



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 21st April 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 16th April 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 – Tuesday 17th March 2026

Full Council – Tuesday 17th February 2026

Finance and General Purposes Committee – Thursday 2nd April 2026

Planning Committee – Thursday 2nd April 2026

Environmental Committee – Thursday 2nd April 2026

Employment Committee – Thursday 2nd April 2026

5. **Finance**

5.1 **To approve** the Payment Schedule for April 2026.

5.2 **To approve** the Receipt Schedule for April 2026.

5.3 **To approve** the Bank Reconciliations for April 2026.

5.4 **To note and approve** the Affiliation Fee for 2026–2027 payable to The Cheshire Association of Local Councils (£1,631.80) and to agree membership renewal.

6. **Parking on the A49 at the Beehive Post Office – impact on local businesses**

Purpose: Discussion / Consideration

Background / Notes:

- Warrington Borough Council has proposed yellow lines on the A49 outside the Beehive Post Office and Cheshire Natural Health, which would remove long-standing roadside parking.
- Business owners, expressed serious concerns that the restrictions will prevent customers from accessing essential services, threaten the viability of these businesses, and negatively affect the community.
- Over 1,800 petition signatures have been collected in objection.
- Suggested alternatives include:
 - Implementing a 2-hour parking limit along this stretch of the road.
 - Widening the road via the grass verge to maintain parking while allowing traffic flow.
- Appleton Parish Council is invited to discuss possible support for local businesses and coordination with Stretton Parish Council and Warrington Borough Council regarding this matter.

7. Speed Warning Signs for Appleton Thorn

To consider the provision of speed warning signs within Appleton Thorn.

Section 106 funding secured by Warrington Borough Council from the David Wilson Homes Orchard Meadows development has allocated £13,798.01 for the installation of three speed warning signs. Following a recent site visit by members of the Environment Committee, it is proposed that the most effective placement would be two signs on Grappenhall Lane and two on Lumb Brook Road, to address speeding in both directions along each route.

Members are asked to consider whether the Parish Council should fund the purchase and installation of a fourth speed warning sign, at an estimated cost of £4,000, to enable this four-sign arrangement. Should this be approved, further discussions will take place to maximise the use of the available Section 106 funding.

8. Policies and Procedures – Finance & General Purposes Committee Recommendations

To receive and consider the recommendations and comments of the Finance & General Purposes Committee in relation to the review of policies and procedures.

The Council is asked to:

- **Employment Committee TOR**
To note that the Employment Committee Terms of Reference were approved in October 2025 but were not formally minuted, and to formally approve and ratify the Terms of Reference as previously agreed.
- **Data Protection Policy**
Consider and approve as recommended by the Committee.
- **Equality and Diversity Policy**
Consider the inclusion or removal of the accessibility statement, noting that a statement is already published on the website.
Note proposed amendments to the section on “Dealing with Complaints and Grievances” to include members of the public and councillors, and that revised wording will be submitted for approval.
- **Retention Policy**
Consider and approve as recommended by the Committee.
- **Complaints Procedure**
Consider and approve as recommended by the Committee.
- **Income and Debtors Policy**
Consider and approve as recommended by the Committee.
- **Expenses Policy**
Consider and approve as recommended by the Committee.
- **Finance & General Purposes Committee Terms of Reference**
Consider the Terms of Reference.
- **Grants Awarding Policy**
Consider and approve as recommended by the Committee.

- **Reserves Policy**
Consider and approve as recommended by the Committee.
- **Planning Committee Terms of Reference** - *Consider the Terms of Reference.*
- **Investment Policy and Investment Strategy** – *Review and approve*

9. Parish Hall Working Group

To consider the establishment of a Parish Hall Working Group, agree its membership, and define its remit.

The Council is asked to appoint members to the Working Group and agree the scope of its work, which may include (but is not limited to):

- Review of the Parish Hall building condition
- Consideration of renovation works, including the kitchen
- Exploration of possible extension options
- Assessment of accessibility improvements
- Identification of maintenance priorities and long-term requirements
- Liaison with contractors, architects, or consultants as appropriate
- Reporting back to Full Council with recommendations and costings

The Working Group will operate under terms agreed by Full Council and report its findings and recommendations accordingly.

10. Environmental Committee – Key Matters and Actions

To note the main matters discussed by the Environmental Committee and consider the following actions arising:

- Identification and mapping of previous bulb planting locations and agreement of priority areas for 2026
- Development of a wildflower planting programme and identification of suitable sites
- Review of planter maintenance arrangements, including existing contracts and capacity for ongoing works
- Consideration of signage cleaning and general maintenance across the parish
- Investigation into tree planting, damage, and commemorative requirements (including the Chestnut tree and plaque)
- Progression of community engagement initiatives to support environmental upkeep
- Ongoing liaison with Warrington Borough Council regarding environmental initiatives and park infrastructure (including Lyons Lane)
- Development of proposals for Green Lane verge improvements
- Consideration of measures to address dog fouling, including signage and coordination with relevant parties

11. Unauthorised Fence on Parish Council Land

To consider the installation of a fence on Parish Council land without prior permission.

The Council is asked to:

- **Note** the current situation and confirm land ownership
 - **Consider** any potential liability implications
 - **Agree** appropriate action regarding the fence (including inspection, removal, adoption, or formal agreement)
 - **Determine** whether the Council's insurer should be notified
 - Agree that the resident be formally written to confirming the Council's position
12. **Reports from Parish Councillors**
To consider reports from parish councillors on committees, working groups, and outside bodies.
13. **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.
14. **Grant Application – Bawming of the Thorn**
To consider a grant application received from Appleton Thorn Primary School for the sum of £2,000 in support of the Bawming of the Thorn event.
 The Council is asked to review the application and determine whether to approve the grant.
15. **Fire Safety and Drill Arrangements for Group Users**
To consider fire safety procedures for groups using parish facilities, including the organisation and frequency of fire drills.
- Council to discuss and agree:**
- responsibilities for conducting fire drills
 - guidance to be issued to group users
 - compliance with fire safety regulations
 - any required signage or equipment updates
16. **Part 2 – Confidential**
 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.
17. **Employment Committee Recommendations and Matters for Approval**
To receive and consider the minutes and recommendations of the Employment Committee in respect of staffing matters.
- The Council is asked to:
- **Clerk/RFO – Contract of Employment**
Consider and approve the updated Contract of Employment, reflecting the revised pay scale (LC3 “Below substantive range”) with amendments.
 - **Deputy Clerk – Appointment**
Ratify the appointment of the recommended candidate as Deputy Clerk within the

(LC2 substantive range) benchmark range (SCP 24–28, commencing at SCP 26).
Approve the issue of a formal offer letter and confirm that the Deputy Clerk's Contract of Employment will mirror the agreed contract of the Clerk/RFO.

- **Temporary Assistant Clerk – Contract of Employment**
Consider the current position of the Temporary Assistant Clerk and agree:
 - the duration of the temporary contract, or
 - that the matter be referred to the Employment Committee to discuss progression to a permanent contract.
- **Staff Performance Reviews 2025–26**
Note the proposed timetable for staff appraisals to be undertaken in May 2026, including the setting of objectives, and that further details will be reported back to Council.
- **Pay Scales and Employment Guidance**
Note that further information is awaited from CHALC and Community Action regarding pay scales, and that this will be reported to Council for further consideration.
- **Staff Review Documentation**
Note that the Clerk will prepare updated performance review forms for all employees.

18. Payroll Costs Mar/April 2026

To **consider** and **approve** payroll costs for the period Mar/April 2026.

19. Purchase of IT Equipment for Clerk/Officer Setup

To **consider** and **approve** the purchase of a laptop and mobile phone to enable setup and operational readiness prior to the start date of 11 May.

Council to agree:

- budget allocation for the equipment
- specification requirements
- purchasing arrangements

20. Dates and time of next meetings

To Note: Upcoming Meeting Schedule

- **Thursday 7 May**
 - 9.15am – Planning Committee – **No Clerk**
 - 9.45am – Finance and General Purposes Committee **No Clerk**
- **Friday 15th May**
 - 10:00 am – Employment Committee (**Irene Derbyshire Clerk**)
- **Tuesday 19 May**
 - 6.00pm – Planning Committee - **Clerk**
 - 630 pm – Annual Parish Meeting **Clerk**
 - 7:00 pm – Full Council **Clerk**

21. Agenda items were addressed as scheduled.

The meeting was officially closed at:

Signed.....

Dated.....



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Employment Committee Meeting Minutes

Date: Thursday 2nd April 2026

Time: 11:00 AM

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

Present:

Cllr R Bett (Chair), Cllr G Chapman, Cllr H Speed, Cllr L Chapman

In Attendance:

Karen Newton – Clerk to Appleton Parish Council 11am -11:05am Returned 11:30 am

1. Welcome and Apologies for Absence

The Chair welcomed those present to the meeting.

Apologies for absence were received and noted as follows:

Cllr K Critchley - Family Commitments

Resolved: The apologies for absence were **accepted**.

2. Declarations of Interest

There were no Declarations of Interest made.

3. Public Participation

No members of the public were in attendance.

PART TWO – CONFIDENTIAL ITEMS

(Members of the public and press were excluded from this part of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.)

4. Clerk/RFO – Contract of Employment

The committee reviewed an updated draft Contract of Employment following the change of Clerk's/RFO's pay scale to LC3 "Below substantive range." Additional amendments to this update were agreed and will be included in the final version submitted to Full Council for approval.

5. Deputy Clerk – Appointment

The Committee considered the recommendation of the interview panel and resolved to appoint the recommended candidate to the position of Deputy Clerk, within LC2 substantive

benchmark range 24-28 commencing at Spine level 26 subject to agreed terms and conditions.

The Committee also reviewed required terms and conditions for the Deputy Clerk's contract of employment, including salary, hours, and responsibilities. The proposed Contract of employment will use the same model as agreed for the Clerk/RFO and will be submitted to the Council for approval.

6. Temporary Assistant Clerk – Contract of Employment

The Committee discussed the terms and conditions of the Temporary Assistant Clerk's contract of employment, including salary, hours, and responsibilities. It was noted that the Assistant Clerk had not had time to review her contract. Therefore, agreement and any recommendations to Full Council were deferred until the next Employment Committee.

7. Staff Performance Reviews

The Committee considered the timetable for conducting staff performance reviews for the 2025–26 period, including key dates, review stages, and reporting arrangements. Due to pressures from recent staff changes, it was agreed that all reviews would be carried out in May 2026, and that objectives for each member of staff would be set at that time. The Committee will report the arrangements to Full Council.

The council are still awaiting a response from CHALC and Community action regarding information on pay scales.

The Clerk will compile new review forms for all employees.

Information for the above will to be reported back to Council for further consideration.

8. Date of Next Meeting

The date of the next Employment Committee meeting was confirmed as: Thursday 19th May 2026.

Meeting closed at 11:50am

Minutes prepared by:

Karen Newton, Clerk to Appleton Parish Council

Signed:

Date 21/04/2026



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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Minutes of the meeting of the Environmental Working Party on Thursday 2nd April 2026 at 12.15pm

Present: -

Committee Members Cllr R Bett, Cllr G Chapman, Cllr Helen Speed.

Clerk: Karen Newton

Public: None Present

1. Welcome and apologies for absence

The Substitute Chair of the environmental Working Group, Cllr R. Bett, welcomed all attendees to the meeting.

Apologies for absence were received and noted as follows:

Cllr J Wheeler – Work Commitments

Cllr K Critchley – Family Commitments

Cllr P Lewenz - Holiday

Resolved: The apologies for absence were **accepted**.

2. Members Code of Conduct

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests they may have in any item of business on the agenda no later than when the item is reached.

Declarations are a personal matter for each Member, and the decision to declare, or not, rests with the individual Member based on the circumstances.

Any requests for dispensations in respect of declared pecuniary interests, whether made before or during the meeting, will be considered by the Parish Council and, if granted, will be formally recorded.

3. Bulb Planting 2026

Members discussed proposals for bulb planting across the parish and the importance of identifying and prioritising suitable locations. It was noted that previous planting areas should be mapped and reviewed to inform this year's programme. Historical records may be held by Laurence Chapman and should be obtained.

Suggested locations included:

- Cobbs Estate (near the shops)
- Bridge Lane planters
- Green Lane walkway (between houses)

Members agreed that further guidance could be sought from the Assistant Clerk at Grappenhall Parish Council.

Planters & Contracts

Members considered the maintenance and planting of existing planters.

- Bridge Lane planters:
 - To check the involvement of Primrose Nurseries.
 - To confirm whether a contract exists and review its terms.
 - To assess whether David can undertake planting and maintenance in these areas.

Signage Maintenance

Members noted that road signage across the parish requires cleaning and general upkeep.

- To explore whether David can undertake this work.
- Proposal to purchase a flash mop for cleaning, limited to areas that can be safely reached.

Tree Planting & Maintenance

Members noted the findings of a recent tree survey undertaken by Warrington Borough Council, which concluded that there is currently no requirement for additional tree planting.

Existing issues identified:

- Commemoration trees to commemorate 80 years since WW2
 - Three trees have been planted for this purpose.
- Chestnut tree (off Dale Lane):
 - The planting status of the proposed chestnut tree remains unclear and requires further investigation. This tree is intended to serve as a memorial for those lost during the COVID-19 pandemic, acknowledging the pain and suffering experienced within the community.
The Parish Council agreed that this matter should be treated with appropriate sensitivity and respect. Further enquiries will be made to confirm the status and to progress arrangements for planting. An update will be provided at a future meeting.
- Tree damage:
 - One tree has been lost due to weather damage.
 - A second tree has been damaged.
 - No remedial action has been undertaken to date.

Further considerations:

- A commemorative plaque is required for the relevant area.

- Although the main tree planting season has passed, container-grown trees may still be planted.
- Cllr Lewenz may be able to provide a suitable contact for Chesnutt tree procurement.

Community Engagement

Members discussed concerns regarding a perceived “learned helplessness” within the community, with increasing expectation that maintenance is solely the responsibility of the Council.

It was **noted** that:

- There is a need to rebuild community spirit and encourage local pride.
- Historically, residents took greater responsibility for maintaining their own frontages.

Suggestions included:

- Encouraging local participation in planting and maintenance activities.
- Promoting seasonal wildflower planting initiatives.

Resolved:

- That previous bulb planting locations be identified and mapped.
- That priority planting areas be agreed for 2026.
- That planters, signage, and tree maintenance requirements be reviewed.
- That opportunities to increase community involvement be supported.

Actions:

- Contact Laurence Chapman regarding bulb planting records.
- Confirm Primrose Nurseries contract arrangements.
- Liaise with the Assistant Clerk at Grappenhall Parish Council.
- Review whether David can undertake planter and signage maintenance.
- Investigate the status of the Chestnut tree and damaged trees.
- Arrange installation of a commemorative plaque.
- Explore opportunities to engage the community in environmental initiatives.

4. Wildflower Planting 2026

Members discussed opportunities to expand wildflower planting across the parish to enhance biodiversity and improve visual amenity. It was noted that seasonal wildflower areas could be introduced in suitable open spaces and alongside existing planting schemes.

Potential locations for wildflower planting were considered, including verges, open green spaces, and areas currently underutilised. Members highlighted the importance of selecting appropriate sites to ensure successful establishment and ongoing maintenance.

The role of community involvement was emphasised, with Members noting that local participation would be key to the success and sustainability of wildflower initiatives.

Resolved:

- That suitable locations for wildflower planting be identified and assessed.
- That a seasonal wildflower planting programme be developed for 2026.
- That opportunities for community involvement be incorporated into the scheme.

Action:

- Prepare a list of potential sites for consideration.
- Develop a proposed wildflower planting plan, including seed selection and timing.
- Explore opportunities to engage residents and community groups in planting and maintenance.

5. Warrington Borough Council Environmental Initiatives & Park Infrastructure

To receive a report on discussions with Warrington Borough Council regarding environmental initiatives for the current and forthcoming years, to consider opportunities for collaborative working, and to note infrastructure issues within parish parks.

Members received an update on ongoing discussions with Warrington Borough Council regarding environmental initiatives. It was noted that **Cllr Richard Bett** is working with **Angus** from Warrington Borough Council to explore and develop joint environmental projects for both the current year and future planning. Members welcomed the opportunity for coordinated initiatives across the borough.

Members were also advised of a safety issue at the park near Limes Lane, where a staging area includes a set of steps considered to be dangerous. Warrington Borough Council indicated that it would welcome Parish Council involvement in addressing the issue, with estimated costs of approximately £15,000.

Resolved:

- That the update on environmental initiatives be noted.
- That opportunities for collaborative environmental initiatives with Warrington Borough Council continue to be explored.
- That the Limes Lane park infrastructure issue be noted and further information be obtained before deciding on Parish Council involvement.

Actions:

- **Cllr Richard Bett** to provide further updates on environmental initiatives.
- Obtain full details from Warrington Borough Council regarding the scope and cost of works at the Lyons Lane park steps.
- Report back to Council with recommendations regarding potential Parish Council involvement in the park project
- To consider parking in this area

6. Green Lane Footpath Verges (Cann Lane North Junction)

Members considered planting and ongoing maintenance of the verges of the Green Lane footpath where it branches off from Cann Lane North.

Discussion:

- **Cllr Helen Speed** reported that at one end of Green Lane, the Thorn Inn had new owners who initially prevented nursery parents from using the car park, resulting in the grass verges becoming heavily muddied. The pub has since allowed parents to use the car park, but the issue of the muddied verge remains.
- The nursery has offered to fund planters to improve the area, providing an opportunity to reseed the verges.
- **Cllr Speed** has provided the nursery manager with contact details for the **Rights of Way Officer at Warrington Borough Council** and will maintain contact with the nursery manager regarding progress.
- At the other end of Green Lane, a footpath has geotextile mesh covered with soil. Suggestions included:
 - Planting wildflowers (not bulbs)
 - Considering shrubs by digging through the geotextile and covering with stone
 - Implementing in phases, rather than all at once, to manage cost and logistics

Resolved:

- That the report be noted.
- That phased planting options and potential costs be explored.
- That a plan for improving the verges be developed, considering the geotextile areas, wildflower planting, and shrub options.

Action:

- Cllr Bett to prepare a phased planting plan and cost estimate.
- Maintain liaison with the nursery manager and Warrington Borough Council Rights of Way Officer.

7. Chiswick Gardens Playground Area & Dudlow's Green Playground

Members noted that **Chiswick Gardens Playground** and **Dudlow's Green Playground** (including adjacent waste land on Broomfield's Road, Appleton) are connected areas.

Resolved:

- That the connection between the two areas be noted.

Dog Fouling – Bridge Lane Sports Field

Members noted reports of dog fouling on the sports field. It was considered acceptable to install signage to remind dog owners of their responsibilities, while ensuring that local authorities are kept informed.

It was reported that **Linda Smallthwaite** has previously assisted in resolving similar issues. **Cllr Bett** will contact her to discuss potential measures and coordinate any necessary action.

Resolved:

- That the installation of appropriate signage be considered.
- That ongoing liaison with relevant personnel continue to ensure the issue is managed effectively.

Action:

- **Cllr Bett** to contact Linda Smallthwaite regarding coordination and advice on addressing the dog fouling issue.

8. Dudlow's Green Playground & Adjacent Waste Land (Broomfield's Road, Appleton)

See Item 7

9. Date and time of next meeting

To be arranged, subject to hall availability.

Signed

Date



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Minutes of the Parish Council Meeting of Appleton Parish Council held on Tuesday 17th March 2026 at 7pm in Appleton Parish Hall

Present: - Councillors R Bett (Vice Chair), G Chapman, L Chapman, J Wheeler, P Lewenz, Helen Speed and K Critchley.

Attendees: - Clerk – Karen Newton

1. Welcome and apologies for absence

The Chair welcomed members to the meeting.

An apology for absence was received from

Cllr L Booth – Prior Engagement

Cllr E Manson-Sawko Due to Health

Cllr P Walker Due to Health

which were 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 J Wheeler – Planning

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

3. **Public Participation**

Shibu Thomas and Rinsy Joseph, leaders of the **Appleton Christian Fellowship**, introduced their group as a small but growing community that meets regularly for prayer, Bible study, and mutual support, with a focus on encouraging spiritual growth. They emphasised a strong commitment to shared responsibility, community, and supporting one another. The group expressed an interest in engaging more widely with the local community by offering practical care, volunteering, assisting at local events, and contributing to initiatives that benefit residents.

4. **Minutes**

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

- Full Council Meeting – Tuesday 20th January 2026
Proposed by Cllr Laurence Chapman, seconded by Cllr Peter Lewenz
- Full Council Meeting – Tuesday 17th February 2026
Deferred
- Extraordinary Council Meeting – Thursday 5th February 2026
Proposed by Cllr Laurence Chapman, seconded by Cllr Ghazala Chapman
- Finance and General Purposes Committee – Thursday 5th February 2026
Proposed by Cllr Laurence Chapman, seconded by Cllr Ghazala Chapman
- Finance and General Purposes Committee – Thursday 5th March 2026
Proposed by Cllr Laurence Chapman, seconded by Cllr Helen Speed
- Planning Committee – Thursday 5th March 2026
Proposed by Cllr Laurence Chapman, seconded by Cllr Peter Lewenz
- Employment Committee – 19th February 2026
Proposed by Cllr Laurence Chapman, seconded by Cllr Ghazala Chapman

5. **Finance**

5.1 To approve the Payment Schedule for February 2026

Resolved: Deferred.

5.2 To approve the Receipt Schedule for February 2026

Resolved: Approved.

Proposed by Cllr Laurence Chapman, seconded by Cllr Ghazala Chapman.

5.3 To approve the bank reconciliations for February 2026

Resolved: Approved.

Proposed by Cllr Laurence Chapman, seconded by Cllr Peter Lewenz.

5.4 To approve and authorise the Payment Schedule for March 2026

Resolved: Approved.

Proposed by Cllr Laurence Chapman, seconded by Cllr Peter Lewenz.

5.5 To note that there will be an additional payment schedule for 27th March to follow by email

Resolved: Noted and agreed by all Members.

6. **Internal Auditor Letter of Engagement**

Members considered the Letter of Engagement for the appointment of the Parish Council's Internal Auditor, JDH, for the financial year 2025/26.

The terms of engagement outlining the scope of the internal audit, the responsibilities of the auditor and the Council, and the proposed audit arrangements were reviewed.

Resolved: That the Council approves the Internal Auditor Letter of Engagement and authorises the Clerk/Responsible Financial Officer to sign the document on behalf of the Council.

Proposed by Cllr Laurence Chapman, seconded by Cllr Peter Lewenz. All Members agreed.

7. Environmental Working Party – Establishment of Environmental Committee

Members considered the proposal to convert the Environmental Working Party into an Environmental Committee, approve the Terms of Reference, appoint members, and elect a Chair.

Resolved:

- That the proposal to establish an Environmental Committee be deferred for formal adoption at the Annual General Meeting (AGM).
- That the proposed Committee budget/spending limit be increased to £2,000.
- That the Terms of Reference be amended to reflect the revised spending limit prior to adoption.

Proposed by Cllr Laurence Chapman, seconded by Cllr Peter Lewenz. All Members agreed.

8. Governance Policies for Adoption

Members considered the following policies as recommended by the Finance and General Purposes Committee:

- Code of Conduct
- Dignity at Work Policy
- Social Media Policy
- Safeguarding Policy

Resolved: That the above policies be adopted subject to the suggested amendments.

Proposed by Cllr Laurence Chapman, seconded by Cllr Peter Lewenz. All Members agreed.

9. Governance Policies – (previously deferred)

To consider the following policies and documents deferred from the previous meeting pending amendments:

- Equality and Diversity Policy
- Data Protection Policy
- Terms of Reference – Environment Committee
- Standing Orders

The equality and Diversity Policy, Data Protection Policy and Standing Orders documents are drafts for information only and remain under internal review.

The proposed terms of reference for the Environment Committee were adopted subject to:

- amending the proposed amount of approved Environment expenditure at each meeting from £500 to £2,000
- The transition from a Working Party to a Committee, including the start date for the new terms of reference, will be postponed until Council approval at the AGM and follow on Parish meeting in May. Meanwhile, the Environment group will continue to operate as a Working Party under current terms of reference

10. Reports from Parish Councillors

To consider reports from parish councillors on committees, working groups, and outside bodies.

Cllr H Speed reported that:

- Three solar powered speed indicators are to be erected in Appleton Thorn
- A planned meeting to discuss Broomfield's Leisure Centre with Sarah Hall MP was cancelled
- Residents were concerned about access to the new development on Appleton Cross and recent works to pavements on site which was dealt with
- Discussions were being progressed regarding the proposed site of the new recycling centre with WBC and Homes England
- A programme of actions to be undertaken by Stretton GP Surgery, to consult with patients regarding the potential closure of the Dudlow's Green Medical Centre after the new Appleton Cross one was completed, had been received from the ICB and a timeline for this had been requested
- Following an absconson from Thorn Cross a meeting was held with the Governor
- There has been no response yet regarding the request to WBC for yellow lines close to HMP thorn Cross to prevent inappropriate parking
- Successful action has been taken in response to complaints about parking opposite the nursery car park in Appleton Thorn

Cllr J Wheeler reported that:

- Vicar Alan David John Jewell of St Matthew's (Stretton with Appleton Thorn) will retire on 31 May 2026; no official farewell event has been confirmed yet.
- The existing one-way system on Quarry Lane, Appleton, remains in place. Temporary suspensions have occurred to allow road resurfacing and closures on nearby roads. No new permanent changes to the one-way system have been announced by Warrington Borough Council.

11. PCSO / Police report/Update

Members noted that, at the time of agenda publication, no report had been received from the local PCSO.

Resolved:

- That no report was received.
- That the Clerk be requested to contact the Police to enquire as to the absence of the report.
- Members noted correspondence received from Rob McLoughlin regarding the concerns raised by the Parish Council in relation to local policing and PCSO provision.
- That the Clerk also seek clarification on when a meeting will be arranged regarding the withdrawal of the PCSO service.

12. Bridge Lane Playing Fields – Dog Fouling (Update)

Resolved: That no update was available, and the matter be noted.

13. Part 2 – Confidential

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.

14. Clerk/RFO Job Evaluation

Members considered the recommendation of the Employment Committee to reclassify the position of Clerk/RFO to LC3 below the substantive range (SCP 33–36), with the position commencing at SCP 33, backdated to the Clerk's start date.

Members were advised that, if approved, the adjustment would be applied in the March payroll due to the financial year end. If not agreed, a payroll adjustment would be made to rectify the payroll cost breakdown, as outlined in Part 2 of the agenda.

Resolved: That the recommendation of the Employment Committee be approved.
Proposed by Cllr Laurence Chapman, seconded by Cllr Ken Critchley. All Members agreed.

15. Deputy Clerk – Salary Scale

Members considered the recommendation of the Employment Committee to amend the Deputy Clerk salary scale to LC2 SCP 24–28.

Resolved: That the recommendation of the Employment Committee be approved.
Proposed by Cllr Laurence Chapman, seconded by Cllr Helen Speed. All Members agreed.

16. Deputy Clerk Recruitment

Members considered the recommendation of the Employment Committee to revise the Deputy Clerk job advertisement and re-advertise the vacancy, including on Indeed, to encourage additional applications.

Resolved: That the recommendation of the Employment Committee be approved.

Proposed by Cllr Laurence Chapman, seconded by Cllr Helen Speed. All Members agreed.

17. Bookings Secretary and Ranger – Benchmarking of Roles and Pay

Members **noted** the Employment Committee's decision to seek benchmarking information from CHALC and Cheshire Community Action regarding job descriptions, responsibilities, and salary scales, with a report to be brought back to Council for further consideration.

Resolved: That the update be noted.

18. Payroll Costs Nov to Mar 2026

Members **considered** the payroll costs for the period November 2025 to February 2026. Members were advised that payroll for March 2026 would follow and be presented prior to the meeting.

Resolved:

- That payroll costs for December 2025 to February 2026 be approved.
- That the payroll costs for November 2025 be deferred pending clarification of a query.
- That March 2026 payroll costs be presented separately prior to consideration.
- ***Proposed by Cllr Peter Lewenz, seconded by Cllr Helen Speed. All Members agreed.***

19. Dates and time of next meetings

Noted: Upcoming Meeting Schedule

- **Thursday 2 April**
 - 9.15am – Planning Committee
 - 9.45am – Finance and General Purposes Committee
 - 11.00am – Employment Committee
 - 12:15pm – Environmental Working Party
- **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

20. Agenda items were addressed as scheduled.

The meeting was officially closed at: 9:30

Signed.....

Dated.....



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

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 Tuesday 17th February 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 and K Critchley.

Attendees: - Clerk – Karen Newton/PCSO

1. Welcome and apologies for absence

The Chair welcomed members to the meeting.

An apology for absence was received from

Cllr H Speed will be late to the meeting (arrived 7:10PM)

Cllr P Walker Due to Health

which were 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 J Wheeler – Planning/ Grant Application for Stockton Heath Festival Trust

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 Police Community Support Officer (PCSO) was present and was invited by the Chair to give their report.

The PCSO provided an update on recent incidents within the parish, including matters relating to anti-social behaviour and general crime trends. Members were informed of ongoing patrol activity and engagement within the community.

Councillors were given the opportunity to raise questions and matters of concern. The PCSO responded accordingly and offered advice where appropriate.

The Chair thanked the PCSO for their attendance and report.

Action: The Clerk to write to Highways to request consideration of extending the double yellow lines from Dudlow Green Road towards London Road.

Members expressed concerns regarding vehicles parking close to the junction, which is causing obstruction and restricting visibility for drivers exiting Dudlow Green Road onto London Road, thereby creating a potential safety hazard.

Action: It was requested by Cllr P. Lewenz that the Chair, Cllr Laura Booth, write to the Police and Crime Commissioner to express the Council's concerns regarding the proposed reduction in PCSO provision.

Members noted that Appleton has budgeted for the continued provision of a PCSO for the 2026/27 financial year and wish to seek clarification on the position moving forward.

4. Minutes

Upon consideration, it was agreed that approval of all the above minutes be deferred until the next meeting of the Full Council to allow Members additional time to review them.

The minutes concerned are:

- **Full Council Meeting** – Tuesday 20th January 2026 - Deferred
- **Extraordinary Council Meeting** – Thursday 5th February 2026 - Deferred
- **Finance and General Purposes Committee** – Thursday 5th February 2026 -Deferred
- **Planning Committee** – Thursday 5th February 2026 – it was **proposed** by **Councillor L Chapman**, seconded by **Councillor G. Chapman** and confirmed as correct.

Additional Matters Noted:

- Councillor **K. Critchley** requested that Members check that the voting on the precept reflects the amendments he submitted.
- Councillor **Ken Critchley** also commented regarding the way the votes are recorded; the Clerk agreed to bring the voting sheets to the next meeting.
- To assist with timely approval of previous minutes at Council meetings, the Chair requested drafts of previous minutes be sent to all councillors and the draft minutes updated for any councillor proposed changes and included in the Agenda

attachments for the related upcoming formal Council meeting. It was **noted** that the **Standing Orders** need to be amended to reflect this process.

5. **Finance & Governance**

5.1 The Payment Schedule for January 2026 was considered and approved, **proposed by Cllr L Chapman and seconded by Cllr G. Chapman.**

5.2 The Receipt Schedule for January 2026 was not approved and deferred for further review.

5.3 The Bank Reconciliations for January 2026 was considered and approved, **proposed by Cllr L Chapman and seconded by Cllr G. Chapman.**

5.4 The Payment Schedule for February 2026 was considered and authorised for payment. **proposed by Cllr P Lewenz and seconded by Cllr G. Chapman.**

6. **Banking Arrangements**

6.1 It was **resolved** to authorise signatories on the Parish Council's bank and building society accounts.

6.2 It was **resolved** to approve the addition of Miss 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 It was **resolved** to confirm the removal of Mrs Joanne Monks and Mrs Katy Pepper as authorised persons from all the above accounts.

6.4 It was **resolved** to approve the payment of any associated costs or charges incurred in adding Miss 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.

The motion for all items under Agenda Item 6 was **proposed by Cllr P Lewenz and seconded by G Chapman.**

7. **Bank Transfers to Cover Future Payments**

7.1 It was **resolved** 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.

Proposed by Cllr L. Chapman and seconded by Cllr G. Chapman.

7.2 It was **resolved** to approve any reasonable charges associated with the transfer.

Proposed by Cllr G Chapman and seconded by Cllr H Speed.

7.3 It was resolved 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.

Proposed by Cllr L. Chapman and seconded by Cllr G. Chapman.

8. Quarterly Banking Reconciliation and Checks

8.1 It was **noted** that Cllr Laurence Chapman is already appointed to undertake the independent verification of the bank reconciliations and bank statements for all accounts.

8.2 It was **noted** whether reconciliations have been completed for the following quarters:

- 30 September 2025 – **Yes**
- 31 December 2025 – **No**

9. Grant Applications

9.1 An application was received from Stockton Heath Festival Trust for consideration.

9.2 It was resolved to approve the grant award of £1150.00 to Stockton Heath Festival Trust.

Proposed by Cllr G. Chapman and seconded by Cllr R. Bett.

11. Reports from Parish Council Representatives

To consider reports from parish council representatives on committees, working groups, and outside bodies.

Cllr J Wheeler requested a change to the Item title to councillor reports this will be actioned by the clerk.

Cllr J Wheeler explained that it is not feasible to stop or reverse the one-way arrangement on Quarry Lane due to access constraints and the need to maintain safe passage for refuse vehicles. She noted that any changes must ensure essential services can continue to operate without obstruction or safety risks to residents.

Cllr H Speed

Speeding Traffic on Lumb brook Road

Three solar powered speed indicators are to be erected in Appleton Thorn – two in Grappenhall Lane and one in Lumb Brook Road. A meeting is being arranged with the Officer leading on this to share with them the sites that we believe will be most appreciated by residents.

No news on the cutting back of the bushes and foliage – it may have been done so if anyone goes that way can they have a look please.

Broomfield's Leisure Centre

The planned meeting with Sarah Hall was cancelled on the day and no new date has been offered yet. It was noted at yesterday's scrutiny committee regarding the budget that: "There are some assumptions around Broomfield's as an at-risk site." We do know that everything is being considered in terms of savings and information

from the discussions between Sarah and Government representatives appears to have slowed since just before Christmas.

Appleton Cross – Community Centre

I received ten emails and one telephone calls in one morning regarding access to the new site by contractors even though at the time no works were being progressed. I contacted Homes England and Step Places and asked for a site visit for myself and Sarah Hall. Step Places said discussions were ongoing with planners and Homes England responded in a similar vein. I have asked for a meeting with the planners and for discussions on the relocation of the planned waste recycling centre from next to the secondary school to the industrial estate, which I will give further information on later.

These concerns and our communications with WBC, Homes England and Step Places have resulted in more detailed discussions about the temporary access via the spur off the roundabout on Blackcap Road and that this has now delayed the planning application being put forward.

Since then, workmen have been on Phase One of the Orchard Meadows site, and this has caused a great deal of concern to some residents near to the play area where the vans have been parked. I contacted David Wilson Homes, and they informed me that the works being carried out are to put in place tactile pavements across the site and that the place that the vans parked is the only suitable place on the site. The works had apparently been started earlier than planned.

I have been copied into another email today from Sarah Hall's office who have also been contacted by residents to Homes England asking again for a site visit.

Dudlow's Green Medical Centre and Pharmacy

I have had a programme of actions to be taken by the GP surgery to consult with patients as Appleton Cross is developed from the ICB. In a meeting with the ICB this week I asked to be kept informed of the timescale for this programme of works. I think we need to agree a programme of awareness raising with the residents, but that there isn't a rush to do this at present. I suggest that we ask the Clerk to advise us which Committee should take forward discussions on a programme of awareness raising if the Parish Council agrees to do this.

SEWUE Development Framework

Following the most recent consultation I highlighted concerns about the proposed waste recycling centre next to the Secondary School. We believe that it is replicating the poor siting of the waste recycling centre at Stockton Heath and should be sited on an industrial estate if possible. The proposal was that the land identified by Homes England should be donated to WBC for social and affordable houses and the profits from some of the affordable houses should be used to purchase land on the current nearby industrial estate.

I contacted Homes England about this, and they had discussions with WBC and responded to say that they had been advised by WBC to continue with their plans and suggested that we meet with the planners. I have spoken to Cllr Mundry, who supported the proposal and we agreed that a further approach to the planners would be made, with a request that the meet takes place in Cllr Mundry's office at the town hall. I await a response.

The other concerns I highlighted in my report remain and there hasn't been another meeting proposed by Homes England since the consultation. We believe that it sufficient time has passed now for Homes England to have considered the responses and some of their analysis has been published on their web site, so I am going to propose our next meeting of the South Warrington Parishes SEWUE Working Group is held in March.

HMP Thorn Cross

I have still not had a reply from the Highways Department regarding parking by school parents. Thorn Cross Prison couldn't contact the school to have a meeting due to other priorities, which we are aware of.

We had a meeting at the Prison which Cllr Booth and Browne attended with the Governor and Risk Manager, and they were helpful and informative. They only have category four prisoners and very few choose not to return after leave. If they do it is usually for family reasons as appears to have been the case with this prisoner, who has now returned to a closed prison and has an extended sentence.

Thorn Inn and Nursery Parking

I have had several contacts regarding the parking of cars by parents attending the nursery and the damage to the grass verges on Green Lane. I have visited the Thorn Inn and later had a telephone conversation with one of the co-owners. He explained that the agreement for using the back car park had become difficult due to parking in the main car park and some people parking all day (not parents but probably parking for work or the airport) and they were losing trade that they could ill afford to. He agreed that the nursery could use the back car park again for staff if they put the bollards back after they had entered or exited the car park. I've spoken to the nursery manager, and she was going to speak to the co-owner to firm up the arrangements.

Bins in Green Lane and the Bloor Estate play area at the corner of Arley Road and Grappenhall Lane

I've had a complaint that the bins on the Bloor Estate now have stickers on saying no dog waste and that the bins on Green Lane were full. I explained about the contract that the house owners have with the management committee which doesn't include contaminated waste and that we had made the bin a double bin in Green Lane to compensate as the Borough Council won't empty new bins but will empty double bins instead of single bins.

- Traffic flows post development including pinch points at Lumb Brook Bridge, New Lane and Broad Lane
- The lack of any extra crossings over the canals
- Ensuring compensatory improvements to footpaths/cycleways for any losses
- The width of the new link road from the top of Witherwin Avenue to Appleton Cross (30 meters including two bus lanes, two-foot paths and two cycle lanes.
- Vehicular traffic crossing the existing footpath that links the cricket club to the wall garden

12. PCSO / Police report/Update

At the time of agenda publication, the report had not been received. However, the PCSO attended the meeting and provided his report immediately following public participation

PCSO Report:

Appleton Parish Council Report

17th January – 13th February

Burglary Other

Date	Location	Summary	Action
24/01	Appleton Thorn Trading Estate	Theft of copper cable	On Going CCTV enquires
26/01	Barley castle Trading Estate	Theft of Tools	On Going CCTV enquires and for passing attention
03/02	Ivy house Gardens	Shed Break	No Lines of enquiry

Parking Issues

Date	Location	Summary	Action
27/01	Dudlow Green Road	Report of on-going issues at the Junction of London Road	For passing attention and monitoring. Main vehicle causing issues appears to have left the area.

Attempt Burglary

Date	Location	Summary	Action
02/02	Hatchery Close	Attempt to break in via Garage	Investigations on going, door to door completed

			with crime prevention advice
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Shoplifting

Date	Location	Summary	Action
30/01	Co Op	Male takes various items and makes in waiting vehicle	For on-going enquires regarding vehicle involved

Theft From Motor Vehicle

02/02	Bridge Lane	Items taken from Vehicle	No Lines of Enquiry
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There has been a Total of 157 Incidents/notifications reported to the police during these dates for Appleton which includes prison releases from Appleton Thorn and Incidents on the Motorway.

STREET OF THE WEEK

Hatchery Close

SPEED ENFORCEMENT

21/01 Witherwin Avenue, 0 Activations

05/02 Grappenhall Lane, 3 Activations

11/02 Grappenhall Lane, 6 Activations

Planned Police Surgeries at Broomfield's Leisure Centre

Tuesday 17th February 5 -6

Thursday 26th February 5-6

Thursday 5th March 12-1

Wednesday 11th March 5-6

Mini Police

PCSO Blanchard attended Broomfield's Primary School and worked alongside the Mini Police carrying out 20mph speed awareness on Bridge Lane outside the School.

13. Bridge Lane Playing Fields

At the parish meeting, members discussed ongoing concerns about dog fouling at Bridge Lane Playing Fields and the impact on residents. It was clarified that as the land is owned by Warrington Borough Council and leased to the rugby club, any official enforcement signage would need to come from the landowner, and that Cllr J

Wheeler will contact them to ask whether Appleton Parish Council can install supportive awareness signage in liaison with them. Item deferred until March meeting.

14. Warrington Borough Council – Electoral Review

Members received and noted the information regarding Warrington Borough Council's Electoral Review, including the proposed warding arrangements and consultation timescales. No further discussion took place, and no comments or representations were proposed at this stage.

15. Memorial Trees for Roundabout

Cllr R. Betts discussed the three trees that will replace the existing three trees on the roundabout. It was noted that the new trees would be **replanted**, and that **Warrington Borough Council** would continue with the **maintenance of the trees once planted**.

The quotations for the trees were considered, and the Council **resolved** that the quote from **Specimen Trees** was **better value for money**, offering more for the price quoted of **£1,644.00**.

It was further noted that the **three trees removed from the roundabout will be replanted on land owned by the Land Trust**.

16. Purchase of New Tables and Chairs

The Council considered the purchase of new tables and chairs for parish use. It was noted that the current tables and chairs are in poor condition, insufficient in number, and some are no longer fit for purpose.

The Council **agreed to defer the decision** on the purchase until a **Working Group** has been established to review **all Parish Hall improvements**. The establishment of this Working Group will be included as an **agenda item at the next Full Council meeting**.

17. Part 2 – Confidential Items 17 to 19

In accordance with the **Public Bodies (Admission to Meetings) Act 1960**, the press and public were **excluded from the meeting** for Items 17 to 19 due to the **confidential nature of staffing and financial information**.

18. Staffing Matters

The Council **considered the document received from CHALC**, and it was **noted**.

The Council **agreed the date of 12th March 2026** for interviews. It was further agreed that **all matters regarding the interviews** would be **directed to the Employment Committee** for consideration and agreement.

19. Payroll Costs Nov to Feb 2026

The Council considered the payroll costs for the period November 2025 to February 2026.

Cllr L. Chapman requested a **detailed breakdown of the costs**. The Clerk confirmed

that this breakdown would be **presented to the Employment Committee** for consideration.

Decision: The payroll costs for these periods were **not approved at this meeting.**

20. Dates and time of next meetings

To Note: Upcoming Meeting Schedule

- **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: 8:50 pm

Signed.....

Dated.....



Appleton Parish Council

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

Telephone 01925 268153

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Minutes of the meeting of the Finance and General Purposes Committee on

Thursday 2nd April 2026 at 9.45 AM

Present: -

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

Cllrs: Cllr R Bett

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 J Wheeler – Work Commitments

Cllr P Walker – Health

Cllr K Critchley – Family Commitments

Cllr L Booth – Licencing Committee Meeting

Resolved: The apologies for absence were **accepted**.

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. Parish Hall Income and Expenditure Reports

Members received and reviewed the updated Parish Hall Income and Expenditure reports.

- Members **noted** that the Parish Hall Income and Expenditure account has been updated to 31 December 2025, with January and February figures also prepared for review. The Clerk will review the reported differences to confirm report accuracy.
- As of 31 December 2025, the Parish Hall is reporting a deficit of **£4,482.22**.
- Councillors **noted** a difference in the figures presented. The Clerk explained that this was due to the reallocation of some costs into the correct budget lines, along with minor corrections to the accounts.
- The Clerk further reported that the assistant clerk had worked diligently to resolve the issues encountered, despite limited working hours.
- It was noted that the Booking Secretary's wage excludes amounts for Employer's National Insurance Contributions (NIC) and Employer pension contributions. These amounts should be added to the report, as they form part of the overall employee costs.

Resolved: That the report be noted.

5. Council Website – Minutes and Financial Reports

The Council **reviewed** the status of publishing meeting minutes and financial reports on the Council website.

- The Clerk reported that she had worked 18 hours over the weekend and had taught herself how to use the website system. She has been uploading previous minutes and agendas and noted that this process is very time-consuming.
- The Clerk was asked to obtain information regarding a potential new website provider that offers a fixed fee to manage all uploading.

6. Stack Mail Capacity Increase

The Council received an update on the status of the Stack Mail email system capacity increase.

- It was **noted** that the Clerk had gained access to the web hosting platform and had successfully completed the upgrade. Councillors reported that there had been a significant improvement in storage capacity.

7. Policies and Procedures Update

Members received an update on the review and submission of updated policies and procedures from Councillor Bett.

- **Data Protection Policy** – To be reviewed further and brought back to Full Council.
- **Equality and Diversity Policy** – The Finance & General Purposes Committee was unable to reach agreement on whether to retain or remove the accessibility statement, noting that a statement is already published on the website. It was agreed that this matter be referred to Full Council for determination. It was agreed the Para for "**Dealing with Complaints and Grievances**" **concerning** discrimination or harassment would be amended to include members of the public and councillors. The text to be expanded as different procedures may apply to those for

employees. These amendments to be reviewed internally prior to submission to Full Council

- **Retention Policy** – Agreed and recommended to Full Council for approval.
- **Complaints Procedure** – Agreed and recommended to Full Council for approval.
- **Income and Debtors Policy** – Agreed and recommended to Full Council for approval.
- **Expenses Policy** – Agreed and recommended to Full Council for approval.
- **Finance & General Purposes Committee Terms of Reference** – To be considered by Full Council.
- **Grants Awarding Policy** – Agreed and recommended to Full Council for approval.
- **Reserve's Policy** – Agreed and recommended to Full Council for approval.

Resolved: That the updates be noted and the above policies be progressed to Full Council as indicated

8. Date of Next Meeting

Confirmed that the date of the next Finance Committee meeting **Tuesday 2nd April 2026 at 9:45 AM – Meeting Closed at 10:50AM**

Chair of the Appleton Parish Council:

Date:



Appleton Parish Council

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, 2nd April 2026 at 9:15AM.

Present: - Cllr G Chapman (Chair of the Planning Committee), Cllr L Chapman, Cllr R Bett
In Attendance: Clerk – Karen Newton

1. Welcome and apologies for absence

The Chairman welcomed all members to the meeting.

Apologies for absence were received: -

Cllr J Wheeler - work commitments.

Cllr P Lewenz - prior engagement

Cllr L Booth - Taxi Licensing meeting

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. Planning Applications

The following planning applications were received and considered up to 26th March 2026, together with any additional applications received up to 1st April 2026 not listed on the agenda.

Details of all planning applications can be viewed via the following link:

<https://online.warrington.gov.uk/planning/>

Application No: 2026/00350/FULH

Application Type: Full Planning (Householder) (Householder Development)

Location: 1 Russet Avenue, Appleton, Warrington, WA4 5RR

Proposal: single storey rear extension

No Objections

Application No: 2026/00340/FULH

Application Type: Full Planning (Householder) (Householder Development)

Location: 5 Dorney Close, Appleton, Warrington, WA4 5HY

Proposal: Proposed single storey rear extension and associated internal alterations, rear extension to Garage and widening of parking area to front

No Objections

Application No: 2026/00364/FULH

Application Type: Full Planning (Householder) (Householder Development)

Location: 6 Dale Lane, Appleton, Warrington, WA4 3BX

Proposal: Single storey extensions to front and side to replace existing extensions

No Objections

Application No: 2026/00351/FULH

Application Type: Full Planning (Householder) (Householder Development)

Location: Hedges Firs Lane, Appleton, Warrington, WA4 5LE

Proposal: single storey rear extension

No Objections

Information Only

Application No: 2026/00405/DISCON

Application Type: Discharge of Condition

Location: Land Adjacent to Wrights Green Cottage Lumb Brook Road, Warrington, WA4 3HN

Proposal: Discharge of Conditions 3(Materials), 5(Drainage), 6 (visibility splays Lumb Brook Road), 7(Visibility Splays side accesses), 9(Access materials), 11(Cycle Parking), 12(EV Charging point), 13(bird and bat enhancements), and 17(Remediation and Verification) on **application 2025/00250/FULH** (2 dwellings)

No Comments

Application No: 2026/00229/CLDP

Application Type: Certificate of Lawfulness (Proposed)

Location: 36 Greenfields Avenue, Appleton, Warrington, WA4 3BW

Proposal: Proposed attached garage to the side elevation

No Comments

Application Number: 2026/00090/FULH

Address: 34 Bernard Avenue, Appleton, Warrington, WA4 3BA

Proposal: Two storey rear extension

Appeal Reference: 6007152

Appeal Start Date: 01 April 2026 TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

No Comments

Application No: 2026/00371/TPO

Application Type: TPO

Location: 18 Woodstock Gardens, Appleton, Warrington, WA4 5HN

Proposal: Remedial works to x1 tree

No Comments

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

The next planning committee meeting will take place on **Thursday 26th April 2026** at **9:15 AM**.

Payment Schedule Apr 26

Payable	Description	Budget	Net	VAT	Gross
Staff Payments	Staff Salaries	Staff Costs	8,454.19	0.00	8,454.19
K Newton	Expenses	Office Supplies	26.00	0.00	26.00
K Newton	Reimbursement Cloudnex	Office Supplies	52.73	10.54	63.27
I Derbyshire	Expenses	Office Supplies	26.00	0.00	26.00
I Derbyshire	Mileage	Office Supplies	29.70	0.00	29.70
Warrington Borough Council	Cleaning Apr 2026	Parish Hall Improvements & maintenance	390.51	78.08	468.59

<u>Bank Reconciliation</u>	31/03/2026
Balance b/f	
Plus Receipts	£5,536.47
Less Payments	-£9,575.20
Balance c/f	-£4,038.73
<u>Bank Accounts</u>	
NatWest	£0.00
Mansfield	£0.00
Nationwide	£0.00
Hanley	
Less unpresented cheques	-£9,686.28
Other adjustments	
	-£9,686.28

Cheshire Association of Local Councils Affiliation Fee 2026-2027 - INVOICE



Appleton Parish Council

Karen Newton
Appleton Parish Hall
Dudlow Green Road
Appleton
Cheshire
WA4 5EQ

TOTAL PAYMENT DUE	£ 1631.80
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Receipt required?	Yes/No
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Please sign to confirm your councils' agreement to receive our services.

Name: Clerk

Name: Chair Date Signed:.....

Name of Council: **Appleton Parish Council**

PLEASE MAKE CHEQUES PAYABLE TO: Cheshire Association of Local Councils
Account No: 61050727
Sort Code: 08 90 57

FOR PAYMENTS BY BACS PLEASE COMPLETE THE FOLLOWING:

DATE PAYMENT MADE:

YOUR REFERENCE:

Please post or email your completed agreement and invoice, along with any payment details, to the address shown below

OFFICE USE ONLY

Date Payment Received:	Cheque or BACS
Agreement/Invoice filed:	ACT Updated:

CHESHIRE ASSOCIATION OF LOCAL COUNCILS

Park View Business Centre, Combermere, Whitechurch, Shropshire, SY43 4AT

Supporting Information

MEMBER COUNCIL AGREEMENT 2026-2027

ChALC exists to support town and parish councils and parish meetings exercise good governance and deliver excellence in services to local communities in a way that complies with the legislative requirements placed upon them.

The services we provide to our member councils include: -

- Legal, procedural and financial advisory services
- Automatic Membership of NALC
- 'Members Only' area access in ChALC website
- Access to up-to-date sector knowledge, including grant funding
- Employment Support
- Public Works Loan Board (PWLB) borrowing facility
- Training and development at a discounted rate
- Assistance to achieve sector specific qualifications and awards

COUNCIL INFORMATION - To ensure our records are up-to-date please complete the following and return with your affiliation fee invoice:-

Do you have the General Power of Competence? YES ☐ NO ☐

Please state your current Precept £.....

Please confirm your Council Web Address www

PRIMARY CONTACTS: Please confirm the names and email contact details of the Clerk and Chair (and any other key contacts you wish us to have on file)

NAME	EMAIL ADDRESS
Clerk: Karen Newton	clerk@appletonparish.gov.uk
Chairman:	

N.B. It is highly important that the information we hold is accurate and up-to-date. ChALC uses the primary contacts data provided to confirm council membership; to email general information, notices and guidance (such as the weekly bulletin), and to set password access to the member's area of the ChALC website.

PLEASE NOTE: ChALC will also record individual councillors contact details, within your council record in our system, when any bookings are made for their attendance at training and events. Unless booked directly by an individual, the clerk should ensure they have permission to share the councillor's personal data.

For detailed information on how we process and protect personal data, as well as your rights under the Data Protection Legislation, please refer to our [Privacy Notice](#). The Privacy Notice outlines the types of personal data we collect, the purposes for processing, and the safeguards in place to ensure your data's security.

clerk@appletonparish.gov.uk

From: kennethcritchley@appletonparish.gov.uk
Sent: 28 February 2026 12:11
To: peterlewenz@appletonparish.gov.uk
Cc: Laura Booth; Ghazala Chapman; Laurence Chapman; Eleanor Manson-Sawko; Helen Speed; Peter Walker; Judith Wheeler; Clerk
Subject: Re: Fwd: A 49 Cat and Lion Consultation

Flag Status: Flagged

Hi Peter,

I made my views known by signing the petition the shops created also posted my opposition on Face Book.

Best regards,

Ken.

On 2026-02-23 10:49, peterlewenz@appletonparish.gov.uk wrote:

Hello All

I don't know if anyone else has been copied in to this email (below). Although parking on the A49 at the Beehive Post office is an issue which relates to Stretton Parish Council, it is an issue for for Appleton residents too.

Karen, I would like to put "Parking on the A49 at the Beehive Post Office" on the agenda for the next Appleton Parish Council meeting please. Are we still using the agenda request form or is this email sufficient?

Regards

Peter

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

Subject:A 49 Cat and Lion Consultation
Date:2026-02-14 08:28
From:Susan Carter <susanw2010@hotmail.co.uk>
To:"peterlewenz@appletonparish.gov.uk" <peterlewenz@appletonparish.gov.uk>

Hello Peter

Please see below my letter to the ConsultTrafficManagement@warrington.gov.uk to voice my objection to the yellow lines on the A49 outside of the Post office and Cheshire Natural Health buildings.

Regards Susan Carter
Beehive stores and Post Office

To Gareth Hopkins	Mrs Susan Carter
Steve Hunter	Beehive Stores and Post Office
East Annexe	Tarporley Road
Town Hall	Stretton
Sankey Street	Warrington
Warrington	WA4 4ND
WA1 1UH	susanw@hotmail.co.uk
	07973938655

Ref: A49 London Rd timed bay and loading restrictions.

Our Ref: TMRS/WIP0483

Date: 12/02/26

To whom it may concern

Consult traffic management

I am writing as a very concerned and upset business owner of Stretton Post Office. I am the Postmaster and I own the buildings.

I cannot believe that Warrington Borough council are not considering the businesses on the A49 Tarporley Road, and are proposing to put yellow lines on the road, with no consideration for the businesses, Stretton Post Office and Cheshire Natural Health, our customers will not be able to get to use the services we provide if there is no roadside parking, which there has always been parking on this road with no issues, we will close if we do not have this parking for our customers, the roadside parking has been here for many years.

Our Post Office has served a vast amount of people over the years for all their needs from all the surrounding areas, it is a community hub, and even when covid hit, we stayed open to provide a good service to the customers with all their needs.

It is hard enough to keep the business running with all the added costs a small business has, people rely on the Post Office for all their postal needs and banking, as there is no Banks anymore.

I feel you are not considering how important it is that we retain this parking for the Post Office and Cheshire Natural Health and the needs of the customers who need to visit our businesses. We can not carry on serving our customers without the roadside parking to which we have had for many years with no problem.

We will not survive, I cannot keep the building going without the tenants being there and the customers coming to Cheshire Natural Health, who have been there for over 21 years, and the Post Office has been there many more years.

What will happen to my building when it becomes empty, with no tenants due to no customers coming, due to no roadside parking, and all my hard work in trying to keep the Post Office open for the community will be gone, No tenants, No roadside Parking, No customers, No Businesses and No Post Office.

I am very very upset that Warrington Borough Council have not realised the impact this will have on these businesses and the community if this parking restriction are imposed.

Why now

I have been to lots of meetings of Homes England and each time I have asked them the question about, will any of the plans in the future affect these businesses and the parking on the road, and each time they say no, none of their plans will affect the businesses at the Post Office corner, which you always refer to has the Cat and Lion junction, There is no mention of my business, now there is the issue of you wanting to put yellow lines outside my building which has been there for many years, with roadside parking, on A49 Tarporley Road not London road has you refer to in your letter.

Why

If you need to do anything, please make the road a 2hour parking all the way along this stretch of road, this will keep our businesses open and avoid all day parking, we have had this parking for years, without it our business will close.

Why did Fir tree Close get yellow lined after covid, has this as caused a problem for the people who do car sharing and park all day, also the over spill from the Spire hospital parking and the Nursery staff who need to park all day, yellow lines on Fir tree close as made parking a big problem by pushing them on to the A49, if you could take the yellow lines away from Fir Tree Close this would ease the parking on the A49.

Is all this because of your road plans for the new junction, I asked this question has the land as been sold behind me to Homes England for houses, the road is wide enough for the parked cars, it allows for cars to pass on the road with no problems or issues.

If you still think the road needs to be wider, why not take the grass verge away on the side of the road and that would give you an extra 1 m of road to make a pull in area so there would be plenty more room for cars to pass each other, if you think it needs it.

If you did the above suggestion it would not close any of our businesses that rely on the roadside parking for their customers, and the customer would not loose a life line of the Post Office and Cheshire Natural Health.

Post office customers are quick, in and out trade, but Cheshire Natural Health customers need more time for their treatments, so 2 Hour parking limit would be fine.

Please do not do this to our businesses, we have started a petition along with Cheshire Natural Health and jointly we have over 1800 signatures against the yellow lines you have proposed. It is a online petition and a written petition, for the customers who do not have online facility.

Please help us to survive and do not do this to our business.

My question is **why** !, you would want to close our business, when there is no road problem.

I know that Tracey from Cheshire Natural Health has sent a letter in to you, and also Stretton Parish Council have sent their objection to the yellow lines.

We are a much needed business and not everyone is fit enough to walk long distances to get to the Post Office and need this roadside parking, so please do not stop this parking on the roadside, there is no problem with the flow of the traffic, and there as been no issues with the cars on the road.

The online petition I know Tracey has sent to you, the written petitions I will send to you, what do we have to do to keep the roadside parking.

Please let me know with a response, also I will send you all the written petition signatures.

Do you want me to e-mail a copy of the written signatures or should I post them to you.

Could you please send me the e-mail address I need to send the petition signatures to.

Please tell me what else we need to do to stop this.

Yours Sincerely

Mrs Susan Carter

Stretton Post Office and Building owner.

Tel : 07973938655