



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington, Cheshire WA4 5EQ
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Minutes of the Parish Council Meeting of Appleton Parish Council held on 16th December 2025 at 7pm in Appleton Parish Hall

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

1. Welcome and apologies for absence

The chair welcomed members and public to the meeting.

Apologies for absence were received from **Cllr Ken Critchley**, no reason given **approved**.

2. Members Code of Conduct

Members were reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in any item of business on the agenda. Declarations should be made no later than when the relevant item is reached.

It was noted that 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, would be considered by the Parish Council, and any granted dispensations would be formally documented.

3. Public Participation

0 members of the public - attended.

1 PCSO – attended.

The wording of the Public Participation agenda item was questioned by Councillors, with concerns raised about the phrasing used. It was agreed that the Clerk would review the wording against the Council's Standing Orders and report back to Councillors.

Item 8: PCSO / Police Report / Update's

This item was brought forward in the agenda as the PCSO (Colin) was in attendance. The PCSO report, which had not been available at the time of agenda publication, was received

and circulated just before the meeting. The PCSO provided an update on the contents of the report and explained recent developments regarding Cheshire Police Community Support Officers (PCSOs).

The PCSO outlined ongoing changes in Cheshire, including a planned reduction in the number of PCSOs as part of a restructuring of neighbourhood policing. This restructuring is intended to achieve required savings while redistributing resources, with the goal of placing more warranted police officers into local policing teams under a revised neighbourhood policing model. The PCSO noted that proposals put forward are expected to significantly reduce PCSO numbers in the county as part of this review.

Action / Resolution: The Council agreed to write a letter of support and to raise its concerns regarding this matter to the Chief Constable.

Police & Community Safety Summary (November–December)

During this period, several incidents were reported across the parish. On 16 November, three males were stop-searched on Windmill Lane in relation to drugs; the search was positive and the matter was dealt with by community resolution. A vehicle obstructing a junction on Red Lane on 19 November was dealt with by the issue of a Fixed Penalty Ticket.

On 28 November, a stolen HGV tractor unit was located on Lyncastle Road with a male inside the vehicle; the driver was arrested. Reports of a possibly abandoned BMW on Red Lane on 3 December were checked, and the vehicle was found to be registered, insured, and not causing an obstruction.

Two suspicious persons incidents were reported. On 4 November on Dingleway, a young male was reported attempting to enter a vehicle while the owner was present; the individual left when challenged, CCTV enquiries were made, and no further reports were received. On 5 December on London Road, reports of persons selling household goods from a holdall were received; searches were carried out but no individuals were located and no further calls were received. **Police Report**

A total of **166 incidents/notifications** were recorded for the Appleton area during the period, including prison releases from Appleton Thorn and motorway-related incidents.

Street of the Week: Braeburn Drive

Speed Enforcement:

Witherwin Avenue recorded **two activations on 19 November** and **two activations on 10 December**.

Police Surgeries:

Surgeries are scheduled at **Broomfield's Leisure Centre** (17 December, 22 December, 7 January) and **Appleton Thorn Village Hall** (21 December, 11 January).

Mini Police:

School parking observations were carried out at **Broomfield's Primary School** with support from the school's Mini Police.

4. Minutes

The Council considered the minutes of the following meetings:

1. **Full Council – Tuesday 18th November 2025**
 - **Proposed by:** Cllr Laurence Chapman
 - **Seconded by:** Cllr Ghazala Chapman
 - **Resolution:** It was **RESOLVED** that the minutes of the Full Council meeting held on 18th November 2025 be approved as a correct record.
2. **Finance and General Purposes Committee – Thursday 6th November 2025 and Thursday 4th December 2025**
 - **Proposed by:** Cllr Laurence Chapman
 - **Seconded by:** Cllr Ghazala Chapman
 - **Resolution:** It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 6th November 2025 and 4th December 2025 be approved as a correct record.
3. **Planning Committee – Thursday 4th December 2025**
 - **Proposed by:** Cllr Ghazala Chapman
 - **Seconded by:** Cllr Peter Lewenz
 - **Resolution:** It was **RESOLVED** that the minutes of the Planning Committee meetings held on 4th December 2025 be approved as a correct record.

5. Accounts for 2025/2026 and Payments Schedules

The Council was scheduled to note the bank reconciliation as of 30th November 2025, confirm the statement of receipts and payments for November 2025 for the financial year 2025/2026, and approve the payment schedule for December 2025.

Outcome: This item was **deferred to the next meeting** as the new Clerk does not yet have access to the bank accounts.

6. Lone Working Policy

The item was referred to the **Employment Committee** to delegate responsibilities to individuals for ensuring the Lone Working Policy and its associated requirements are properly implemented and managed. The Committee will report back to the **full Council**.

Resolution: Delegation of responsibility to individuals to ensure proper implementation and management of the Lone Working Policy, to be confirmed by the Employment Committee.

7. Upgrade to email web hosting

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

Action: The Council **requested a clearer recommendation from the IT provider** before deciding.

8. PCSO / Police report/Update

This item was **brought forward on the agenda** as the PCSO was in attendance.

Outcome: The PCSO provided a verbal update during the meeting.

9. Appletots' Council Grant Application

The Council considered the grant application submitted by Appletots and any action or support required.

It was **RESOLVED** to approve the grant of **£954.16** to Appletots. Members noted a concern that the organisation may face financial difficulties if prices for attendees are not increased, but the grant was approved to provide support in the short term.

Proposed by: Cllr Laurence Chapman, **Seconded by:** Cllr Ghazala Chapman

10. Dates and time of next meetings

- **Thursday, 15th January 2026**
 - 10 am – Finance and General Purposes Committee
- **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

Donation Request – AIM Church

Cllr Laura Booth requested a donation of **£150** to **AIM Church, Appleton**, to assist with the **light switch-on event**, with the wish for it to be received **before Christmas** if possible. The Council **approved the donation retrospectively** and support for **refreshments**. This will be referred to the **Finance Committee**.

Councillors' Reports

Councillors' reports, not on the agenda, were **heard but not included in the minutes**, at the Chair's request.

11. Agenda items were addressed as scheduled.

The meeting was officially closed at: 8:40pm

Laura Booth 20th January 2026.