



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 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

Laura Booth