



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 Full Parish Council meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Tuesday 17th February 2026 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 11th February 2026.

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 may make representations, ask questions, or give evidence on agenda items during the public participation period. This period is limited to three minutes unless the Chairman directs otherwise. Questions do not require an immediate response and must not initiate debate. All comments must be addressed to the Chairman, who will control the order of speaking.

4. **Minutes**

To Resolve that the minutes of the following meetings be approved as a correct record:

Full Council Meeting – Tuesday 20th January 2026

Extraordinary Council Meeting – Thursday 5th February 2026

Finance and General Purposes Committee – Thursday 5th February 2026

Planning Committee – Thursday 5th February 2026

5. **Finance & Governance**

5.1 To approve the Payment Schedule Jan 2026.

5.2 To approve the Receipt Schedule Jan 2026.

5.3 To approve the bank reconciliations for Jan 2026.

5.4 To approve and authorise the payment schedule for Feb 2026.

6. **Banking Arrangements**

6.1 To authorise signatories on Bank and Building Society Accounts

6.2 To approve the addition of **Mrs Karen Newton** and **Mrs Irene Derbyshire** as authorised persons on the Parish Council's bank and building society accounts, namely:

- Nationwide Building Society
- Mansfield Building Society
- Hanley Building Society
- Skipton Building Society
- Buckinghamshire Building Society
- NatWest Current Account

6.3 To confirm the removal of **Mrs Joanne Monks** and **Mrs Katy Pepper** as authorised persons from all the above accounts.

6.4 To approve the payment of any associated costs or charges incurred in adding Mrs Karen Newton and Mrs Irene Derbyshire as authorised persons on the Parish Council's bank and building society accounts, including identity verification requirements such as Post-Office certification.

7. **Bank Transfers to Cover Future Payments**
 - 7.1 To approve the transfer of **up to £40,000** from one of the Parish Council's building society accounts into the NatWest current account to cover future payments until receipt of the precept in the new financial year.
 - 7.2 To approve any reasonable charges associated with the transfer.
 - 7.3 To delegate the decision on which building society account the funds are transferred from to the Clerks **for this occasion only**, in view of recent staff changes and current access arrangements.
8. **Quarterly Banking Reconciliation and Checks**
 - 8.1 To appoint a Parish Councillor to undertake the independent verification of the bank reconciliation and bank statements for all accounts.
 - 8.2 To note whether reconciliations have been completed for the quarters ending:
30 September 2025
31 December 2025
9. **Grant Applications**
 - 9.1 To consider application received from **Stockton Heath Festival Trust**.
 - 9.2 To resolve grant awards
11. **Reports from Parish Council Representatives**

To consider reports from parish council representatives on committees, working groups, and outside bodies.
12. **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.
13. **Bridge Lane Playing Fields**

Ongoing issues with dog fouling and resident concerns; discussion of possible actions.
14. **Warrington Borough Council – Electoral Review**

To receive and note information regarding the Warrington Borough Council Electoral Review, including proposed warding arrangements and timescales, and to consider whether the Parish Council wishes to submit any comments or representations as part of the consultation process.
15. **Memorial Trees for Roundabout**

To discuss and consider quotations for the new Trees
16. **Purchase of New Tables and Chairs**

To consider the purchase of new tables and chairs for parish use.

Background:

The current tables and chairs are in poor condition, and we have insufficient in

numbers, some are no longer fit for purpose. Replacement is required to ensure safe, comfortable, and practical seating for council meetings and community events.

Proposal:

Members are asked to consider:

- The number and type of tables (18, used to have 23) and chairs 10 required
- Supplier options and quotations can be obtained if required.
- Agree to purchase without quotes like for like using the same supplier.

17. Part 2 – Confidential Items 17 to 19

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting for this item due to the confidential nature of staffing and financial information.

18. Staffing Matters

To **consider** document received from CHALC

To **agree** the date of 12th March 2026 for Interviews

19. Payroll Costs Nov to Feb 2026

To **consider** and **approve** payroll costs for the period November 2025 to February 2026.

20. Dates and time of next meetings

To **Note:** Upcoming Meeting Schedule

- **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
- **Thursday 2 April**
 - 9.15am – Planning Committee
 - 9.45am – Finance and General Purposes Committee
- **Tuesday 21 April**
 - 6.30pm – Planning Committee
 - 7.00pm – Parish Council
- **Thursday 14 May**
 - 9.15am – Planning Committee

- 9.45am – Finance and General Purposes Committee
- **Friday 15 May**
 - 12.30pm – Employment Committee
- **Tuesday 19 May**
 - 6.30pm – Planning Committee

21. **Agenda items were addressed as scheduled.**
The meeting was officially closed at:

Signed.....

Dated.....



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 Extraordinary Parish Council Meeting of Appleton Parish Council held on 5th February 2026 at 11.30AM in Appleton Parish Hall

Present: - Councillors, R Bett (Vice Chair), G Chapman, L Chapman, P Lewenz H Speed, and K Critchley.
Clerk K Newton.

1. Welcome and apologies for absence

The Chair welcomed members to the meeting.

Apologies for absence were received from: -

Cllr L Booth - Prior Engagement

Cllr E Manson-Sawko – Work Commitments

Cllr P Walker – Health

Cllr J Wheeler – Work Commitments

2. Members Code of Conduct

Members were reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in items of business on the agenda, and that declarations are a personal matter for each Member to determine based on the circumstances. Members were also advised that any requests for dispensations relating to pecuniary interests would be considered by the Parish Council and, if granted, formally recorded.

No declarations were made

3. Public Participation

No members of the public were present.

4. Minutes

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

- **Full Council** – Tuesday, 20 January 2026 – Deferred for amendments.
- **Employment Committee** – 29 January 2026 – Approved; *proposed* by Cllr H Speed, *seconded* by Cllr L. Chapman; *all agreed*.

5. **PART 2 CONFIDENTIAL – Employment**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press were excluded from the meeting for the following items due to the confidential nature of the business to be transacted. The items related to the personal circumstances of individuals and the management of staffing matters. Only Members of the Council and the Clerk/Assistant Clerk remained present.

6. **Recruitment of Assistant/Deputy Clerk**

The Council considered the Employment Committee's recommendations regarding the arrangements for the recruitment of a new Deputy Clerk.

RESOLVED:

That the recommendations of the Employment Committee in relation to the recruitment of a Deputy Clerk be approved.

Proposed by Cllr H. Speed, seconded by Cllr L. Chapman; all agreed.

7. **Reinstatement of Retired Assistant Clerk on a Temporary Basis**

The Council considered the Employment Committee's recommendations regarding the temporary reinstatement of the retired Assistant Clerk, including the associated terms.

RESOLVED:

That the temporary reinstatement of the retired Assistant Clerk, in accordance with the Employment Committee's recommendations, be approved.

Proposed by Cllr K. Critchley, seconded by Cllr H Speed; all agreed.

8. **Recruitment Process for Deputy Clerk**

The Council considered and discussed the proposed recruitment process for the position of Deputy Clerk, including the job description, selection criteria, recruitment method, interview arrangements, timeline, and remuneration package.

RESOLVED: That:

- the job description for the Deputy Clerk position be approved.
- the recruitment method be agreed.
- the essential and desirable selection criteria be approved for shortlisting.
- the interview and selection panel be appointed.
- the recruitment timeline be agreed; and
- the salary and benefits be approved in line with organisational policy.

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

Noted: Upcoming Meeting Schedule

- **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
10. **Agenda items were addressed as scheduled.**
The meeting was officially closed at: 12PM



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Minutes of the meeting of the Finance and General Purposes Committee on Thursday 5th February 2026 at 9.45 AM

Present: -

Committee Members Cllr L Chapman (Chair), Cllr G Chapman, Cllr Ken Critchley, Cllr Helen Speed.

Cllrs: Cllr R Bett, Cllr P Lewenz

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 L Booth – Prior engagement

Cllr J Wheeler – Work Commitments

Cllr P Walker – Health

Resolved: The apologies for absence were **accepted**. **Proposed:** by Cllr R. Bett, **Seconded:** by Cllr P. Lewenz

2. Members Code of Conduct

There were no declarations of interest made by Members.

3. Public Participation

No members of the public were present.

4. Minutes

There were no minutes to approve.

5. Finance & Governance

Resolved: 5.1–5.8

- The Payment Schedules for November 2025, December 2025, and January 2026 were **approved and authorised**.
- The bank reconciliations for November 2025 and December 2025 were **approved**.
- The publication of items over £100 for November and December 2025 to be put on the Parish Council website was **noted**. It was agreed that future payments over £100 would continue to be published on the website and **would not be included on future agendas**.
- **Note:** Staffing costs for November 2025 to February 2026 will be reviewed at the **full council meeting**.

Proposed: Cllr Ken Critchley and **Seconded:** Cllr H. Speed

6. Current Financial Position

The Committee **reviewed:**

- Income and expenditure to date against the approved budget.
- A summary of reserves and earmarked funds.
- Any significant variances or unexpected costs.

Resolved: The current financial position was **noted**.

7. Reserves and Financial Risk Management

The Committee **reviewed:**

- General and earmarked reserves.
- Financial risks and contingencies.

Actions:

- To refer relevant matters to the **Environment Committee**.
- To review **Dudlow Green Medical Centre** and the **New community centre** to help establish a clearer position on the reserves.
- To develop a **parish strategy restructure** to review all reserves comprehensively

Resolved: The review and proposed actions were **noted**.

8. Data Protection Policy

The Committee **reviewed** the amended Data Protection Policy, including a compliance update.

Discussion: Following a short discussion, it was agreed that the policy **requires further review** before adoption.

Resolved: Review of the policy was **deferred** to the next Full Council Meeting Tuesday 17th February 2026.

9. Date of Next Meeting

To **confirm** the date of the next Finance Committee meeting Thursday 5th March 2026 at 9:45 AM

Chair of the Appleton Parish Council:

Date:



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Minutes of the Parish Council Meeting of Appleton Parish Council held on 20th January 2026 at 7pm in Appleton Parish Hall

Present: - Councillors L Booth (Chair), R Bett (Vice Chair), G Chapman, L Chapman, E Manson-Sawko, J Wheeler, P Lewenz K Critchley and P Walker.

1. Welcome and apologies for absence

The Chair welcomed members to the meeting.

An apology for absence was received from **Cllr H Speed** due to illness, which was accepted.

2. Members Code of Conduct

Members were reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in items of business on the agenda, and that declarations are a personal matter for each Member to determine based on the circumstances. Members were also advised that any requests for dispensations relating to pecuniary interests would be considered by the Parish Council and, if granted, formally recorded.

The following declarations were made:

- **Cllr Judith Wheeler** – Planning, DMC and Stockton Heath Festival Committee
- **Cllr Peter Walker** – Planning and DMC

The meeting was recorded by **Cllr. Ghazala Chapman, Cllr Kenneth Critchley**, and **Karen Newton Clerk/RFO**.

3. Public Participation

No members of the public were present.

The paragraph for future agendas – (Public Participation) will be amended to reflect the standing orders

4. **Minutes**

It was **RESOLVED** that the minutes of the following meetings be approved as a correct record:

Full Council – Tuesday 15 December 2025

Proposed by: Cllr L Chapman and **Seconded by:** Cllr G Chapman

Finance and General Purposes Committee – Thursday 15 January 2026

Proposed by: Cllr L Chapman and **Seconded by:** Cllr P Lewenz

Planning Committee – Tuesday 16 December 2025

Proposed by: Cllr L Chapman and **Seconded by:** Cllr P Lewenz

5. **Finance & Governance**

5.1–5.8 The following items were **deferred** to the **Finance and General Purposes Committee meeting on 5 February**, due to the Clerk not having access to the bank:

- Approval of the Payment Schedule for November 2025
- Approval of the bank reconciliations for November 2025
- Approval and authorisation of the Payment Schedule for December 2025
- Noting the publication of items over £100.00 for November 2025 on the Parish Council website
- Approval of the Payment Schedule for December 2025
- Approval of the bank reconciliations for December 2025
- Approval and authorisation of the Payment Schedule for January 2026
- Noting the publication of items over £100.00 for December 2025 on the Parish Council website

6. **Grant Applications**

6.1–6.2. It was noted that applications were **not received in time for the meeting**, and therefore no consideration of applications or grant awards took place.

6.3. A festival report from **Stockton Heath Festival Committee** was received and noted. The Committee thanked the Parish Council for its support of last year's festival. It was noted that the event is run by the **Stockton Heath Festival Committee** and not by Stockton Heath Parish Council.

7. **Precept**

Cllr Chapman introduced the proposed precept, initially calculated at **1.03%**, noting a potential increase to **8.44%** due to two additional costs: the **Community Centre Study (£10,000)** and the **Medical Centre Dudlow Green (£5,000)**.

Members discussed the proposal:

- Several Councillors commented that the Parish Council's reserves are substantial and that a precept increase may not be justified.

- Councillors acknowledged the recommendation from the Finance and General Purposes Committee but suggested that the additional costs could be met from the **earmarked reserves**.
- Councillors noted that the proposed annual increase equated to only approximately **£4 per household**, and some commented that residents may struggle with rising costs.
- Other points raised included the Council's responsibility not to base its precept solely on comparisons with other councils and consideration of potential increased funding from housing developments.

Following discussion on the proposed precept increase to **8.44%**
It was **proposed not to increase the precept**.

Proposed by: Cllr K Critchley and **Seconded by:** Cllr Bett

A **named vote** was taken on increasing the precept to **8.44%**:

- **For:** Cllr Chapman, Cllr P Walker, Cllr G Chapman
- **Against:** Cllr Critchley, Cllr Bett, Cllr Wheeler, Cllr Lewenz, Cllr. E. Manson-Sawko
- **Abstention:** Cllr L Booth

A **named vote** was taken **not increasing the precept**

- **For:** Cllr Critchley, Cllr Bett, Cllr. E. Manson-Sawko
- **Against:** Cllr L Chapman, Cllr P Walker, Cllr G Chapman, Cllr Wheeler, Cllr Lewenz
- **Abstention:** Cllr L Booth

The motion to increase the precept to **8.44%** was **lost**.

Following further discussions on the proposed precept increase to **1.03%**
It was **noted** that the exact precept calculation resulted in a figure of approximately **36.50** per Band D property. However, to avoid an uneven decimal, the precept figure was **rounded up to 36.51**.

- This rounding results in a total precept of **£190,910.79**, which is **£40.79 over the original budgeted amount**. Consequently, this requires an increase to a budget line to cover the additional amount.

It was **proposed to increase the precept to 1.03% if the spreadsheet does not round exactly the calculation be accepted up to 1.05%**.

Proposed by: Cllr Bett and **Seconded by:** Cllr L Chapman

A **named vote** was taken **for increasing the precept at all this year 1.03% Precept**

- **For:** Cllr L Chapman, Cllr G Chapman, Cllr Wheeler, Cllr Lewenz, Cllr. E. Manson-Sawko,
- **Against:** Cllr Critchley, Cllr Bett, Cllr P Walker,
- **Abstention:** Cllr L Booth

The motion to increase the precept up to **1.05%** was **gained**.

The Council recognises the financial pressures on residents and is mindful of keeping the precept increase to a minimum. It is proposed that rather than raising the precept, the Council's reserves will be carefully managed and used to meet any shortfalls in funding required for essential services and projects. This approach allows the Council to maintain financial stability and continue supporting the community without placing additional burden on householders. By utilising earmarked reserves prudently, the Council can address current financial needs while planning responsibly for the future.

8. Assertion 10 - AGAR

The Council **noted** that **Assertion 10**, introduced for the **2025/26 AGAR**, requires councils to demonstrate compliance with **UK GDPR**, data protection laws, and digital governance standards.

This includes using council-owned email domains, maintaining an accessible website, having up-to-date IT and data protection policies, and ensuring proper data handling and security.

Failure to comply could lead to audit concerns and public scrutiny. The Council acknowledged the new policy outlining how these requirements will be met.

9. New/ Out of date Policies

Members were asked to consider and adopt the following **new policies**:

1. **IT and Data Policy** – Clerk
2. **Lone Working Policy** – Cllr Richard Betts
3. **Policy on the Use of Public CCTV Applications** – Clerk

Members were asked to **consider** and **adopt** the existing policies that are out of date on the website:

4. **Dignity at work policy** – Appleton Parish Council
5. **Code of Conduct** – Appleton Parish Council
6. **Expenses Policy** – Appleton Parish Council
7. **Income and Debtor Policy** – Appleton Parish Council
8. **Biodiversity Policy** – Appleton Parish Council
9. **Retention Policy** – Appleton Parish Council
10. **Grants Policy** – Appleton Parish Council
11. **Staffing Committee Terms of Reference** – Appleton Parish Council

RESOLVED: That all policies listed above were received and noted. **Cllr R Bett** and **Cllr G Chapman** will review all policies, prioritising those required as part of **Assertion 10**, and will report back before the end of **March 2026**.

10. **Upgrade to email web hosting**

Members considered upgrading the Parish Council's email hosting to increase mailbox storage and reviewed the associated costs.

RESOLVED: To upgrade the email web hosting at a cost of **£99.99 per year**.

Proposed: Cllr L Chapman and **Seconded:** Cllr G Chapman

Vote: All agreed.

11. **Reports from Parish Council Representatives**

Councillors' Reports

Cllr P Lewenz

- Reported that works at *The Dingle* are progressing well.
- The working group is collaborating effectively with the Woodland Trust.
- Discussions are ongoing regarding future housing developments and the creation of a perimeter zone along the woodland path.
- Provided an update on Warrington and Stockton Heath libraries following funding reductions:
 - Stockton Heath Library remains open.
 - Staffing has been reduced to one assistant in the morning and two in the afternoon.
- Requested a future meeting discussion on library services.

• **Cllr J Wheeler**

- Reported that Stockton Heath Parish Council will hold discussions on library services in **March 2026**.
- Suggested Appleton Parish Council consider the matter after that meeting.
- Attended a Boundary Commission meeting held at short notice.
- Requested that parish and ward boundary considerations be added to next month's agenda.

• **Cllr E Manson-Sawko**

- Reported that the Cricket Club Chair is changing.
- The club is considering opening the Pavilion as a wider community hub/café/centre.
- Suggested inviting representatives to a future meeting to present their plans.
- Considered the pavilion an asset to the parish.

• **Cllr J Wheeler (additional)**

- Noted the pavilion has significant historical value.
- Has collected extensive historical research relating to the building.
- Tip closure consultation – the parish council will be notified

• **Cllr Ghazala Chapman**

- Raised concerns regarding the recent escaped prisoner incident.

• **Cllr L Booth**

- Reported contact with Reverend Duel, who is in contact with the prison.
- Was put in contact with the prison chaplain, who was unable to comment.
- Has requested a meeting with the prison governor, alongside Cllr Speed and another councillor.
- Awaiting a formal report.

- Was informed that prisoners nearing the end of their sentences are transferred to Thorn Cross Prison.
- Prisoners are integrated into employment schemes; the escape occurred during this process.
- The escaped prisoner has now been recaptured.

12. PCSO / Police report/Update

The council **received and noted** the following update and report from the local PCSO.

Police & Community Safety Report

- **Anti-Social Behaviour (ASB):**
 - 15/12 – The Cross Church, Appleton Thorn: Report of a male causing issues outside the church while children were inside. The male left prior to police arrival; reassurance was provided to children and staff.
- **Theft:**
 - 30/12 – Stretton Distribution Centre: Theft of a push bike. Enquiries ongoing, including CCTV review.
- **Suspicious Activity:**
 - 02/01 – Acton Avenue: Report of a male offering gutter cleaning service. Police attended; no trace found.
 - 10/01 – Cann Lane South: Resident reported a Ring doorbell being taped over. Logged for local awareness.
- **Vehicle Damage:**
 - 30/12 – London Road/Windmill Lane: Reports of a damaged vehicle. Damage confirmed to have occurred on the motorway.
- **Drink Driving:**
 - 15/01 – Firs Lane: Male refused to provide a breath sample and was arrested.
- **Incident Overview:**
 - A total of **166 incidents/notifications** were reported to police during this period for Appleton, including prison releases from Appleton Thorn and motorway-related incidents.
- **Street of the Week:**
 - Braeburn Drive
- **Speed Enforcement Activations:**
 - 16/12 – Grappenhall Lane: 7 activations
 - 22/12 – Witherwin Avenue: 5 activations
 - 07/01 – Wrights Green: 0 activations
 - 16/01 – Longwood Road: 2 activations
- **Planned Police Surgeries:**
 - 22/01 (11:00–12:00) – Broomfield's Leisure Centre
 - 28/01 (17:00–18:00) – Broomfield's Leisure Centre
 - 05/02 (17:00–18:00) – Broomfield's Leisure Centre
 - 01/02 (10:00–11:00) – Appleton Thorn Village Hall
- **Other:**
 - A joint estate walkabout with Torus Housing is planned for **21 January**.
 - No further updates at present regarding the future of PCSOs.

13. **Parish Hall New Kitchen**
Members discussed the one quotation for the new kitchen.
- RESOLVED:** To defer consideration until **three quotations** have been received and agree a working group at the next meeting.
14. **Parish Hall Curtains**
Members discussed the one quotation for the Curtains.
- RESOLVED:** To defer consideration until **three quotations** have been received and agree a working group at the next meeting.
15. **Memorial Trees for Roundabout**
Members discussed quotations for the planting of new memorial trees.
- RESOLVED:** That the quotations be left with **Cllr R Betts** and the **Clerk** to seek confirmation regarding the ongoing maintenance of the trees once planted.
16. **Fencing attached to a property in Willow**
Members considered the matter of fencing attached to a property on Willow Lane. It was noted that the fence had already been erected prior to the Council's discussion of the matter.
Members raised concerns that the fencing had been installed before the Council had the opportunity to consider the proposal.
- RESOLVED:** That the Clerk write to **the resident** to advise that liability rests with them, as their contractors installed the fencing rather than the Parish Council.
17. **Section 106 Speed Awareness Signage – Appleton Cross Development**
Members noted the Section 106 obligation associated with the Appleton Cross development for the provision of three speed awareness signs.
Members received and noted correspondence from **Cllr Helen Speed** regarding the status of the signage. It was reported that, due to officer absences, the Section 106 obligation does not appear to have been progressed and that the signage may not yet have been formally ordered.
Cllr Helen Speed advised that she confirm whether the Section 106 order has been issued and, if not, will progress this at the earliest opportunity and keep the Parish Council updated.
Members discussed ongoing concerns regarding vehicle speeding through Appleton Thorn village and the adequacy of current speed awareness measures.
- RESOLVED:** To **note** the update received and to await further confirmation regarding the ordering and delivery of the speed awareness signs, and to continue engagement with relevant authorities regarding traffic-calming measures.

18. **Cathedral Hygiene**

Members noted that parish approval is required and that the current service may require **three months' notice** if a change is made.

RESOLVED: That the Clerk check existing contracts before a decision is made regarding the new service proposal.

19. **Community safety concerns**

Members noted and discussed the recent escape of a prisoner from Appleton Thorn Prison, acknowledging that the individual has since been recaptured.

Key points discussed included:

- Information available regarding the incident and subsequent recapture.
- Concerns raised by residents regarding safety, communication, and emergency response.
- Lessons learned and reassurance measures for the local community.
- Whether to request further information or engagement from relevant authorities, including the Prison Service, Police, or Community Safety Partnership.

It was noted that this item had been discussed earlier under **Item 11**.

RESOLVED: That the matter be noted and monitored, with further engagement from relevant authorities to be considered if necessary.

20. **Bridge Lane Playing Fields**

Members discussed ongoing issues with dog fouling at Bridge Lane Playing Fields and noted concerns raised by residents.

RESOLVED: That consideration of possible actions be **deferred to the next meeting**.

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

Dates Noted: Upcoming Meeting Schedule

- **Thursday, 5th February 2026**
 - 9:15 am – Planning Committee
 - 9:45 am – Finance and General Purposes Committee
 - 11:30 am – Extraordinary Full Council Meeting
- **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

22. **Agenda items were addressed as scheduled.**
 The meeting was officially closed at: 9:20PM

Signed.....

Dated.....



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Telephone 01925 268153

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

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Minutes of the Planning Committee meeting held at Appleton Parish Hall on Thursday, 5th February 2026 at 9.15am.

1. Welcome and apologies for absence

The Chairman welcomed all members to the meeting.

Apologies for absence were received: -

Cllr L Booth – Prior Engagement.

Cllr J Wheeler due to work commitments.

Cllr P Walker – Illness.

The Council **approved the reason for absence.**

2. Members Code of Conduct

Members were reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in items on the agenda, in accordance with the Members' Code of conduct.

No declarations or requests for dispensations were made.

3. Public Participation

The Chairman confirmed the rules for public participation. No members of the public were in attendance.

4. Minutes

It was noted that no minutes were presented for approval.

5. Planning Applications

The following planning applications were received and considered up

to 30th January 2026, together with any additional applications received up to 4th February 2026. not listed on the agenda.

2026/00001/TPO – 10 Teddington Close, Appleton, Warrington, WA4 5QG

Application for remedial pruning to 1 no. tree.

Resolved: The Parish Council raises **no comments** on this application.

2026/00033/FULH – 8 Pennypleck Drive, Appleton, Warrington, WA4 4FZ

Application for the erection of a single storey rear extension.

Resolved: The Parish Council raises **no comments** on this application.

2026/00037/FULH – 7 Greenfields Avenue, Appleton, Warrington, WA4 3BE

Application for the proposed demolition of the existing garage and the erection of single storey front, side and rear extensions, together with the relocation of a bathroom window and the resurfacing and widening of the driveway.

Comment: No issues were raised with this proposal. The Parish Council does not consider that the construction of the side and rear extensions would adversely impact neighbouring properties.

Resolved: The Parish Council raises **no objection** to this application.

2025/01377/FULH – 9 Bellcast Close, Appleton, Warrington, WA4 5SA

Application for a proposed loft conversion including Velux rooflights, external opening alterations to accommodate internal changes, and the erection of a new garden room outbuilding with a flat green sedum roof and covered space.

This proposal was previously reviewed by the Parish Council in **November 2025**. It was noted that the latest submission shows the garden room repositioned from approximately **1 metre to 2 metres** from the boundary fence with the golf course, together with the addition of a supplementary row of pleached trees planted along the inside edge of the retained low-level boundary to provide additional screening.

While these amendments address concerns raised in relation to the November submission, the Parish Council **remains concerned** that the inward-facing design and positioning of the garden room may have an adverse impact on the privacy of the neighbouring property at **No. 8 Bellcast Close**.

Resolved: The Parish Council raises **concerns** regarding the potential impact on neighbouring privacy.

2026/00063/DISCON – Land Adjacent to Wrights Green Cottage, Lumb Brook Road, Warrington, WA4 3HN

Application for the discharge of Conditions 3 (Materials), 5 (Drainage), 6 (Visibility Splays), 9 (Access), 11 (Cycle Storage), 12 (EV Charging), 13 (Bat & Bird Enhancements), and 17 (Contaminated Land) attached to planning permission **2025/00250/FUL**.

Resolved: The Parish Council raises **no comments** on this application.

Information Only

2026/00009/CLDP – 10 Appleford Close, Appleton, Warrington, WA4 3DP
Application for a Certificate of Lawfulness (Proposed) for a single storey rear extension.
Resolved: The Parish Council raises **no comments** on this application.

6. **Date and time of next meeting**

The next planning committee meeting will take place on **Tuesday 17th February 2026**
at **6.30pm**.

Signed..... Dated.....

Payment Schedule Jan 26

Payable

	Description	Budget	Net	VAT	Gross
Waterplus	Water Bill	Utilities	245.16	0.00	245.16
Sky	Phone and Broadband	Utilities	37.45	7.49	44.94
B and Q	Storage Boxes	Parish Hall Improvements & maintenance	60.07	12.02	72.09
Bankline	Bank Charges	Bank charges	16.00	0.00	16.00
British Gas	Electricity Bill	Utilities	202.27	0.00	202.27
Timpsons	Cylinder and Mort	Parish Hall Improvements & maintenance	18.00	0.00	18.00
British Gas	Gas Bill	Utilities	262.95	0.00	262.95
B & Q	Gardening Equipment	Environmental Working Group	154.63	30.93	185.56
KDE	Complete Electrical Works	Parish Hall Improvements & maintenance	249.61	49.92	299.53
Performing Rights	Annual Fee	Parish Hall Improvements & maintenance	239.20	47.84	287.04
Appletots	Grant	Grants	954.16	0.00	954.16
R Worsley	Setup email scanner computer	Office Supplies	58.33	11.67	70.00
Warrington Borough Council	February Cleaning of Hall	Parish Hall Improvements & maintenance	364.75	72.95	437.70
B & Q	Environment Items	Environmental Working Group	368.10	0.00	368.10
B & Q	Gardening Supplies	Environmental Working Group	234.82	32.93	267.75
K Newton?	Expenses	Office Supplies	32.80	0.00	32.80
EE	Mobile Phone Bill	Office Supplies	38.88	0.00	38.88
B & Q	Truck and Paint	Parish Hall Improvements & maintenance	54.00	10.80	64.80
Nat West	Bank Charges	Bank charges	7.35	0.00	7.35
B & Q	Environment Items	Environmental Working Group	161.63	32.33	193.96
KDE	Attendance fee	Parish Hall Improvements & maintenance	100.00	20.00	120.00
Ash Cleaning	Window Cleaning	Parish Hall Improvements & maintenance	163.00	32.60	195.60
Staff Payments	Salaries	Staff Costs	7,605.80	0.00	7,605.80

Total

11,628.96 361.48 11,990.44

Bank Reconciliation	31/01/2026
Balance b/f	£313,493.22
Plus Receipts	£3,718.29
Less Payments	-£11,957.31
Balance c/f	£305,254.20
Bank Accounts	

Natwest £21,879.20

Mansfield £85,000.00

Nationwide £88,400.00

Hanley BS £4,975.00

Skipton £85,000.00

Buckinghamshire £20,000.00

Less unpresented cheques £0.00

Other adjustments £0.00

£305,254.20

Owed to KDE -0.53 Due to banking errors

Owed to Ash Cleaning -32.6 Due to banking errors

£305,221.07

Appleton Parish Council

Grants Application Form

Project title: STOCKTON HEATH FESTIVAL 2026			
Organisation's Name: STOCKTON HEATH FESTIVAL TRUST			
Applicant's Name: Peter Iles-Smith, Festival Organising Committee Coordinator			
Address: 24 Woodbridge Close, Appleton, WARRINGTON WA4 5RD			
Telephone N/A	Mobile 074697429587	e-mail: peter@iles-smith.co.uk sponsors@stocktonheathfestival.co.uk	
Estimated cost of project:			
Description	Materials	Labour	Total
Costs of marquees, performers, site expenses (sound, security, toilets etc) and other budgeted costs for 2025 Festival.			£47,000.00
Sub-total			£47,000.00
VAT (if applicable)			
TOTAL			£47,000.00

Details of contributions from other organisations?	
Other grants to be applied for	£5,500.00
Sponsorship from local businesses (estimate)	£10,000.00
Ticket sales, market stalls & catering (estimate)	£26,000.00
Raffle and donations (estimate)	£2,500
Total	£44,000.00
Total amount of grant applied for	£1150.00

Project Description:

Please set out what your project aims and objectives are as clearly as possible – you may continue on a separate sheet if necessary

Stockton Heath Festival is a registered charity, founded in 2008, run entirely by unpaid volunteers, and aims to celebrate art, culture and heritage while strengthening community connections across Stockton Heath and the surrounding area. Each summer, over an extended four-day weekend, the Festival transforms the village into a vibrant, inclusive cultural destination, delivering around 50 events across multiple venues including the Festival Field, St Thomas' Church, the Library, green spaces and community buildings, including Appleton Parish Hall.

Crucially, a significant proportion of these activities are free or low-cost, ensuring the Festival remains accessible to families, older residents, young people and those on lower incomes, directly supporting inclusion, wellbeing and equal opportunity. The Festival attracts thousands of visitors, generating meaningful economic benefits for local independent businesses, cafés, shops and hospitality venues, while also strengthening the area's identity as a thriving, attractive place to live, work and visit.

2026 will see the eighteenth annual Stockton Heath Festival running from 2 to 5 July and this year, we are increasing our community outreach activities outside the festival, including heritage and history talks, promoting local performers, engaging with local schools to create a Festival mascot and a wider use of the contacts and relationships we have built up over the years.

The festival organising committee are all volunteers and are responsible for all aspects of delivering the Festival. In the run-up to the Festival and over the weekend we are helped by up to 40 additional volunteers from the community. The result over the years has been a great success, with positive feedback in the local press and on social media. However, the cost of the staging Festival has increased significantly, and we have incurred losses over the last three years. Those losses have been met through our limited reserves.

The trustees and organisers are committed to continue the Festival for the benefit of the local community and that of the wider Warrington area. This application for grant funding is an important enabler of that ambition, and your approval would help us to continue to invest in the future.

The last audited accounts are for the year to 31 December 2025 and these are attached, together with the last three months of bank statements for accounts the charity holds.

Signed on behalf of the applying organisation:

Peter Iles-Smith

Dated: 23 January 2026

Position: Stockton Heath Festival
Organising Committee Coordinator

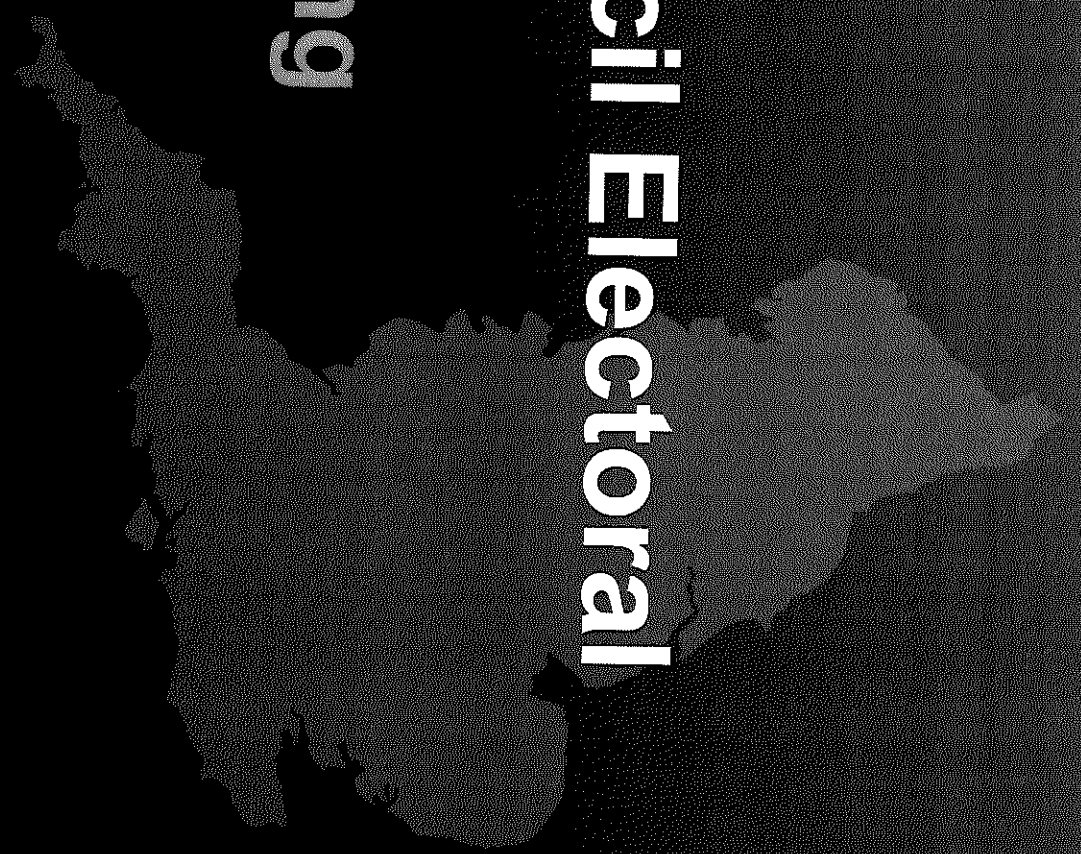
When you have read the attached policy and completed the Application Form please return it to the Clerk to the Council, Appleton Parish Council, Appleton Parish Hall, Dudlow Green Road, Appleton WA4 5EQ

The
Local Government
Boundary Commission
for England

Warrington Council Electoral Review

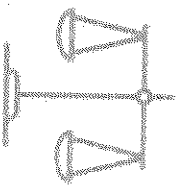
Community Briefing

January 2025

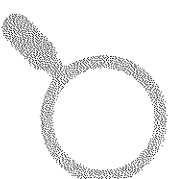


About us

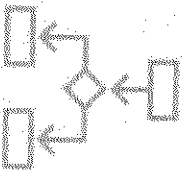
In carrying out our work, we are guided by our values:



Impartial



Objective



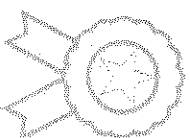
Transparent



Inclusive



Responsive



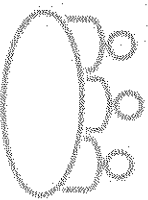
Professional



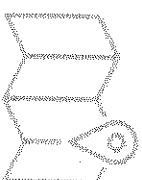
You can contact us at any time during
the review

What is an electoral review?

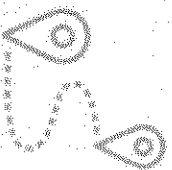
An electoral review considers the electoral arrangements for a local authority



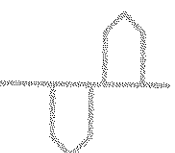
**Number of
councillors**



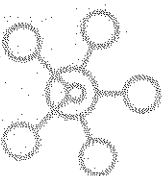
Number of wards



**Boundaries
between wards**



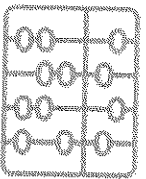
**Names of each
ward**



**Number of councillors
elected to each ward**

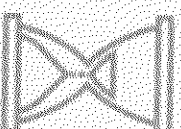
Why are we reviewing Warrington?

Poor electoral
equality



- Intervention reviews

Time



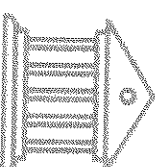
- Periodic electoral reviews

Request from a
local authority



- Request reviews

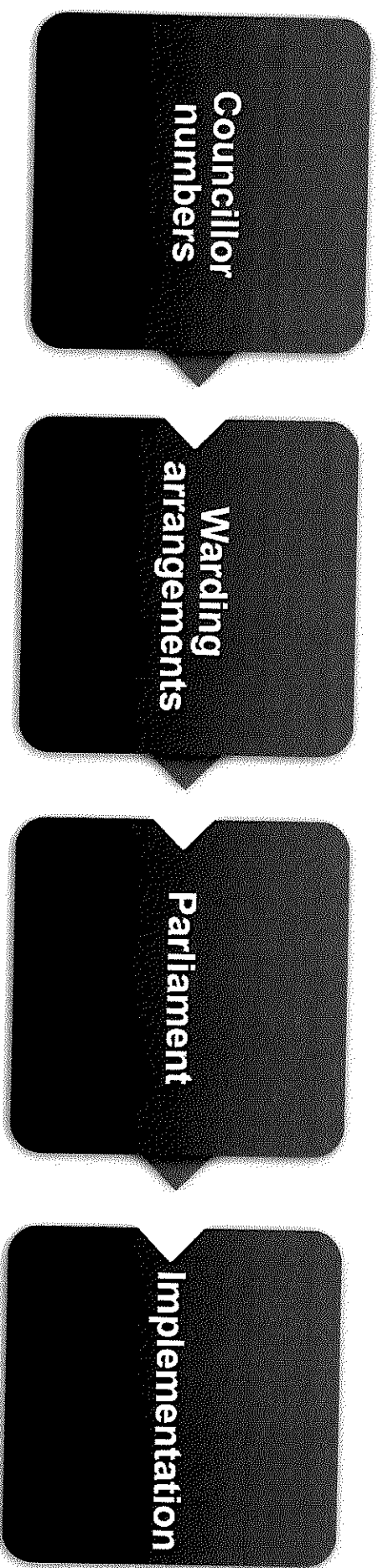
As a result of
structural change



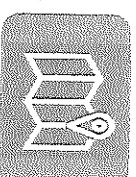
- New local authorities

Review process

A four-phase process



Warding arrangements



The
Local Government
Boundary Commission
for England

The local community has at least two opportunities to tell us their views about how wards should be arranged

6 January 2026 – 16

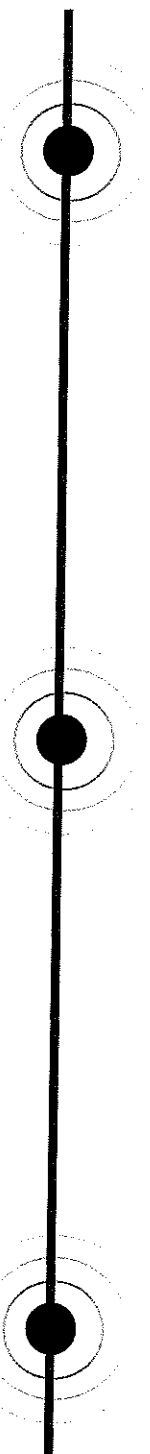
March 2026

30 June 2026 – 7

September 2026

1 December 2026

(later if further
consultation needed)



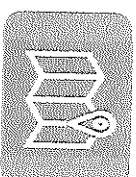
First consultation on
warding arrangements

Consultation on draft
recommendations

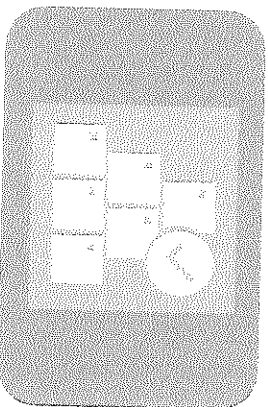
Publication of final
recommendations

Sometimes we will hold an additional round of consultation if we want to test some proposals that are very different from our draft recommendations

Warding arrangements

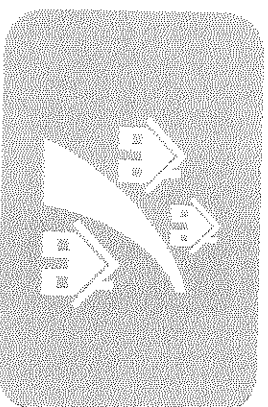


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for England



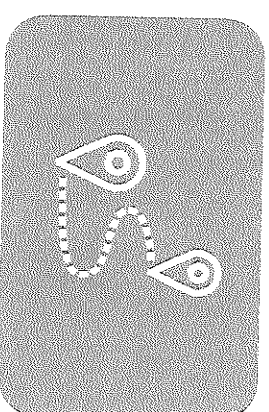
Electoral equality for electors

- Councillors should represent the same number of electors



Community identities and interests

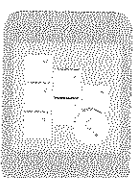
- Communities should be kept together and reflect the shape of local communities in the area



Effective and convenient local government

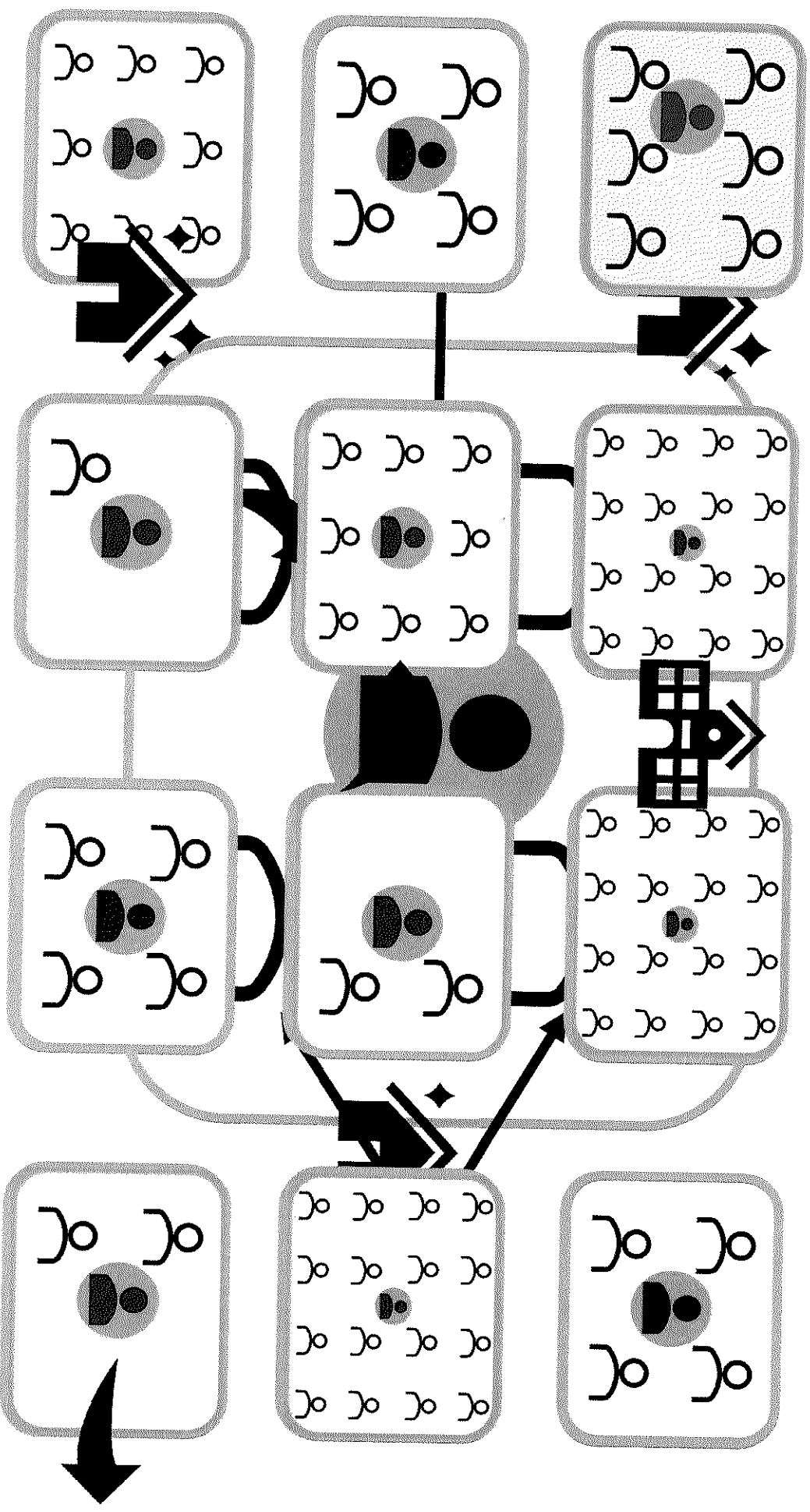
- Clear and identifiable boundaries
- Names that mean something to local people

Electoral equality

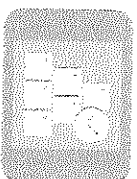


The
Local Government
Boundary Commission
for England

What do we mean by electoral equality?

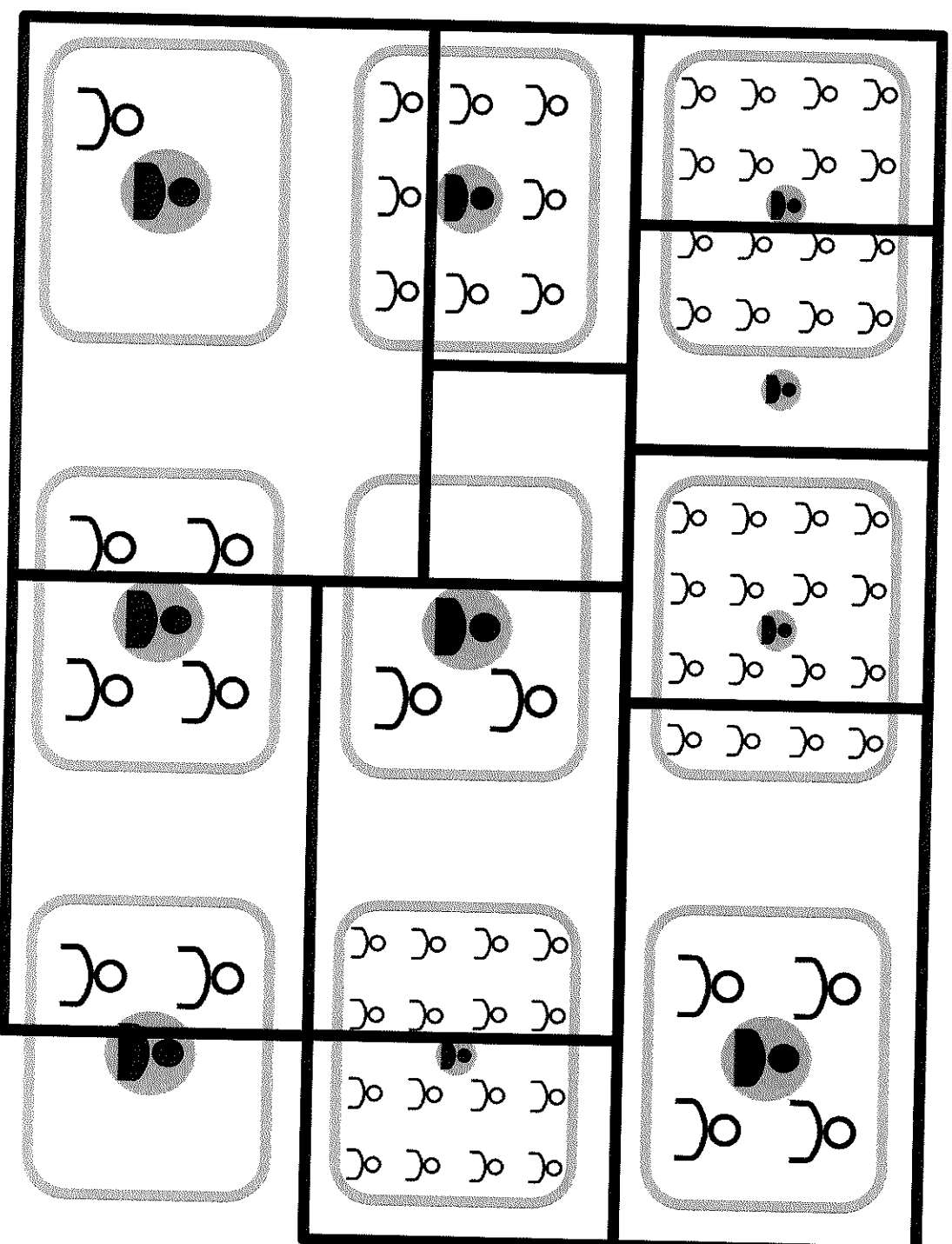
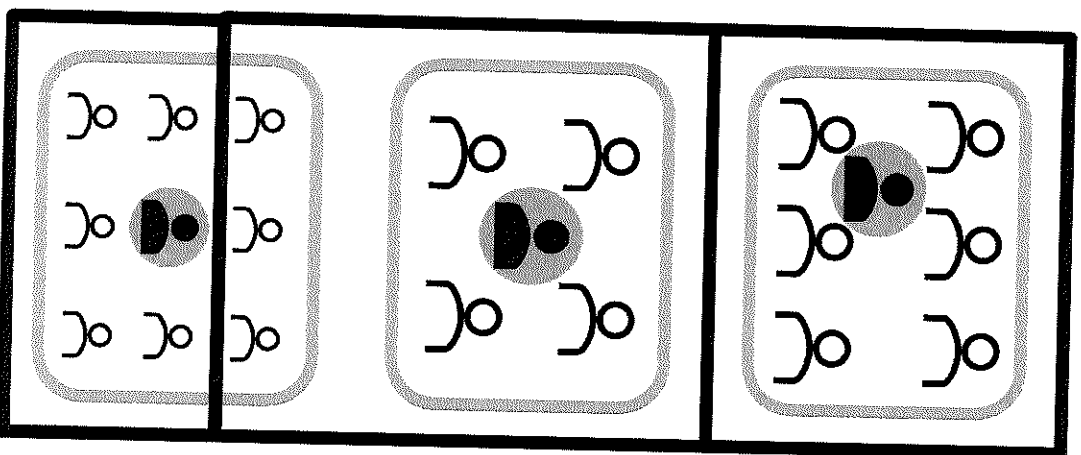


Electoral equality

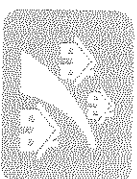


The
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for England

What do we mean by electoral equality?



Community identity



The
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for England

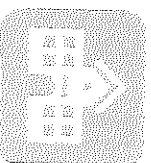
Community identity and interests

**We want to reflect
local communities in
the wards we propose**

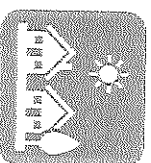
**We need local people
to tell us about the
shape of local
communities**



Local
shops



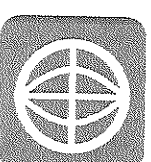
Schools



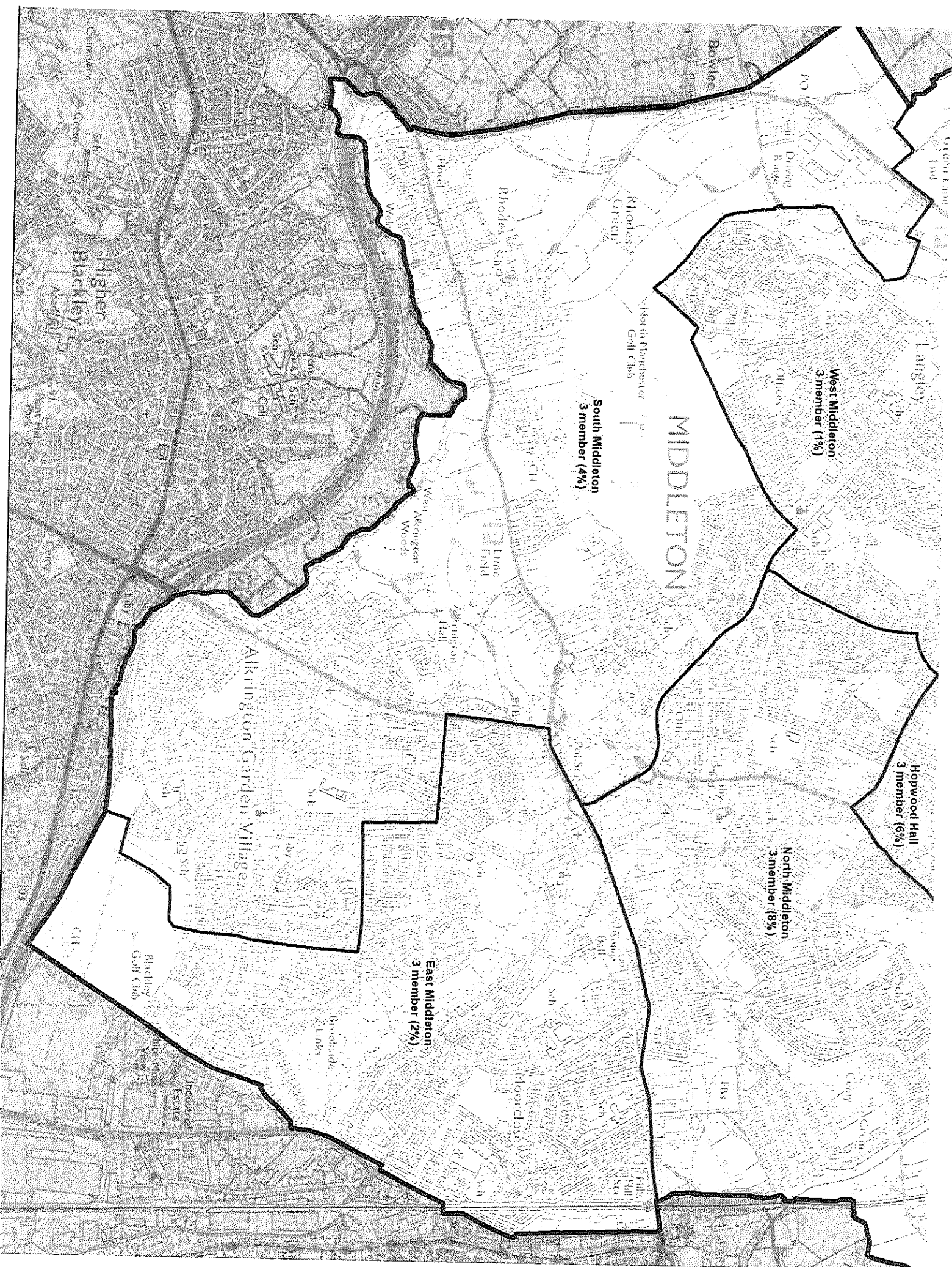
Residents'
associations



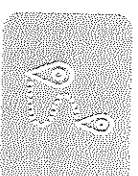
Sports
facilities



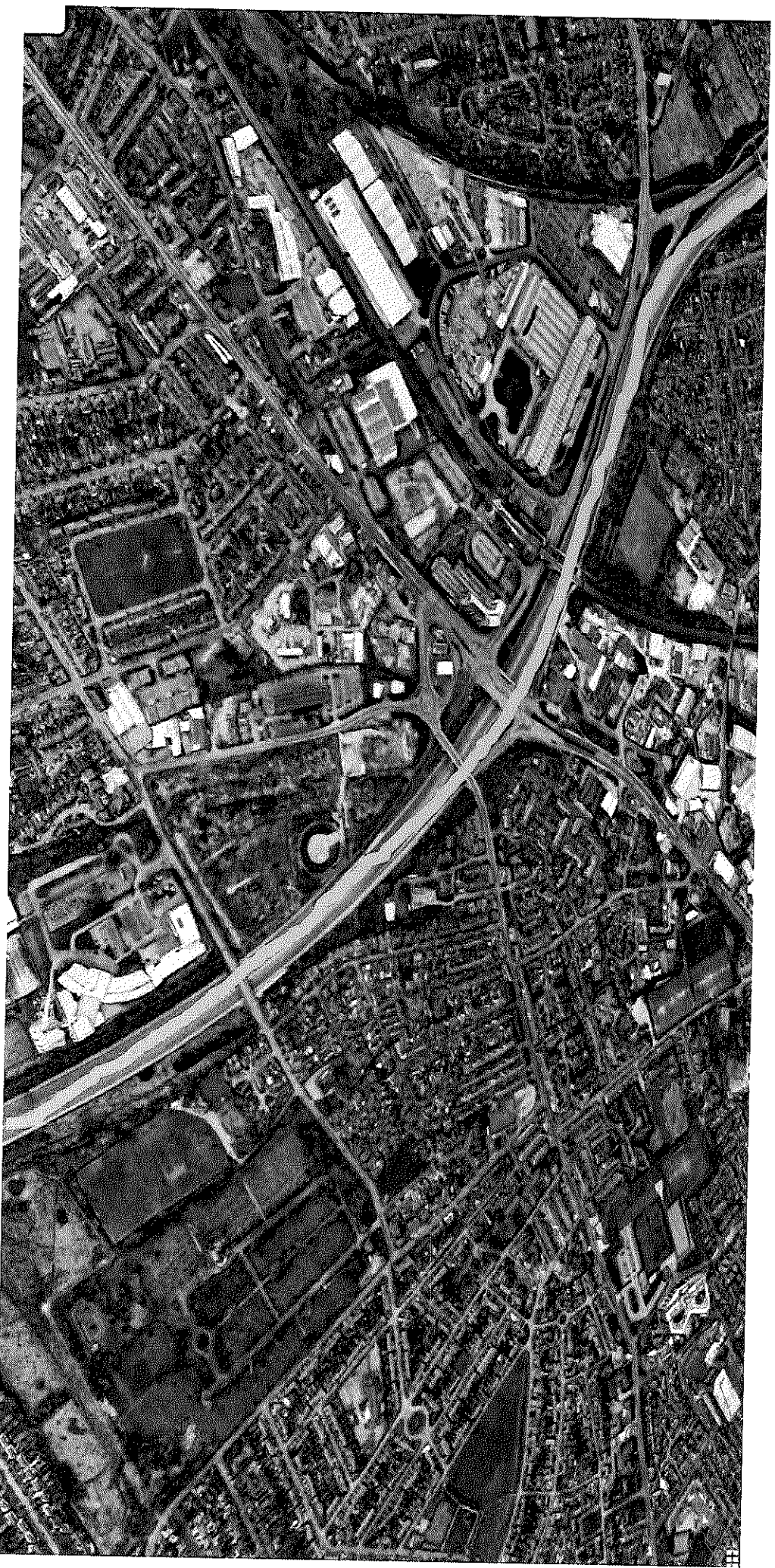
Places of
worship



Effective and convenient local government



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Local Government
Boundary Commission
for England



Making a clear submission

- Think about **the three criteria**:
 - Electoral equality
 - Community identities and interests
 - Effective and convenient local government
- Tell us about **your communities**
- Tell us your ideas for a **pattern of wards and boundaries** and **why**
- Suggest **names for your wards**

Making a clear submission

The
Local Government
Boundary Commission
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“The two Parish Councils here are in the final stages of producing a **joint** Kibworths Neighbourhood Plan. It is therefore logical that the new proposed name covering these two parishes reflects the community going forward, i.e. Kibworths ward”

- *Kibworth Harcourt Parish Council*

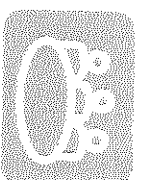
“They go to **different** secondary schools, have **different** community centres and focal points, have **different** bus routes, **different** youth clubs, **different** parks – so there is a real north/south split reflected in strong community identities”

- *Yate Town Council*

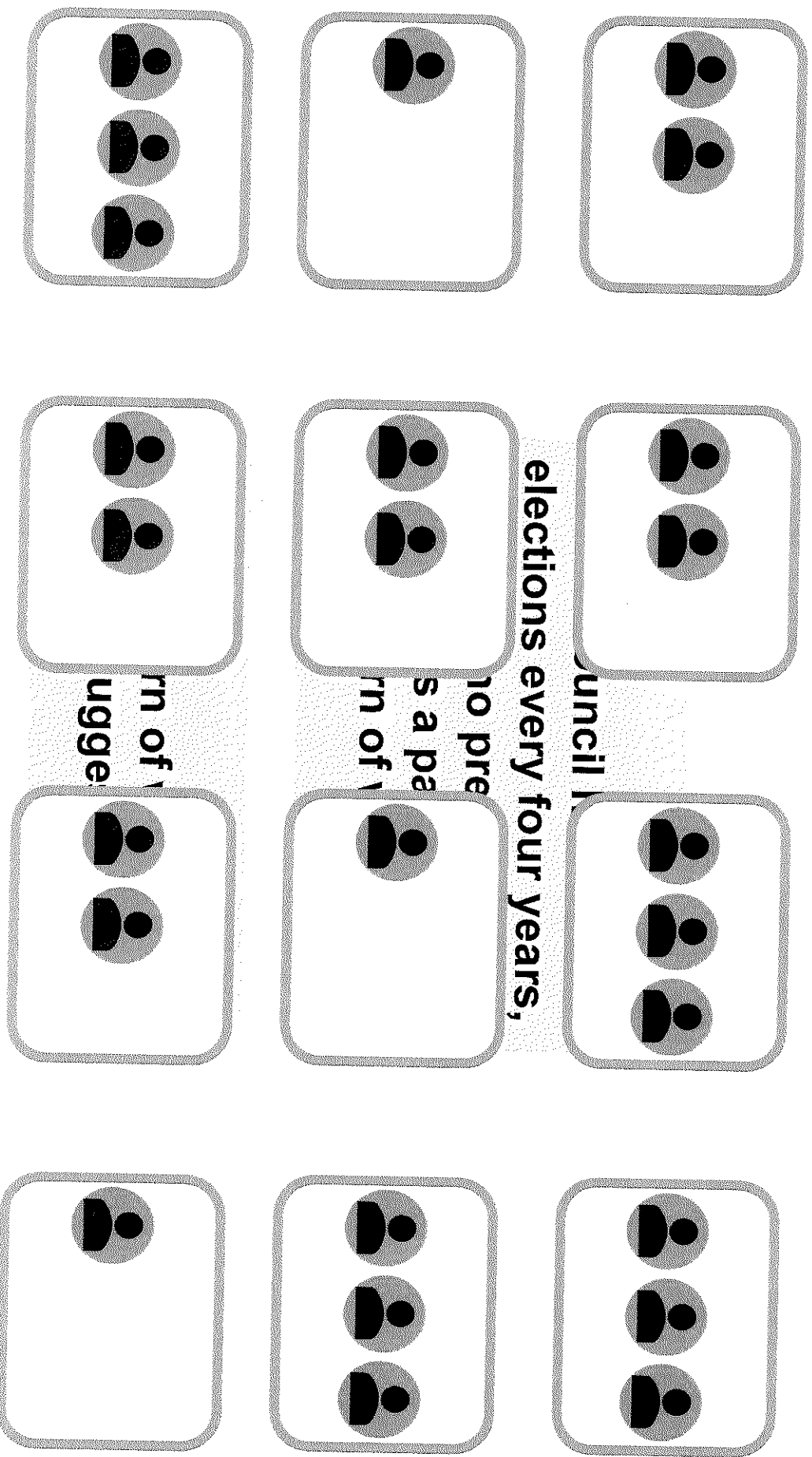
“This area is on a hill and is best located within the Thornton Heath ward, rather than in South Norwood. **Despite** fronting onto South Norwood Hill, this is a major **road barrier** (the A215), which is difficult to cross”

- *Thornton Heath Neighbourhood Association*

Number of councillors per ward

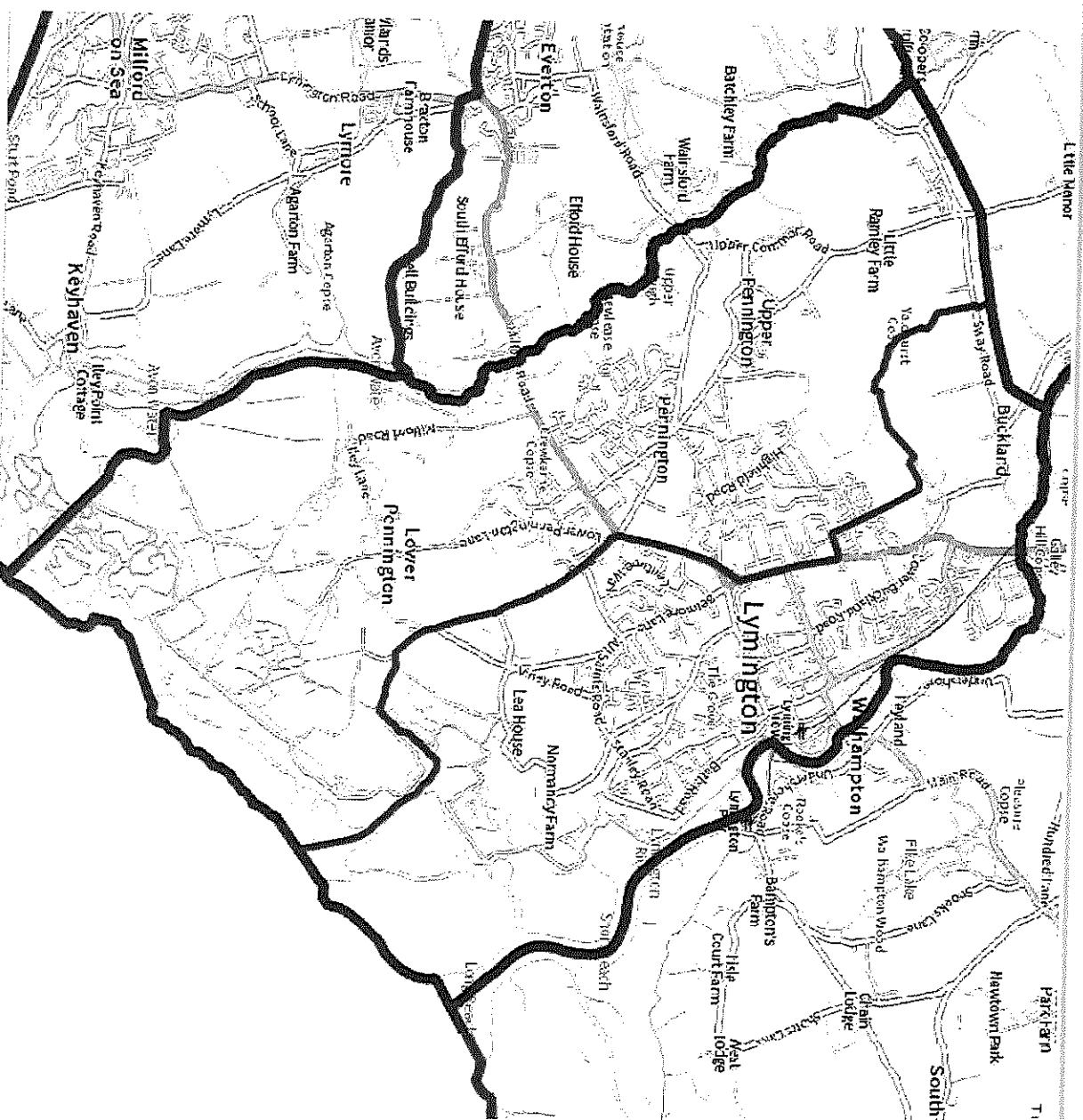


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Rules about parishes

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What we can't consider

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Local Government
Boundary Commission
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**Political
consequences**

**"If it ain't broke, don't
fix it" arguments**

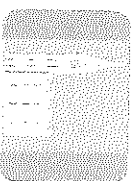
**Parliamentary
boundaries**

**Postcodes or
addresses**

**House prices or
insurance**

**The external
boundaries for the
city/borough/district**

Parliament



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Local Government
Boundary Commission
for England

Once we have
published final
recommendations,
we will lay an Order
in both Houses of
Parliament

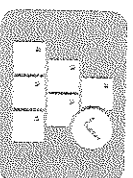


The Order sits in
Parliaments for 40
days



If agreed, the Order
is made

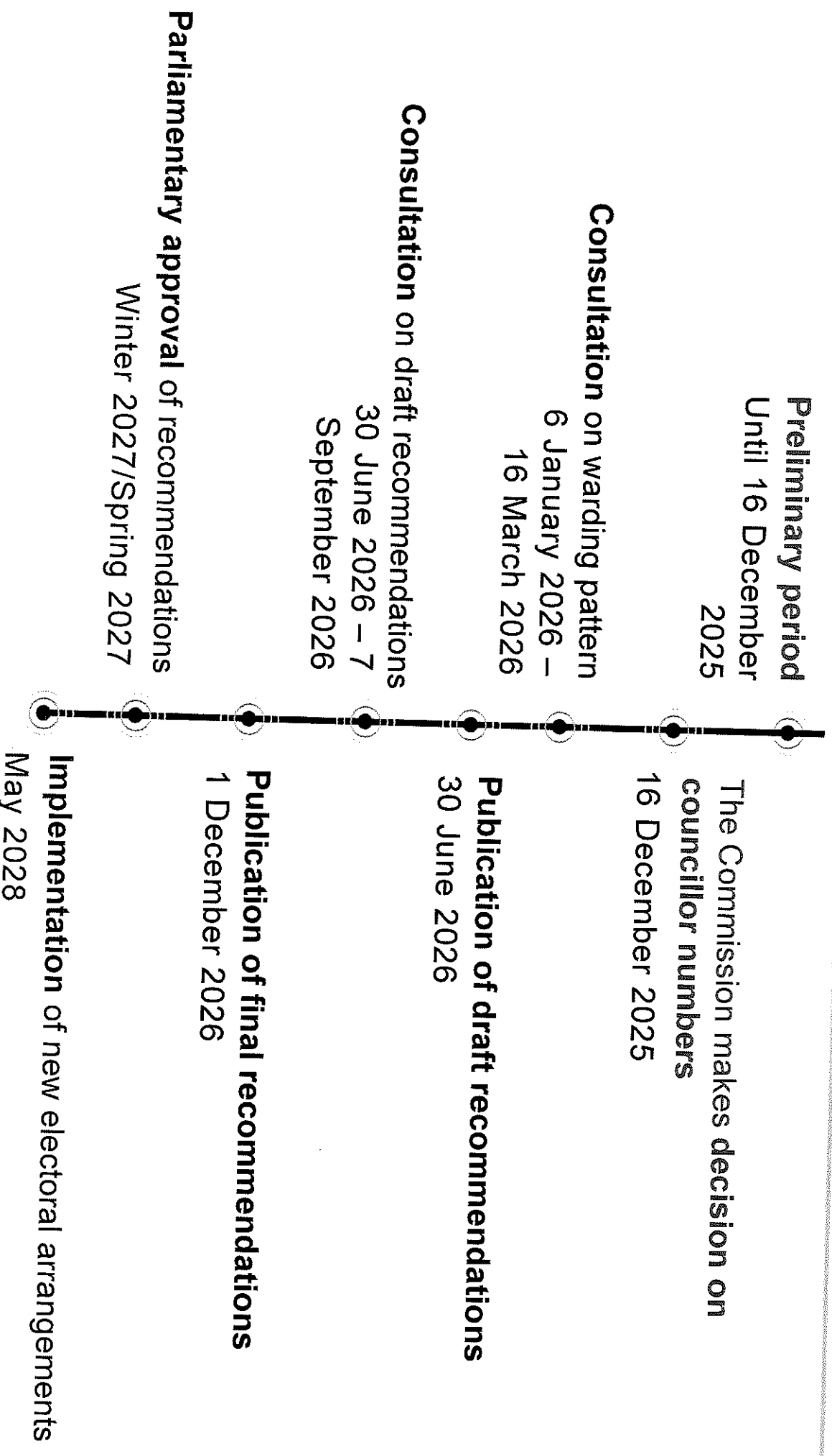
Implementation



The new electoral arrangements
are implemented at the next
election

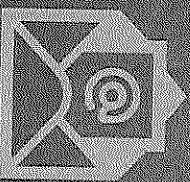
Review timeline

The
Local Government
Boundary Commission
for England



How to make a submission

or get in contact during the review



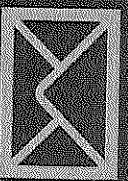
Email

reviews@lgbce.org.uk



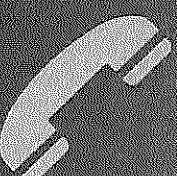
Social media

[@lgbce](https://twitter.com/lgbce)



Post

LGBCE, 7th Floor,
3 Bunhill Row
London EC1Y 8YZ



Phone

0330 500 1525



Website

www.lgbce.org.uk

Interactive mapping and online
consultation page for each
review

Q&A and contact info

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Local Government
Boundary Commission
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Any questions?

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reviews@lgbce.org.uk



www.lgbce.org.uk



[@lgbce](https://twitter.com/lgbce)

Brentwood Moss Nurseries

New Moss Road, Cadishead
Manchester M44 5TJ

Tel: 0161 777 2320
Email: hello@laneslandscapes.co.uk

WHOLESALE PRODUCERS OF HARDY NURSERY STOCK



DAY PASS

QUOTATION

Number: 7145468
Contact no: 3866
Entry date: 12-01-2026
Page: 1

Tel:
Fax:

Project: richardbett@appletonparish.gov.uk SUPPLY & PLANT

*** QUOTATIONS WILL ONLY BE CONVERTED INTO 'LIVE' ORDERS UPON RECEIPT OF CONFIRMATION OF ACCEPTANCE ***

Please read your quote / order thoroughly and advise us immediately of any discrepancies.

Quantity	Plant name	Size	Reference	Price	Amount
					£
3	Liquidamber styraciflua	18- 20cm standard rootballed	liquidambar	320.00	960.00
3	Liquidamber styraciflua	20- 25cm standard rootballed	liquidambar	365.00	1,095.00
3	Planting Cost	.	liquidambar	60.00	180.00
REPLANTING THE EXISTING TREES IN ANOTHER LOCATION					
Total				£	<u>2,235.00</u>

All prices are quoted excluding VAT

Please ensure you have staff and machinery available to unload - as our delivery drivers are not contracted to handle/unload stock

Prices quoted are valid for 30 days from date of quotation

Any delivery date quoted is for internal purposes only. The exact delivery date will be discussed when the order is complete or ready for collection.

clerk@appletonparish.gov.uk

From: richardbett@appletonparish.gov.uk
Sent: 13 January 2026 13:46
To: Karen Newton
Subject: Fwd: Email 2 of 4 Liquidamber styraciflua

Hi Karen. Trying again with 2 of 4.

Richard.

----- Original Message -----

Subject: Fwd: Email 2 of 4 Liquidamber styraciflua
Date: 12.1.2026 18:52
From: richardbett@appletonparish.gov.uk
To: Clerk <clerk@appletonparish.gov.uk>

Hi Karen. Email 2 of 4.

Quotation from Wykeham Mature Plants. (WMP)

Quoted for supply of trees only, together with delivery charge.

WMP wasn't interested in the unloading, planting, transplanting work, etc.

The £480 price is per tree, i.e. £1440 total.

Kind regards, Richard.

----- Original Message -----

Subject: Liquidamber styraciflua
Date: 9.1.2026 13:10
From: Chris Briggs <c.briggs@wykeham.co.uk>
To: "richardbett@appletonparish.gov.uk" <richardbett@appletonparish.gov.uk>

Afternoon Richard

Liquidamber 18/20 20/25 standard so 6ft clear stem £480 inc vat

Delivery to Warrington £222 inc vat

Regards Chris

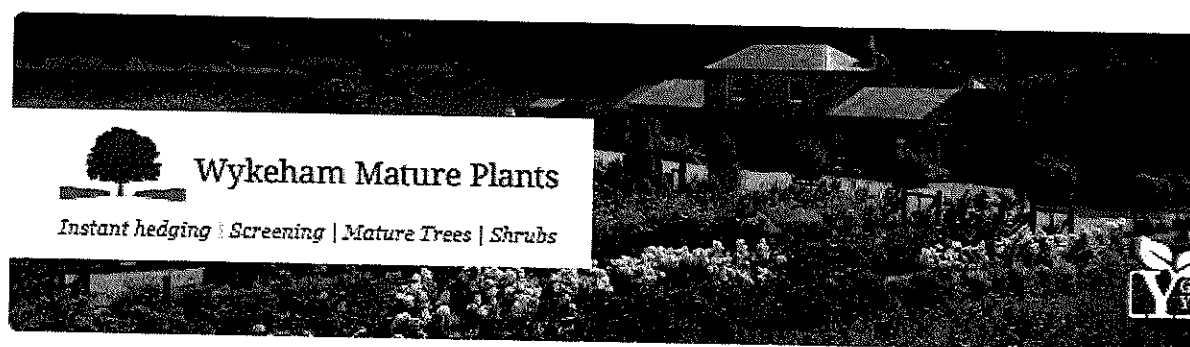
Chris Briggs
Sales & Logistics Advisor

Wykeham Mature Plants

The Bothy, The Walled Garden, Wykeham, Scarborough, North Yorkshire, YO13 9QS

Tel: 01723 862406 Mob: 07944 355321

Web: www.wykehammatureplants.co.uk



Part of Dawnay Estates



ST HELENS

North Yorkshire
Water

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clerk@appletonparish.gov.uk

From: richardbett@appletonparish.gov.uk
Sent: 12 January 2026 19:02
To: Karen Newton
Subject: Fwd: Email 3 of 4 £1020 total.Quotation

Hi Karen. Email 3 of 4.

Quotation from J A Jones and Sons (JAJ).

No interest in the unloading, planting, temporary supporting work, etc,

The £380 price is per tree, i.e. £1020 total.

JAJ have supplied trees to Warrington borough Council in the past.

Kind regards, Richard.

----- Original Message -----

Subject:Quotation

Date:8.1.2026 14:21

From:"Marc Mahood @ J A Jones & Sons" <marc.mahood@jajones.net>

To:richardbett@appletonparish.gov.uk

Hi Richard,

Further to our telephone conversation, I can offer:

Prices below, which are each and exclusive of Vat.

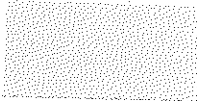
3 no. Liquidamber styraciflua	18/20 cm girth RB	£340.00
1 no. Delivery		£80.00

All stock is offered, subject to availability at time of ordering.

Kind regards,

Marc

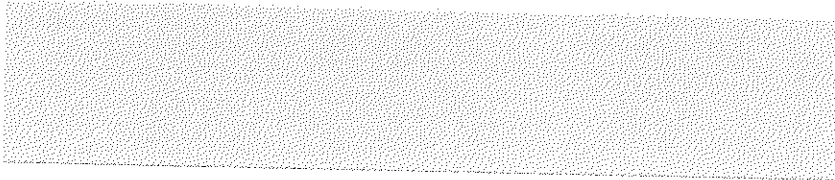
Marc Mahood
for
J. A. Jones & Sons
J A Jones Xylella Statement



J. A. Jones & Sons

Tel: 01704 228235 Fax: 01704 225891 Mob: 07583 007136

e-mail: marc.mahood@jajones.net



Quotation

From:

SPECIMEN TREES Ltd
Halliwells Brow
High Legh
Knutsford
Cheshire
WA16 OQS
VAT Reg No: 161 6853 55

To:

Appleton Parish Council
39 Dudlow Green Road
Appleton
Warrington
Cheshire
WA4 5EQ

Order No. 47306
Order Date 07/01/2026
Cust. Ord. No.
Account Ref. APPLPAR1

Qty Ordered	Product Code	Product Description	Unit Price	Net Price
1.00	S1	Lift & Replant 3nr Liquidamber 6-8cm Plant 3nr Liquidambar 16-18cm + planting accessories	695.00	695.00
3.00	S1	Liquidambar 16-18cm ALT: Liquidambar 20-25cm @ £325.00+VAT,	225.00	675.00

Total Net Amount 1,370.00
Carriage 0.00
Total VAT 274.00

APPLETON PARISH COUNCIL
CLERK/RFO POST EVALUATION

Background

ChALC has been asked to provide a basic job evaluation for the purposes of recommending an appropriate pay rate for the post.

The evaluation is based on the information provided by the Council and set out below.

Information Provided

Population	8475
Inc/Exp	£233,590
No of Meetings	30
Devolved Functions	Engaged with Appleton Thorn Neighbourhood Plan Maintains open spaces/recreation areas
Additional Functions	Managing Parish Hall Benches, bins, bus shelters maintained Planting, grass cutting, tree maintenance Purchased speeding indicators
Staff	Clerk plus 3

Evaluation

Profile 2 - Criteria	<i>Below</i>	<i>Substantive</i>	<i>Above</i>
	18-23	24-28	29-32
A small or medium sized parish		✓	
6-12 meetings per year			✓
Some (e.g. 2) devolved functions			✓
Many of the statutory functions			✓
Management of a small team of staff (up to 10)		✓	
Budget between £25k and £250k			✓

Profile 3 - Criteria	<i>Below</i>	<i>Substantive</i>	<i>Above</i>
	33-36	37-41	42-45
Large parish/small town	✓		
12 meetings plus 2 committees			✓
3 delegated functions		✓	
Most of the statutory functions		✓	
Management of a large team of staff (10-20)	✓		
Budget between £250,000 and £750,000	✓		

Conclusion

Based upon a comparison of the tables set out above the recommended scale would be in LC (Profile) 3, Points Below Substantive Range 33-36. Details of the current rates attached.

The Council is permitted to set the level of pay and although the information above will be helpful the Council is not required to adhere to it. There may be historic increases based on merit, length of service, achievement of qualifications such as the Certificate in Local Council Administration (CiLCA).

Jackie Weaver
5th February 2026

19/02/2026	Staff Costs	Salaries February	Staff Costs	7,779.00	0.00	7,779.00
19/02/2026	K Newton	Working from home allowance	Office Supplies	26.00	0.00	26.00
19/02/2026	Irene Derbyshire	Case for Phone	Office Supplies	6.99	0.00	6.99
19/02/2026	Irene Derbyshire	Mileage	Office Supplies	19.80	0.00	19.80
19/02/2026	Ash Cleaning	Underpayment for Jan bill.	Parish Hall Improvements & maintenance	0.00	32.60	32.60
19/02/2026	Greenbarnes Ltd	New lock for Bridge Lane Noticeboard	Maintenance of Parish Council Assets	110.06	22.01	132.07
19/02/2026	Grappenhall & T Parish Council	SEWUE	Community Scheme/ consultant costs for PDO (ER)	275.92	0.00	275.92
19/02/2026	Warrington Borough Council	Cleaning February 2026	Parish Hall Improvements & maintenance	364.75	72.95	437.70
19/02/2026	Chalc	AI course L Booth	Training	40.00	0.00	40.00
19/02/2026	City Illuminations	Dismantle Christmas Lights	Parish Hall Improvements & maintenance	375.00	75.00	450.00
19/02/2026	Avanti	November 25 Printing Costs	Office Supplies	38.98	7.79	46.77
						0.00

Total

9,036.50 210.35 9,246.85

Payments Over £100 Jan 26

Payable	Description	Budget	Net	VAT	Gross
Waterplus	Water Bill	Utilities	245.16	0.00	245.16
British Gas	Electricity Bill	Utilities	202.27	0.00	202.27
British Gas	Gas Bill	Utilities	262.95	0.00	262.95
B & Q	Gardening Equipment	Environmental Working Group	154.63	30.93	185.56
KDE	Complete Electrical Works	Parish Hall Improvements & maintenance	249.61	49.92	299.53
Performing Rights	Annual Fee	Parish Hall Improvements & maintenance	239.20	47.84	287.04
Appletots	Grant	Grants	954.16	0.00	954.16
Warrington Borough Council	February Cleaning of Hall	Parish Hall Improvements & maintenance	364.75	72.95	437.70
B & Q	Environment Items	Environmental Working Group	368.10	0.00	368.10
B & Q	Gardening Supplies	Environmental Working Group	234.82	32.93	267.75
B & Q	Environment Items	Environmental Working Group	161.63	32.33	193.96
KDE	Attendance fee	Parish Hall Improvements & maintenance	100.00	20.00	120.00
Ash Cleaning	Window Cleaning	Parish Hall Improvements & maintenance	163.00	32.60	195.60
Staff Payments	Salaries	Staff Costs	7,605.80	0.00	7,605.80

clerk@appletonparish.gov.uk

From: Devlin, Lucy <lucy.devlin@warrington.gov.uk>
Sent: 05 February 2026 10:20
To: clerk@appletonparish.gov.uk
Subject: RE: Commercial waste renewals 26/27

Good morning Karen,

Thank you for getting back to me.

The price this year for an 1100L general waste bin emptied weekly, is £18.73 per collection, the total annual charge is £973.96.

If you have any questions, just let me know.

Many thanks,

Lucy

Lucy Devlin
Commercial Waste Officer
Place Directorate

Tel: 01925 443914
Email: lucy.devlin@warrington.gov.uk
For Commercial Waste enquiries, please contact –
commercialwaste@warrington.gov.uk
Tel: 01925 443034

From: clerk@appletonparish.gov.uk <clerk@appletonparish.gov.uk>
Sent: 04 February 2026 20:26
To: Devlin, Lucy <lucy.devlin@warrington.gov.uk>; "Undisclosedrecipients:"
Subject: RE: Commercial waste renewals 26/27

Hi Lucy

As you know I will need to take this to council for approval, do you have an invoice or a quote that I can show to the councillors please?

Kind Regards
Karen

Karen Newton
Clerk to Appleton Parish Council

Email clerk@appletonparish.gov.uk Tel 01925 268153.

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From: Devlin, Lucy <lucy.devlin@warrington.gov.uk>

Sent: 04 February 2026 14:38

To: Undisclosed recipients:

Subject: Commercial waste renewals 26/27

Good afternoon,

I hope you are well.

You should have recently received an email advising that you can now renew you Commercial Waste collections for 26/27.

The email will contain a link that will take you to your account and explain how to process your renewal.

If you have not received the email, or need me to resend the link just let me know.

If you have any questions, please do not hesitate to ask.

Many thanks,

Lucy

Lucy Devlin

Commercial Waste Officer

Place Directorate

Tel: 01925 443914

Email: lucy.devlin@warrington.gov.uk

For Commercial Waste enquiries, please contact –

commercialwaste@warrington.gov.uk

Tel: 01925 443034

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Jan 2026 Receipts

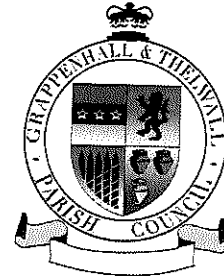
02/01/2026	Mansfield Interest	Bank Interest	1,224.29	01/01/2026
07/01/2026	Bridgewater WI 2025/972	Parish Hall	64.50	01/01/2026
08/01/2026	Thomas Shibu	Parish Hall	193.50	01/01/2026
08/01/2026	Bob Wheat 2025/	Parish Hall	172.00	01/01/2026
08/01/2026	K Flynn	Parish Hall	118.25	01/01/2026
08/01/2026	Park WI	Parish Hall	64.50	01/01/2026
09/01/2026	3Rs Tuition Dec	Parish Hall	172.00	01/01/2026
12/01/2026	L Cross 2025/973	Parish Hall	86.00	01/01/2026
12/01/2026	A Elkin 2025/979	Parish Hall	172.00	01/01/2026
12/01/2026	Lymm Bridge	Parish Hall	129.00	01/01/2026
12/01/2026	Appletots	Parish Hall	172.00	01/01/2026
12/01/2026	M and S Metcalfe 2025/	Parish Hall	64.50	01/01/2026
13/01/2026	Church	Parish Hall	559.00	01/01/2026
14/01/2026	Stretton WI	Parish Hall	64.50	01/01/2026
15/01/2026	P Starr	Parish Hall	86.00	01/01/2026
15/01/2026	T Radford	Parish Hall	118.25	01/01/2026
16/01/2026	A Martin 2025/990	Parish Hall	86.00	01/01/2026
27/01/2026	C Lines 2025/993	Parish Hall	43.00	01/01/2026
27/01/2026	Belkis Birthday 2025/995	Parish Hall	64.50	01/01/2026
29/01/2026	Stockton Health	Parish Hall	64.50	01/01/2026

Total

3,718.29

Grappenhall and Thelwall Parish Council

Parish Council Office,
Bellhouse Lane,
Grappenhall,
WA4 6SG



Appleton Parish Council

39 Dudlow Green Rd,
Warrington,
Warrington,
WA4 5EQ

INVOICE

Invoice No

193

Account No

28 January 2026

Item Details	NET	VAT
SEWUE Costs	275.92	0.00
Notes: SEWUE costs todate details of breakdown in the email Appleton 11 shares of £752.50 Total Shares 30		
SUB TOTAL	275.92	

VAT Registration Number 216381422

TOTAL £

275.92

Please make cheques payable to Grappenhall and Thelwall Parish Council
Bank Transfer to 20-91-48
Account 20258067
Please quote invoice number in the reference

SOUTH WARRINGTON PARISHES (SWP) SOUTH EAST WARRINGTON URBAN EXTENSION (SEWUE) WORKING GROUP

FINANCIAL AGREEMENT

AGENDA ITEM 13

After the first Working Group meeting further assessments and discussions regarding the sharing of costs have been undertaken at Grappenhall & Thelwall (G&T) Parish Council. It has become clear that secretarial support is not currently available from the clerks and their teams. We do understand that Clerks feel under pressure and that there are some vacancies that are proving difficult to fill. That being the case, Cllrs Browne and Lewenz have kindly agreed to put the minutes together. Beverley Doward and I will organise the agendas, reports and presentations and sending information out and Colette Fellows, Clerk at G&T PC has kindly agreed to undertake the invoicing.

The technical support is therefore all that will need to be charged for unless the group decides to commission any services and if this were to be the case then the proposals would then need to go back to Parishes for approval. A figure of £300 per month, i.e. up to ten hours per month is proposed and only hours worked would be charged for.

Having compared the precept and population costs, which was requested by Lymm Parish Council, we have found that there is little difference between the precept and population approaches (see table 2 below). We have therefore looked at other ways to split the cost, which take account of the large impact on some Parishes, the very small precept of Parishes such as Hatton (precept circa £5k) and the peripheral nature of some Parishes to the SEWUE developments, e.g. Lymm Parish Council.

As a way forward we propose 30 shares, to be allocated on the basis of impact on the Parish and size of the precept as outlined in Table 1 below. It is not an exact science, however, we do feel that it is the fairest and most reasonable approach. We also feel that there is a need get this issue agreed and to move on, as the SEWUE is an important piece of work for the Parishes to be briefed on and contribute to and would ask for your consideration and support for this approach.

Recommendation:

It is recommended that the Parishes consider and accept the proposal of shares of costs as set out in Table 1 below.

Cllr Helen Speed

**SOUTH WARRINGTON PARISHES (SWP) SOUTH EAST WARRINGTON URBAN EXTENSION (SEWUE)
WORKING GROUP**

Table 1 – costs shared via impact and size of Parish precept

	Shares	Cost
Lymm	1	£10
G & T	11	£110
Appleton	11	£110
S/Heath	2	£20
Walton	1	£10
Hatton	1	£10
Stretton	3	£30
Total Shares	30	£300

Technical Advice max total 10
hours per month

£300

Share costs £10

SOUTH WARRINGTON PARISHES (SWP) SOUTH EAST WARRINGTON URBAN EXTENSION (SEWUE) WORKING GROUP

Table 2 – costs shared via households (precept) and populations

With Lymm PC							
	Households	%	cost	Populations	%	cost	diff
Grappenhall and Thelwall	4071	23.06%	£ 85.86	9641	22.82%	£ 84.94	0.25%
Stockton Heath	2735	15.49%	£ 57.68	6237	14.76%	£ 54.95	0.73%
Lymm	5311	30.09%	£ 112.01	12661	29.96%	£ 111.55	0.12%
Hatton	137	0.78%	£ 2.89	309	0.73%	£ 2.72	0.04%
Stretton	575	3.26%	£ 12.13	1485	3.51%	£ 13.08	-0.26%
Walton	639	3.62%	£ 13.48	1568	3.71%	£ 13.81	-0.09%
Appleton	4185	23.71%	£ 88.26	10355	24.51%	£ 91.23	-0.80%
	17653			42256			

Excluding Lymm							
	Households	%		Populations	%		
Grappenhall and Thelwall	4071	32.98%	£ 122.80	9641	32.58%	£ 121.28	0.41%
Stockton Heath	2735	22.16%	£ 82.50	6237	21.07%	£ 78.46	1.09%
Hatton	137	1.11%	£ 4.13	309	1.04%	£ 3.89	0.07%
Stretton	575	4.66%	£ 17.35	1485	5.02%	£ 18.68	-0.36%
Walton	639	5.18%	£ 19.28	1568	5.30%	£ 19.73	-0.12%
Appleton	4185	33.91%	£ 126.24	10355	34.99%	£ 130.26	-1.08%
	12342			29595			

Total estimated costs

Notetaker 6 hours per month 165.48

Tech advice 6 hours per month 206.82

372.3