needs to complete a new form so this can be displayed on the Parish Council's website.

6. Members of Committees and Working parties

RESOLVED that;

The members of the committees and working parties of the Parish Council were as follows;

Planning Committee – Councillor L Booth (Chair), Councillor G Chapman, Councillor L Chapman, Councillor P Lewenz, Councillor J Wheeler.

Finance and General Purposes Committee – Councillor L Chapman (Chair), Councillor P Walker, Councillor K Critchley, Councillor G Chapman, Councillor H Speed, Councillor J Wheeler.

Working Parties

Environment Working Party –Councillor P Lewenz, Councillor K Critchley, Councillor G Chapman, Councillor H Speed, Councillor J Wheeler, Councillor R Bett.

Employment Working Party – Councillor P Lewenz (Chair), Councillor L Booth, (Deputy Chair), Councillor G Chapman, Councillor L Chapman, Councillor H Speed, Councillor R Bett.

Events Working Party – Councillor L Booth (Chair). A min of two Parish Councillors is required, and additional Parish Councillors will be added at a later date.

Councillor P Lewenz stated that the Dingle and Fords Rough Working party will be dissolved, and everything under this remit will come under the Environmental Working party.

Several additional working parties and committees including changes were proposed at the meeting and the Southeast Warrington Urban Extension (SEWUE) group membership was not considered as this had not been included as an agenda item.

If additional working parties and committees including changes and review of the membership of the Southeast Warrington Urban Extension (SEWUE) group needed to be considered by the Parish Council, then individual proposal forms would need to be completed and returned to the clerk so the clerk could then put these as agenda items for consideration by the Parish Council.

7. Members of Outside Bodies

RESOLVED that;

The members of the outside bodies were as follows;

Warrington Public Rights of Way Forum – Councillor P Lewenz.

Parish Path Warden – Councillor P Lewenz.

Police and Crime Commissioner Surgery Meetings – Councillor P Walker.

Bridgewater Canal Users Group – Councillor J Wheeler

Manchester Airport Liaison – Councillor G Chapman

Pewterspear Green Trust – Councillor J Wheeler.

**Minutes of the Parish Council Meeting of Appleton Parish Council held on
Tuesday 20th May 2025 at 7pm at Appleton Parish Hall**

Present: - Councillor R Bett, Councillor L Booth, Councillor G Chapman, Councillor L Chapman, Councillor K Critchley, Councillor P Lewenz, Councillor E Manson-Sawko from 7.35pm onwards, Councillor H Speed, Councillor P Walker and Councillor J Wheeler.

Mrs J Monks, Clerk.

Part One – This part of the meeting was open to the press and members of the public

1. Welcome and apologies for absence

The Chair of the Parish Council, Councillor P Lewenz welcomed everyone to the Parish Council meeting.

2. Members Code of Conduct

Councillor J Wheeler declared that she was a member of the Development Management Committee of Warrington Borough Council.

3. Public Participation

No members of the public were present.

4. Co-option of Parish Councillors

RESOLVED that;

The two seats in the Cobbs and Hillcliffe Ward and the one seat in the Thorn Ward would be readvertised with a closing date and time 30th June 2025 at 5pm.

The clerk was asked to put the advert on the website and Facebook page and contact all the schools requesting that they circulate the advert to parents.

Councillor E Manson-Sawko arrived at 7.35pm onwards.

5. Minutes of Annual Parish Council meeting and last Parish Council meeting

RESOLVED that;

the minutes of the Parish Council's Annual Parish Meeting on Tuesday 15th April 2025 and the Parish Council's monthly meeting on Tuesday 15th April 2025 (Copies of which had been circulated to each Member) were approved and signed by the Chair.

6. Minutes of Finance and General Purposes committee meeting and to consider approving the recommendations

RESOLVED that;

The minutes for the Finance and General Purposes Committee on Thursday 1st May were not approved. This item was deferred following amendments requested at the meeting by Councillor K Critchley.

Councillor K Critchley and Councillor G Chapman stated that there were recording the meeting.

RESOLVED that;

The following recommendations from the Finance and General Purposes Committee on Thursday 1st May 2025 were approved.

- (a) The Parish Hall income and expenditure report and Hallmaster reports were approved by the Parish Council.
- (b) The review of income and expenditure for the period 1st April 2024 to 31st March 2025 were approved by the Parish Council.
- (c) The internal auditors report was approved by the Parish Council.
- (d) The report and expenditure for the earmarked reserves for 2024/2025 was approved by the Parish Council.
- (e) The earmarked reserves for 2025/2026 were allocated as detailed in the minutes of the Finance and General Purposes Committee dated 1st May 2025 was approved by the Parish Council.
- (f) The annual review of internal Financial Controls as detailed in the minutes of the Finance and General Purposes Committee meeting dated 1st May 2025 was approved by the Parish Council.
- (g) The asset register was approved by the Parish Council.
- (h) The Parish Council continued with the current cleaning contract with Warrington Borough Council at the monthly cost of £364.75 plus VAT for cleaning the hall twice a week for two hours.

**7. Annual Governance and Accountability Return 2024/2025 – Section One
Annual Governance Statement**

RESOLVED that;

This item was deferred until the next Parish Council meeting in June. The clerk was requested to put this as a part two, confidential item on the agenda for the Parish Council meeting in June. The clerk confirmed that this would have to be completed at the July meeting in order to submit this to the external auditor.

**8. Annual Governance and Accountability Return 2024/2025 Section Two –
Accounting Statements and variation explanations**

RESOLVED that;

This item was deferred until the next Parish Council meeting in June. The clerk was requested to put this as a part two, confidential item on the agenda for the Parish Council meeting in June. The clerk confirmed that this would have to be completed at the July meeting in order to submit this to the external auditor.

9. Planning

RESOLVED that;

The minutes of the Planning Committee on Tuesday 15th April 2025 and Thursday 1st May 2025. (Copies of which had been circulated to each Member) were approved and signed by the Chair.

10. Accounts for 2025/2026 and Payments Schedules

The April 2025 statement of Receipts and Payments for the Financial Year 2025/2026 was noted, and the Members noted the bank reconciliation as of 30th April 2025.

RESOLVED that;

Payments were to be made in accordance with the payment schedules for May 2025.

11. Banking

RESOLVED that;

Mrs K Pepper as the new assistant clerk was to be added to the banking as an authorised person for the following bank accounts;

Nationwide account

Manfield Building Society

Hanley Building Society

Skipton Building Society

Buckinghamshire Building Society

NatWest current account

RESOLVED that;

Mrs K Pepper as the new assistant clerk was approved for a debit card for purchase for the NatWest current account.

RESOLVED that;

The expenditure of up to £20 was approved for Councillor E Manson-Sawko to obtain ID for the Mansfield Building Society.

The Financial Regulations state that for the internet banking for the NatWest must be authorised by the clerk and two Parish Councillors. However there has been difficulty in obtaining two Parish Councillors to login and authorise the banking.

RESOLVED that;

Councillor J Wheeler, Councillor P Lewenz, Councillor G Chapman and Councillor H Speed will login and authorise the banking each month.

RESOLVED that;

Councillor L Booth was removed from the NatWest internet banking and replaced with Councillor Helen Speed for Nat West internet banking.

12. Parish Hall car park

Councillor R Bett reported that he had adjusted the lights in the car park and adjusted the timer following complaints from residents.

The clerk had obtained a quote for the disconnection of the floodlights in the car park.

RESOLVED that;

As the floodlights were currently turned off there was no need to disconnect them.

13. COVID-19 Day of Reflection

RESOLVED that;

Any tree planting would be investigated by the Environmental Working party. The clerk was asked to send a letter to Dale Lane Residents Association stating that as the date has now passed, tree planting will be looked at by the Environmental Working party.

14. Parish Council's insurance

RESOLVED that;

The Parish Council's insurance for the financial year 2025/2026 at the cost of £2500.12 was approved.

15. IT support

RESOLVED that;

The amount of £50 plus VAT was approved retrospectively for IT support.

16. Training

RESOLVED that;

The clerk could attend a one day Writing Successful Funding Bids course at a future date. There was no charge for this training.

RESOLVED that;

The clerk and assistant clerk could attend the Society of Local Council Clerks meeting on Wednesday 11th June. There is no charge for this meeting.

17. Emergency Light repair

RESOLVED that;

The amount of £135.00 plus VAT was approved for KDE to undertake the necessary repair works to the emergency lighting at the Parish Hall.

18. PCSO / Police report

The clerk had circulated the PCSO reports to all the Parish Councillors for their attention. There were no PCSOs in attendance.

There was concern that there was an ongoing shortage of PCSOs for Appleton. The clerk was asked to contact Cheshire Police for an update on a replacement PCSO.

Councillor E Manson-Sawko encouraged all Parish Councillors to complete the online survey received from the Police and Crime Commissioner. The clerk will re-circulate the email for the attention of the Parish Councillors.

19. Parish Councillor reports and feedback from other meetings

The clerk informed the Parish Council that the corner of Green Lane will be planted with wildflowers by Warrington Borough Council at the end of May 2025 and the approx. cost of this is £134.26. The Parish Ranger as such will no longer be cutting the grass at this location to allow the wildflowers to grow. Warrington Borough Council

however have confirmed that the area near to Broomfield's school is too small for the machinery to access so they cannot plant wildflowers at this location.

Councillor J Wheeler reported that she was concerned about the lack of lines, disabled car parking spaces and spaces for parents on the Co-op car park. Councillor J Wheeler will contact the owner of the car park regarding this.

Councillor L Booth reported that the planters at Bridge Lane shops were empty. The clerk stated that they are empty as they are due to be planted with the summer bedding.

Councillor P Walker reported that he had attended a recent meeting with the Police and Crime Commissioner, and they confirmed that they were recruiting more Police rather than PCSOs.

Councillor H Speed reported that there had been issues with speeding on Lumb Brook Road and there had been an incident of a car going through the traffic lights on red. The clerk will send Councillor H Speed the email contact for the PCSO for Appleton.

Councillor H Speed reported that there were ongoing issues with damage to the wooded area used by the village hall preschool and work had commenced but has now halted on the Orchard Meadow play area due to several issues.

Councillor H Speed reported that there was another meeting with regards to Appleton Cross due in mid-June, but the date has yet to be confirmed as they are hoping to meet the developer on site. There will be a consultation regarding GP services for Appleton Cross.

Councillor R Bett asked how the employment working party and environmental working party were to meet. Councillor K Critchley confirmed he would organise a meeting date for the environmental working party. Meetings for the employment working party would be organized by Councillor P Lewenz.

Councillor K Critchley reported that there were planned roadworks for Windmill Lane, and it would be closing for five weeks overnight.

Councillor K Critchley reported that the Best Value report had been published for Warrington Borough Council.

Councillor K Critchley reported that Parish Councillors had met with Cheshire Association of Local Councils with regards to meeting protocol.

Councillor G Chapman reported that she was now Vice-Chair of Hatton Parish Council.

Councillor J Wheeler reported that she was now Chair of Stockton Heath Parish Council.

Councillor P Lewenz reported that the Parish Council should have a one-year plan, however this would have to be realistic and achievable and staff resources should be considered.

Councillor J Wheeler reported that she may be late or may not be able to attend the Parish Council meeting in June.

Councillor L Booth reported that she could not attend the next Planning Committee meeting on Thursday 5th June.

20. Dates and time of next meetings

Thursday 5th June 2025, 9.15am Planning Committee meeting

Thursday 5th June 2025, 9.45am Finance and General Purposes Committee

Tuesday 17th June 2025, 6.30pm Planning Committee meeting.

Tuesday 17th June 2025, 7pm Parish Council meeting.

Part Two – This contains confidential information and only Parish Councillors and the clerk were present

21. Appointment of new Assistant Clerk

This item was confidential and as such the contents have been removed.

The clerk left the meeting and only Parish Councillors were present.

22. Minutes of Extra-Ordinary Parish Council meeting on Thursday 27th February 2025

This item was confidential and as such the contents have been removed.

23. Minutes of Extra-Ordinary meeting on Thursday 1st May 2025

This item was confidential and as such the contents have been removed.

24. Subject Access request

This item was confidential and as such the contents have been removed.