



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

To: - Members of the Parish Council

You are summoned to the Parish Council meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Tuesday 16th December 2025 at 7pm** for the purposes of transacting the business set out in the agenda below.

Yours sincerely
K Newton

Karen Newton Clerk to Appleton Parish Council, date of issue 10th December 2025.

If you have any general enquiries regarding the above meeting, please contact Karen Newton, Clerk on telephone 01925 268153 or email clerk@appletonparish.gov.uk.

If any member of the public wishes to attend the meeting, please contact the clerk before the meeting.

Agenda

1. Welcome and apologies for absence

To welcome members to the meeting and to receive apologies for absence and to approve reasons, if given.

2. Members Code of Conduct

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in any item of business on the agenda and should do so no later than when that item is reached.

Declarations are a personal matter, and each Member must decide whether to declare an interest based on the circumstances.

Any requests for dispensations relating to pecuniary interests, whether made before or during the meeting, will be considered by the Parish Council, and any granted dispensations will be formally documented.

3. **Public Participation**

Members of the public are welcome to address the Parish Council. Anyone wishing to speak should contact the Clerk, Karen Newton, on 01925 268153 or via email at clerk@appletonparish.gov.uk before the meeting.

To ensure the Council can provide accurate information and responses, it is recommended that any questions or topics for discussion be submitted to the Clerk at least three days prior to the meeting. This allows time for any necessary background research or preparation.

Speakers will be invited to present their points during the designated public participation section of the meeting, in accordance with Council procedures.

4. **Minutes**

Resolution: That the minutes of the following meetings be approved as a correct record:

- Full Council – Tuesday 18th November 2025
- Finance and General Purposes Committee – Tuesday 18th November 2025 and Wednesday 4th December 2025
- Planning Committee – Tuesday 18th November 2025 and Wednesday 4th December 2025

5. **Accounts for 2025/2026 and Payments Schedules**

To note the bank reconciliation on the 30th of November 2025, to confirm the November statement of receipts and payments for the financial year 2025/2026 and to approve payment schedule for December 2025.

6. **Lone Working Policy**

Resolution: To appoint individuals responsible for ensuring that the Lone Working Policy and associated responsibilities and requirements are properly implemented and managed.

7. **Upgrade to email web hosting**

To consider: Upgrading the parish council's email hosting to increase mailbox storage and reviewing associated costs.

8. **PCSO / Police report/Update**

To receive an update and report from the local PCSO.
At the time of agenda publication, this report had not been received.

Discussion/Resolution: To receive clarification on the provision of Police Community Support Officer (PCSO) services for Appleton Parish Council, including any associated costs or charges, and to consider any actions or decisions arising.

9. **Appletots' Council Grant Application**

To consider: The grant application submitted by Appletots to the council and any action or support required.

10. **Dates and time of next meetings**

To Note: Upcoming Meeting Schedule

9:45 - Finance and General Purposes Committee to be agreed (Early January 26)

- **Tuesday, 20th January 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 5th February 2026**
 - 9:15 am – Planning Committee
 - 9:45 am – Finance and General Purposes Committee
- **Tuesday, 17th February 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 19th February 2026**
 - 10:00 am – Employment Committee
- **Thursday, 5th March 2026**
 - 9:15 am – Planning Committee
 - 9:45 am – Finance and General Purposes Committee
- **Tuesday, 17th March 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 19th March 2026**
 - 10:00 am – Employment Committee

11. **Agenda items were addressed as scheduled.**

The meeting was officially closed at:



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Cheshire WA4 5EQ

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Minutes of the Parish Council Meeting of Appleton Parish Council held on 18th November 2025 at 7pm in Appleton Parish Hall

Present: - Councillors L Booth, R Bett, G Chapman, L Chapman, H Speed, E Manson-Sawko and J Wheeler (arr 7.15pm).

Agenda

Part 1, open to public and press.

1. Welcome and apologies for absence

Apologies received from Councillors K Critchley, P Walker and P Lewenz.

2. Members Code of Conduct

None

3. Public Participation

None.

4. Minutes of Parish Council meetings

To approve the minutes of the meetings held on 15th July (deferred from August, September and October Council meetings), 10th October and 21st October 2025.

Cllr Chapman advised that his 15th July draft minute document is to be presented to December Council meeting.

Resolved: That, subject to noted typo corrections, minutes of the 10th and 21st October 2025 meetings are approved as true records.

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

- i. **Resolved:** The minutes of the Finance and General Purposes committee meeting held on 6th November 2025 are approved as a true record.
- ii. **Resolved:** the following policies, as recommended by the Finance and General Purposes Committee 6th November 2025, are formatted to APC dated and headed document and adopted:
 - a. Lone Working
 - b. Cyber Security

6. Planning Committee Minutes.

Resolved: The Planning Committee meeting minutes 21st October and 6th November 2025 are approved as true records.

7. Employment Committee Minutes

It was confirmed that agenda item 7ii, the recommendations of the Employment Committee, would be considered in Part 2 of the meeting, due to confidential nature of employment matters to be discussed.

i. **Resolved:** The minutes of the meeting held 10th October 2025 are approved as a true record.

8. Accounts for 2025/2026 and Payments Schedules

Resolved: that the bank reconciliation at the 31 October 2025 is noted, statement of October receipts and payments for the 2025/26 financial year are confirmed and payment schedule for November 2025 is approved.

9. 2026 Meeting Dates

The meeting clerk suggested that a full 12 months of meetings is scheduled at the Annual Parish Council meeting and should include proposed dates for events, where possible, such as Christmas Lights Switch-on. This was supported by those in attendance for implementation from 2026/27.

Resolved: That the draft calendar of meetings, subject to time corrections, for the remainder of this Council year is approved and added to website.

10. PCSO / Police report

The circulated PCSO report was discussed and some concerns were raised regarding the issues detailed in relation to number of issues. It was suggested that the PCSO be invited to a future Council meeting.

11. Parish Councillor reports and feedback from other meetings

Feedback was received from Members, which included positive impact of wildflower planting, updates on ongoing matters in relation to speeding on Lumbbrook Road the consultation event for Appleton Cross Community Centre, closure of Dudlow s Green Medical Centre and associated impact on residents, and further consultation on the SEWUE Development framework. Future proposals for tree planting, and engagement with relevant stakeholders, was referenced and will be discussed within Environment Committee meetings in due course.

12. Christmas Lights

It was confirmed that the tree lights are installed and ready for the 28th November switch on. Volunteers were sought to support the festive community event.

14. Dates and time of next meetings

The Parish Council meeting dates were confirmed as Thursday, 4th December and Tuesday, 16th December.

Part 2. Due to confidential nature of items to be discussed, the press and public were excluded from the meeting from this point.

7ii. Employment Committee Minutes

During discussion surrounding the contract of employment, it was suggested that further minor amendments, in line with the Council approved terms, could be delegated to the Chair of the Employment Committee and Assistant Clerk, for avoidance of further delays. This was not supported.

Resolved: Members agreed an amended version of correspondence and contract of employment, for the Chair of the Employment Committee to issue to the new Parish Clerk.

The Assistant Clerk left the meeting at this point due to subject discussion of item 13.

13. Temporary Employment Terms – Assistant Clerk

Resolved: That the Assistant Clerk temporary salary be maintained to 31 December 2025 and hours be reduced to 30 to facilitate any training and handover to the new Parish Clerk. Following this date, the original terms of Assistant Clerk contract will be reinstated.

The Meeting closed at 8:30pm
Cllr L Booth



Appleton Parish Council

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WA4 5EQ

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Minutes of the meeting of the Finance and General Purposes Committee on Thursday 4th December at 9.45am

Present: -

Committee Members Cllr L Chapman (Chair), Cllr G Chapman, Cllr H Speed,

Cllrs: Cllr P Lewenz, Cllr L Booth, Cllr R Betts.

Clerk: Karen Newton

Public: None Present

1. Welcome and apologies for absence

The Chair of the Finance and General Purposes Committee, Cllr L. Chapman, welcomed all attendees to the meeting.

Apologies for absence were received and noted as follows:

- Cllr K. Critchley – Personal reasons
- Cllr P. Walker – No apologies received
- Cllr J. Wheeler – No apologies received

2. Members Code of Conduct

There were no declarations of interest made by Members.

3. Budget and Precept for 2026/27

Members considered the draft budget document for 2026/27 and discussed the proposed figures in detail. Amendments were identified within several budget headings. These amendments will be taken back to the Finance Committee meeting (to be advised) to for further consideration.

4. Grant Application

Members considered the application submitted by Apple Tots. It was agreed that the group should be asked to provide a full bank statement to support their request. Members also agreed to invite a representative from Apple Tots to attend the **December Full Council meeting** to provide further information and answer any questions

5. Date of next meeting

The next meeting is due to be held Thursday 5th February 2026 at 9.15am.

Meeting Closed 11:00am

Signed:

Cllr L Chapman (Chair)

Date:

DATE



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Minutes of the Planning Committee meeting held at Appleton Parish Hall on 18th November 2025 at 6:15pm

Present: - Councillor G Chapman, Councillor L Chapman and Cllr L Booth

1. Welcome and apologies for absence

Apologies received from Cllr P Lewenz

2. Members Code of Conduct

There were no declarations of interest.

3. Public Participation

None.

4. Planning Applications

There were no objections to the application considered:

2025/01377/FULH

9 Bellcast Close, Appleton, Warrington, WA4 5SA

Proposed loft conversion including velux rooflights, external opening alterations to accommodate internal changes and new garden room outbuilding with flat green sedum roof and covered space

5. Date and time of next meeting

The next planning committee meeting will take place 4th December 2025 at 9:15am.

Meeting closed 6:27pm

Cllr Ghazala Chapman (Chair of Committee)



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Minutes of the Planning Committee meeting held at Appleton Parish Hall on Thursday, 4th December 2025 at 9:15am.

Present: - Cllr G Chapman, Cllr L Chapman, Cllr L Booth and Cllr P Lewenz

1. Welcome and apologies for absence

Cllr J Wheeler – No apologies received

2. Members Code of Conduct

There were no declarations of interest.

3. Public Participation

None.

4. Planning Applications

To consider the Parish Council's response to planning applications received up to 27th November 2025

Members noted that further applications may be considered if received prior to 3rd December 2025.

Details of all applications are available on the Borough Council's planning portal.

2025/01302/VARC

New Farm, Arley Road, Appleton, Warrington, WA4 4RR

Variation of Condition 2 (approved plans/documents) attached to planning permission 2024/01260/VARC to allow changes to the design of the front porch and the removal of a window and skylight.

Deadline for comments: 8th December 2025

Decision: *No comments or objections.*

2025/01526/FULH – Full Planning (Householder)

17 Wrights Green, Lumb Brook Road, Warrington, WA4 3HN

Single-storey front extension to replace the existing front extension.

Deadline for comments: 10th December 2025

Decision: *No comments or objections.*

2025/01484/FULH – Full Planning (Householder)

2 Heyes Lane, Appleton, Warrington, WA4 3DA

Single-storey rear extension, garage conversion, and alterations to access arrangements.

Deadline for comments: 16th December 2025

Decision: *No comments or objections.*

Discharge of Conditions (for information only)

The following applications were noted. Members held a brief discussion; *no comments were made.*

2025/01385/DISCON

2 Cross Cottages, Pepper Street, Appleton, Warrington, WA4 4SF

Discharge of Condition 3 (window sections) on previously approved application 2025/00795/LBC.

2025/01442/DISCON

Site of the Former Inland Border Facility, Warrington, WA4 4QT

Discharge of Conditions 3, 5, 9, 14, 24 and 29 attached to planning permission 2025/00245/FULM.

It was confirmed that the Parish Council's earlier comments to Warrington Borough Council Planning Dept would be provided for the Development Management Committee meeting.

The notice was received.

5. Date and time of next meeting

The next planning committee meetings will take place 16th December 2025 at 6:30pm

Meeting closed 9:40 am

Cllr Ghazala Chapman (Chair of Committee)

Meeting Clerk: Karen Newton

Signed

Dated

December 2025 Payment Schedule

18/12/2025	Warrington Borough Council	Cleaning December	Parish Hall Improvements & maintenance	364.75	72.95	437.70
18/12/2025	City Illuminations	Parish Tree Lights	Events Committee budget	1,500.00	300.00	1,800.00
18/12/2025	Aardvark Janitorial Services	Parish Hall Supplies	Parish Hall Improvements & maintenance	127.56	0.00	127.56
18/12/2025	Safeguard (NW) Ltd	Parish Hall Door Repair	Parish Hall Improvements & maintenance	111.60	22.32	133.92
18/12/2025	Viking	Various Stationery and Office Supply items	Office Supplies	349.02	69.82	418.84
18/12/2025	K Pepper	Reimbursement (All decs and catering items for Light Switch on)	Events Committee budget	168.11	0.00	168.11
18/12/2025	Salaries	All Staff Salaries December 2025	Staff Costs	7,478.93	0.00	7,478.93
18/12/2025	HMRC	December Payroll	Staff Costs	2,909.76	0.00	2,909.76
18/12/2025	Cheshire Pension Fund	December Payroll	Staff Costs	2,642.45	0.00	2,642.45
			TOTAL	15,652.18	465.09	16,117.27



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