



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

To:- Members of the Parish Council

You are summoned to the Parish Council meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Tuesday 21st October 2025 at 7pm** for the purposes of transacting the business set out in the agenda below.

Yours sincerely

R. J. J. J.

Asst Clerk to Appleton Parish Council, date of issue 16th October 2025.

If you have any general enquiries regarding the above meeting, please contact 01925 268153 or email asstclerk@appletonparish.gov.uk.

Agenda

Part 1, open to public and press.

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 interest which they 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 to decide and the decision to declare, or not, is the responsibility of the Member based on the circumstances.

Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

3. Public Participation

If any members of the public wish to address the Parish Council please contact us prior to the meeting. It would be helpful if any questions could be submitted no later than three days before the date of the meeting via clerk@appletonparish.gov.uk

4. Minutes of Parish Council meetings held on 15 July, 21 August and 16 September 2025

To approve the meeting minutes.

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

To approve the minutes of the Finance and General Purposes committee meeting held on Tuesday 16th September 2025. There are no recommendations for Council review.

6. Planning Committee Minutes.

To approve the Planning Committee meeting minutes 16th September and 2nd October 2025.

7. Accounts for 2025/2026 and Payments Schedules

To note the bank reconciliation at the 30th September 2025, confirm the statement of September receipts and payments for the 2025/26 financial year and approve payment schedule for October 2025.

8. Quarterly Bank Reconciliation and Checks

To appoint a Councillor to undertake the bank reconciliation for all accounts as at 30th September 2025.

9. Annual Governance and Accountability Return for 2024/25

To receive and approve the annual return and external auditor report for 2024/25.

10. PCSO / Police report

None received at date of agenda publication.

11. Events Working Group

[The Events budget balance available is £2500.]

- i. To consider and approve spend of up to £300 for refreshments and children's gift bags for the Christmas 2025 Lights Switch on Event and delegate issue of payments to the Assistant Clerk.
- ii. To receive an update on the outdoor Christmas lights and consider options available for the 2025 festive period. To agree a maximum spend for the provision of outdoor tree/lighting, from available Events budget, and delegate authority for the purchase and/or repair to Assistant Clerk, ahead of the switch on event. For Members' information, the cost paid in 2024 was £600 for lighting, with further £180 installation.

12. Policy Review

To receive update statement from the Policy Review Working Group.

13. Parish Councillor reports and feedback from other meetings

14. Dates and time of next meetings

To note forthcoming meeting dates:

Thursday, 6th November - 9:15am Planning Committee and 9:45am Finance and General Purposes Committee.

Part 2 – This contains confidential information and only Parish Councillors and reporting officers can be present.

15. Grievance and Complaints

To receive a verbal update statement from the Chair of the Employment Committee.

16. Parish Clerk Recruitment

To receive update from the Employment Committee Chair, following interviews held 15th October 2025, and confirm appointment and employment terms for the new Parish Clerk.



Appleton Parish Council

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Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Minutes of the Parish Council Meeting of Appleton Parish Council held on Tuesday 15th July 2025 at 7pm at Appleton Parish Hall

Present: Councillor H Speed, Councillor G Chapman, Councillor L Chapman, Councillor P Lewenz, Councillor E Manson-Sawko, Councillor P Walker and Councillor J Wheeler (arrived 7:05pm)

K Pepper, Assistant Clerk and eight members of the public.

Part One – This part of the meeting was open to the press and members of the public

1. Welcome and apologies for absence

In the absence of the Parish Council Chair, it was agreed that Councillor H Speed would chair this meeting.

Members and public were welcomed to the meeting.

Apologies were received from Councillor K Critchley, Councillor L Booth and Councillor R Bett.

2. Members Code of Conduct

There were no declarations of interest.

3. Public Participation

There were no questions from members of the public in attendance.

4. Election of a new Deputy Chair of the Parish Council

Resolved: Councillor R Bett be elected Deputy Chair of the Parish Council.

5. Co-option of Parish Councillors

Members noted that there had been no applications received following advertising of the three Councillor vacancies. It was agreed that the vacancies for co-option be re-advertised.

Resolved: That the vacancies are re-advertised with closing date for application being 5pm on Saturday 6th September 2025.

- 6. Minutes of the Parish Council meeting on Tuesday 20th May 2025**
 Ahead of the meeting members had received email correspondence from the Parish Clerk to advise that the minutes of the Parish Council's monthly meeting, on Tuesday 20th May 2025, required amendment and, as such, should be deferred to the next meeting.
 A motion was made and seconded to accept the minutes of the meeting, as were originally circulated with the agenda pack.
Resolved: The minutes of the meeting 20th May 2025 were approved.
- 7. Minutes of the Parish Council meeting on Tuesday 17th June 2025**
 The Parish Clerk had again emailed Members to advise that the meeting minutes of 17th June 2025 required amendment and so should be deferred.
 As some of the necessary correction related specifically to requirements of the AGAR statement, the Chair and the Meeting Clerk also stressed their view that this be deferred to the next meeting to allow, to ensure the statutory decisions were clearly defined.
Resolved: This item was deferred to the September meeting.
- 8. Minutes of Finance and General Purposes committee meeting and to consider approving the recommendations**
- i. Minutes of the Finance and General Purposes committee meeting held on Thursday 3rd July 2025.
Resolved: The minutes are approved as a true record of the meeting.
 - ii. The following recommendations were reviewed, further to the Finance and General Purposes Committee on Thursday 3rd July 2025:
(all relevant supporting documents circulated).
Resolved: that:-
 - a. The reserves policy be approved.
 - b. The Risk Assessment policy be approved.
 - c. The Cybersecurity policy be approved.
 - d. The Safeguarding policy be approved.
 - e. The Virtual Meeting policy be approved.
 - f. The Investment Strategy be approved.
- 9. Planning Chair**
Resolved: that Councillor G Chapman be elected Chair of the Parish Council Planning Committee.
- 10. Planning Committee Minutes**
 Planning Committee meeting minutes of Tuesday 17th June 2025 and Thursday 3rd July 2025.

Resolved: The minutes are approved as true records of the meetings.

11. Accounts for 2025/2026 and Payments Schedules

Resolved: the bank reconciliation at the 30th of June 2025 is noted, June statement of receipts and payments for the financial year 2025/2026 confirmed and payment schedule for July 2025 approved.

12. Quarterly Banking Reconciliation and banking checks

Resolved: it was confirmed that Cllr R Bett is appointed to undertake the verification of the bank reconciliation for all accounts, as of 30th June 2025.

13. August Recess

Resolved: That the Clerk/Assistant Clerk and Chair/Deputy Chair are authorised to act on behalf of the Parish Council during August recess following consultation with all other Parish Councillors.

14. Civility and Respect Pledge

Resolved: That the Council signs up to the civility and respect pledge and, in doing so, acknowledges specified steps to be taken to support the pledge.

15. Membership of Cheshire Community Action

Resolved: that:-

- i. The Clerk is authorised to obtain Parish Council membership of Cheshire Community Action for 2025/2026 at the cost of £100.
- ii. The Clerk is authorised to obtain Parish Council Buildings membership of Cheshire Community Action for 2025/2026 at the cost of £50.

16. Standing Orders

It was noted that the copy of Standing Orders circulated was an incorrect version. The Finance and General Purposes Committee, at its meeting 5 June 2025, recommended approval of document which had all numbering values corrected, however, the circulated version contained indexed numerical inconsistencies. The Meeting Clerk apologised as the numbering had been corrected before presenting to Finance and General Purposes Committee, as had been requested, but an administrative error resulted in a previous version being circulated ahead of this meeting. The item was therefore deferred to next meeting.

17. Minutes of the Environment Working Group on Thursday 19th June 2025

Members received a brief update following a working group site visit. It was proposed that, if no agenda items were received for the meeting, that a further site visit to the junction of Lumb Brook Road and New Lane be made instead.

Resolved: That the minutes were approved as a true record of the meeting held.

18. Terms of reference for the Environmental Working Group

Resolved: That the Working Group's terms of reference, as recommended by the Environmental Working Group, are approved.

19. Communication with Homes England

The Members item from Councillor H Speed was discussed.
Resolved: Members agreed to agree to write to Homes England expressing an interest in working in partnership with the chosen developer for Appleton Cross to explore all possibilities regarding building a Community Centre / Parish Hall on the site.

20. PCSO / Police report

It was confirmed that a brief report had been circulated via email to all members ahead of the meeting and that Police Representatives are due to attend the October Parish Meeting.

Resolved: That the meeting Clerk contacts the PCSO to request Appleton Thorn and Appleton speeding reports over a longer period of time.

21. Parish Councillor reports and feedback from other meetings

Councillor P Walker suggested future agenda discussion relating to Stockton Heath Library and possible joint funding with other Parishes. This was positively received, and Councillor Walker was encouraged to complete a agenda proposal form and submit to the Clerk ahead of agenda publication.

Councillor H Speed provided update on a section of woodland, used by pre-school, which had again been damaged. It was suggested that Councillor H Speed inform the pre-school of Council's grant funding availability. Further information was provided on unsatisfactory surface area of Orchard Meadows play area and, though some work has been undertaken, the repair hasn't been completed within agreed timeframe.

22. Dates and time of next meetings

- Thursday 31st July 2025, 9.15am Planning Committee meeting.
- Thursday 21st August 2025, 9.15am Planning Committee meeting.
- Thursday 4th September 2025, 9.15am Planning Committee meeting.
- Thursday 4th September 2025, 9.45am Finance and General Purposes Committee meeting.
- Tuesday 16th September 2025, 6.30pm Planning Committee meeting.
- Tuesday 16th September 2025, 7pm Parish Council meeting.

Part Two – The assistant clerk and members of the public left the meeting for part two and only Parish Councillors were present.

Resolved: that:-

- i. Item i refers specifically to the Employment Working Group meeting held on 6 June 2025 and should be titled accordingly.
- ii. Item ii refers to the Extraordinary General Meeting (EGM) held on 3 July 2025 and should be titled as such.
- iii. Item iii concerns the recommendations arising from the EGM and should remain grouped with Item ii under the EGM heading.
- iv. Item iv, while listed generically as a complaint, encompasses multiple open complaints. It was agreed that this item would be better titled “Complaints”, and should include discussion of all relevant matters, not just the complaint from Cllr G Chapman.
- v. Item v concerns structural governance and should be re-titled as “Appleton Parish Employment Working Group – Status and Structure”, reflecting its distinct purpose.

23.

i. Employment Working Group – Draft Minutes of meeting 6 June 2025

The minutes (deferred from the meeting held on 17th June 2025) should not have been included in the public agenda pack for 15 July.

The recommendations from the 6 June meeting were brought forward to the Extraordinary General Meeting (EGM) held on 3 July 2025 for formal consideration.

Resolved: that:-

The draft minutes of the Employment Working Group meeting held on 6 June 2025 were not approved, as this group is not required to submit meeting minutes to the full Council.

ii. Extraordinary General Meeting – 3 July 2025

Members considered the draft minutes of the meeting held 3rd July 2025. It was proposed that the document be reformatted to match the Council’s standard template, including appropriate logo and consistent layout.

Cllr L Chapman proposed amendments, as follows:

Resolved: that:-

- i. second paragraph. Add this sentence (in red)
Cllr Critchley had objected to the recording of the meeting by Cllr G Chapman. Cllr L Chapman stated to his understanding recordings of closed meetings were permitted.
- ii. third line, under SARs Submission. Add this sentence (in red)
...if she wishes to respond, and that the SAR was a request for personal information and should not be copied to other Councillors.
- iii. ninth line, under SARs Submission. Add this word (in red)
It was noted that it is currently held at...
- iv. 11th line, under SARs Submission. Replace sentence with (in red)

Cllr Critchley noted that the Council hasn't appointed a solicitor as yet. He suggested that this should be done and Cllrs supported this.

Cllr Critchley suggested that the SAR copy could be stored at a solicitor's office and that the appointed solicitor could be used for legal advice.

- v. second action (1st page). Add this sentence (in red)
...would send a request form to this effect. Cllr G Chapman stated legal advice was already available through CHALC. Cllr Lewenz confirmed this.
- vi. 12th line under Disciplinary action against the Clerk. Replace final words with (in red)
...discuss the matter and therefore it wasn't approved.
...discuss the matter and therefore neither option was considered.
- vii. 12th line under Disciplinary action against the Clerk. Replace words with (in red)
Cllr Lewenz recommended that advice was taken on the wording of the letter by CHALC.
Cllr Lewenz recommended that advice from CHALC be taken on the wording of the decision letter to be sent to the Clerk.
- viii. 14th line under Disciplinary action against the Clerk. Replace sentence with (in red)
It was agreed to recommend to the Parish Council that:
The following was agreed:
- ix. second bullet point (on page 2). Correct grammar by adding a comma
The Clerk should be written to, to this effect.
- x. third bullet point (on page 2). Replace sentence with (in red)
Advice be taken on the wording of the letter by CHALC by Cllr Lewenz will take advice from CHALC before the July meeting of the Parish Council.
Cllr Lewenz will take advice from CHALC of suitable wording of the letter to the Clerk. Advice to be actioned before the July meeting of the Parish Council.
- xi. fifth bullet point (on page 2). Correct spelling mistake.
Cllr Booth will prepare a carefully worded draft to the two complainants regarding the outcome of the complaints and circulate to all councillors before they are sent to the two complainants.
- xii. Paragraph under 'Grievance submitted by the Clerk' to be changed to (in red)
It was proposed by Cllr L Chapman that a small panel is appointed who should not be a person who was on the previous Employment Working Group once the matter of the complaints is closed. It was agreed that Cllr Wheeler and Cllr Speed would form a panel to hear the grievance and they would determine how they want to take this forward, taking direct advice from CHALC as necessary.

Action: Cllr Wheeler and Cllr Speed will consider and conduct the Grievance process based on the Parish Council's Policy and Procedures and, if required, on advice from CHALC.

It was proposed a small panel be appointed once the matter of the complaints is closed. It was agreed that Cllr Wheeler and Cllr Speed would form a panel to hear the grievance and they would determine how they want to take this forward, taking direct advice from CHALC as necessary.

Action: Cllr Wheeler and Cllr Speed will consider and conduct the Grievance process based on the Parish Council's Policies and Procedures and, if required, on advice from CHALC. Hearing of grievance also to take account of legal requirements for the Clerk's ongoing Code of Conduct complaint against Cllr L Chapman.

- xiii. paragraph under 'Response Cllr Manson Sawko's email to be changed (in red)

Response Cllr Manson Sawko's email regarding a two-month deferment regarding the SARs

Cllr Manson Sawko's email, which had previously been received, highlighted her view that a two-month deferment in response to the SAR's request was not formally agreed by the Council

Response Cllr Manson Sawko's email of 22 May 2025 to Cllr Lewenz regarding a two-month deferment regarding the SARs

Cllr Manson Sawko's email, which had previously been received, highlighted amongst other issues, her view that a two-month deferment in response to the SAR's request was not formally agreed by the Council. A draft response to Cllr Manson Sawko email was previously prepared but agreed action not concluded.

- xiv. second paragraph under Complaint by Cllr G Chapman, changes and additional sentences (in red)

Cllr Critchley noted that this isn't a good place to be for a council and Cllr Wheeler suggested if mediation could be considered first. Cllr G Chapman reported that it was affected her mental health. It was noted that the complaint had been submitted to Cllr Lewenz and only seen by Cllr Lewenz to this point. Cllr G Chapman stated she believed her complaint has already been circulated.

- xv. last paragraph, before final actions on page 3 to add this sentence (in red)

It was noted that a formal complaint had been sent to the previous Employment Working Group Chair, Cllr Lewenz, by Cllr G Chapman. Cllr Critchley felt that it was important that, as we have received a complaint by a Councillor, to take independent legal advice. Cllr Speed suggested this was left with Cllr Wheeler to decide.

It was noted that a formal complaint had been sent by Cllr G Chapman. Cllr Critchley felt it was important that, as we have received a complaint by a Councillor, to take independent legal advice. Cllr L Chapman did not

agree and noted legal advice if required was already available through CHALC. Cllr Speed suggested this was left with Cllr Wheeler to decide.

- iii. **To review the recommendations of the meeting 3rd July 2025 and agree progress in relation to each matter, with consideration given to budget provision for any associated costs to be incurred.**

Resolved: that:-

A second copy of the Subject Access Request (SAR) documents are to be stored securely in a sealed packet in the Parish Office safe, in accordance with CHALC guidance.

Resolved: that:-

Cllr Lewenz has drafted a letter to the Clerk, to be sent by the Chair. Cllr Booth to approve and send to the Clerk.

Resolved: that:-

Cllr Wheeler and Cllr Speed to email the Clerk asking her to confirm and provide evidence, for the grievance submitted to the Parish Council on the 24 February 2025 and thus start the formal grievance procedure.

9.26pm It was agreed to pause looking at recommendations/actions under iii due to time constraints and to move further on the agenda.

24. Complaints

To consider complaint and agree any next steps

Resolved: that:-

Cllr Wheeler and Cllr Speed would proceed with handling the grievance submitted by the Clerk and would agree a timeline and deadline for doing so.

In relation to the complaint involving Cllr G Chapman (circulated to councillors on 8 June 2025)

Resolved: that:-

Cllr Wheeler and Cllr Manson-Sawko to act as joint investigators for the complaint, and to bring their recommendations to the next Council meeting.

It was agreed that the Chair would formally inform the Clerk that an investigation would be undertaken, without sharing the full complaint document, in accordance with Council/ACAS policy and that Cllr Wheeler and Cllr Manson-Sawko would draft an email to the Chair, Cllr Booth, to be given to the Clerk.

25. Appleton Parish Employment Working Group – Status and Structure To consider re-designing the Working Group as a Committee

Resolved: that:-

The current Employment Working Group will be re-formed as a Committee to enable clearer governance and delegated decision-making.

The Clerk is asked to draft Terms of Reference for the new Committee, which will be presented at the next Full Council meeting for approval.

The Meeting closed at 10.00pm



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 Extra Ordinary Parish Council Meeting of Appleton Parish Council held on Thursday, 21 August 2025 at 5pm in Appleton Parish Hall

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

Part One – This part of the meeting was open to the press and members of the public

1. Welcome and apologies for absence

Members were welcomed to the meeting and apologies received from Councillors H Speed and K Critchley.

2. Members Code of Conduct

There were no declarations of interest.

3. Public Participation

As there were no members of public in attendance, the meeting was not adjourned for questions.

4. AGAR Form 3

Members discussed the circulated draft response to query received from the external auditor. It was suggested that each paragraph be reviewed individually and voted upon in turn. Where amendment to the text was suggested, these revisions were discussed at length and ratified, to facilitate issue of a reply, on behalf of the Council, meet the stated deadline. It was requested that it be minuted that two members voted against acceptance of the revision to paragraph 2.

Resolved: That:-

- i. Paragraph 1 is unanimously approved, with two amendments to content.
- ii. Paragraph 2, as amended, is approved.
- iii. Paragraph 3, as amended, is unanimously approved.
- iv. Paragraph 4, as amended, is unanimously approved.
- v. The agreed response (saved as meeting appendix) be submitted to the Auditor by the Assistant Parish Clerk.

5. Temporary RFO

It was confirmed that Council's Standing Orders reference the Assistant Parish Clerk covering the RFO role during short term absence of the Clerk.

Resolved: That the Assistant Parish Clerk be confirmed as temporary RFO.

Part Two – agenda items 6 - 9 contained confidential information and only the Meeting Clerk and Parish Councillors were present.

6. Staffing

This item was moved to the end of the Part 2 meeting agenda.

The Assistant Parish Clerk left the room during discussion and voting.

Resolved: From 12 August 2025, the Assistant Clerk salary will temporarily be increased to SCP 32 (to a maximum total of 37.5 hours per week) until such a time as the Clerk returns to her normal duties.

7. Grievance/Committee Membership

- i. **Resolved** that, following recommendation of the Parish Council meeting held 6 August 2025, Councillor R Bett is appointed as the third Councillor the grievance committee.
- ii. There was no update on the process to date, due to requirement for third member. A meeting will be arranged in due course.

8. SAR

Members received update from Councillors L Chapman and P Lewenz on the SAR response and were advised of support obtained from ChALC. To maintain confidentiality in accordance with the Working Group Terms of Reference, Members were advised that the email would not be circulated to all Members.

Resolved: That the SAR response will be issued to the requestor by the Employment Working Group, without sharing with the Council.

9. Complaint

There was no update available.

10. NEXT MEETINGS

The scheduled meetings are:-

4/9/25	9.15am Planning Committee
	9.45am FPG
16/9/25	6.30pm Planning Committee
	7.00pm Parish Council

Meeting closed 6.30pm

Cllr L Booth

Meeting Clerk: KP



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Minutes of the Parish Council Meeting of Appleton Parish Council held on Tuesday, 16th September 2025 at 7pm in Appleton Parish Hall

Present: - Councillors L Booth, R Bett, G Chapman, L Chapman, K Critchley, P Walker
J Wheeler, H Speed and E Manson-Sawko (arr 7.25pm)

1. Welcome and apologies for absence

Apologies received from Cllr Lewenz and anticipated delayed arrival of Cllr Manson-Sawko noted.

2. Members Code of Conduct

Cllrs Wheeler and Walker advised that they would not comment on Planning matters.

3. Public Participation

None.

4. Items to be considered in the absence of the public and press

To consider any agenda items which, Under the Public Bodies (Admission to Meetings) Act 1960, require exclusion of public and press due to confidential nature of business to be transacted.

As a new agenda item and routine, Members were advised of consideration requirement but did not state specific items, at this point.

5. Minutes of Parish Council meetings held on 17 June and 15 July 2025

There was concern raised by Cllrs L and G Chapman regarding the content and decisions referenced within the minutes of 17 June, as they believed there to be confusion between meeting dates and decisions made. Following debate, the meeting clerk clarified that the decisions shown were in-fact ratified at the meeting of 17 June and that, only as a result of enquiry from External Auditor, had they been re-stated in an August extra-ordinary meeting to form a response. It was further confirmed that minutes need only detail the decision of Council and, where useful, include a brief outline of discussion.

It was agreed that the draft text circulated from Cllrs Speed and L Chapman should not form part of the formal minutes, but would be saved as an appendices within the Council meeting folder.

Resolved: That:-

- i. The minutes of the meeting held 17 June 2025 were approved as a true record.

- ii. The minutes of the meeting held 15 July 2025 were deferred to next meeting.

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

Resolved: that the minutes of the Finance and General Purposes committee meeting held on Thursday 4 September 2025 are approved as a true record.

7. Matters Arising from the Finance and General Purposes Committee

Resolved: the policies and documents, below, as recommended by the Finance and General Purposes Committee for approval, would be deferred to a future meeting, due to proposal within agenda item 12 and potential future review of all policies.

IT policy

Staff Health and Safety Policy and Handbook

Lone Working Policy

Standing Orders

Fire Risk Assessment

Health and Safety Contractors Check List

Annual Fraud Statement (for publication on the website).

8. Planning

Resolved: That the Planning Committee meeting minutes for Tuesday 15th July, Thursday 31st July, Thursday 21st August and Thursday 4th September 2025 are approved as true records.

9. Minutes of the Environment working party meeting on 1 September 2025

Resolved: That the minutes of the Environment working party meeting are approved as a true record.

10. Accounts for 2025/2026 and Payments Schedules

Resolved: that the bank reconciliation at the 31st July 2025 and 31st August 2025 is approved, the July and August 2025 statement of receipts and payments for the financial year 2025/2026 are approved and the payment schedule for September 2025 is approved.

11. Recording meetings

Due to lack of information available, this item will be considered at a future meeting.

12. Training

It was requested that a refund for this training be obtained as Councillors were unable to access the session remotely.

Resolved: the CCTV and Data Protection webinar and fee for Councillor Laura Booth, Councillor G Chapman, Councillor E Manson-Sawko are retrospectively approved at the cost of £36.50 each.

13. PCSO / Police report

The report had been received by email and circulated. It was noted that Police representatives are due to attend October Council meeting. Cllr Wheeler will provide the meeting Clerk with contact details to confirm this.

14. Events Working Group

Members received update from the Lead Councillor in relation to the latest group meeting and activities it is hoped will go ahead, including 2025 Christmas Lights event. It was reported that the lights, left in situ, are now damaged and will need to be removed, re-purchased and installed ahead of the proposed November event. A budget spend request of up to £300 for refreshments and event activities will be presented to Finance and General Purposes Committee and quotations sought for new lighting.

Resolved: approval is granted for the Events Working Group to approach theatre companies for a children's theatre pilot at Appleton Parish Hall, with costings reported back to Council.

15. Parish Councillor reports and feedback from other meetings

Cllr Walker referenced funding requirement for Stockton Heath and anticipated request for Appleton Parish Council to make financial contribution to support the continued running of the library.

Cllr Wheeler advised that the library consultation is ongoing and, at this stage, it is not known what will be needed. It was also requested that the Ranger review grit bins, ahead of winter weather.

Cllr Speed reported on a planned site visit to Lumbbrook Road to review speed issues and invited other Councillors to attend with the WBC Traffic and Road Safety representative. Funding is currently being sought for necessary work to improve Brookfields Leisure Centre and brief updates received on the damaged woodland area, Orchard Meadows Play Area and SEWUE SWP Working Group.

Cllr Speed also advised of a meeting to be held relating to Appleton Cross Community Centre, to which all Members are invited.

16. Policy Task and Finish Group

An amendment to Cllr Manson-Sawko's proposal was proposed and lost. It was requested by Cllr L Chapman that this vote of 3 in favour, 2 against and 4 abstentions was minuted.

Councillors discussed the policies in place and the necessity for cohesive approach and content.

Resolved: that a Policy task and finish group be formed, consisting of Cllrs Bett and Manson-Sawko, to review Council's current policies and report suggested revisions to the Finance and General Purpose Committee.

17. HR Matters

- i. To receive HR update from the Parish Council Chair

An update was not provided as there was uncertainty surrounding the Part 2 of the meeting.

At this stage of the meeting, members **resolved** that items 17.ii and 18 would be considered in Part 2, due to the confidential nature of the items to be discussed.

- ii. **Resolved:** that the resignation of the Parish Clerk is received and a letter of acknowledgement to be issued.
 - i. To receive update from the Asst Clerk, agree interim arrangements and implement necessary actions.
This item was not considered.
 - ii. **Resolved:** That the recruitment of a Parish Clerk at scale SCP 29 – 32 will be advertised as soon as practicable to ensure that a proposed timetable for undertaking the recruitment process can be adhered to.
- 18. Staffing Panel**
- i. **Resolved:** that an ad hoc Staffing Panel is formed, consisting of Cllrs Booth, Bett, Speed (quorum 3), with delegated authority to determine the Council's response.
 - ii. **Resolved:** that the newly formed Staffing Panel will meet to receive, and agree to the recommendations in the final Investigator's Report relating to incident of 5 June 2025 and report back to next Council meeting.

19. National Pay Award

Resolved: The 2025/26 award and associated back pay for staff is noted and approved.

20. Dates and time of next meetings

Thursday 2 nd October 2025,	9.15am Planning Committee.
	9.45am Finance & General Purposes Committee
Tuesday 21 st October 2025	6.30pm Planning Committee.
Tuesday 21 st October 2025	7.00pm Parish Council.

The Meeting closed at 21:22pm

Cllr L Booth, Chair

Meeting Clerk: KP



Appleton Parish Council

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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 October 2025 at 9.45am

Present: - Councillors L Chapman, G Chapman, H Speed, J Wheeler and P Walker

1. Welcome and apologies for absence

The Chair of the Finance and General Purposes Committee, Cllr L Chapman, welcomed everyone to the meeting and apologies were received from Cllr Critchley.

2. Members Code of Conduct

There were no declarations of interest.

3. Fire Extinguishers Servicing

Members were advised that this is a routine agenda request and legal annual requirement for the Parish Hall.

Resolved: that expenditure of £100.00 plus VAT is approved for servicing the fire extinguishers at the Parish Hall.

4. Breakdown Cover Renewal

As the annual renewal for breakdown cover is due 19 October, Members considered the costs presented for both one and two year, including tyre replacement, for the Parish Van.

Resolved: That the Assistant Clerk be authorised to purchase a two year breakdown cover renewal be purchased, based on existing cover level, at £340.00 Payment to be allocated to Ranger Costs budget line,

5. SLCC Membership Renewal

The Chair detailed the Assistant Clerk's SLCC membership renewal cost and the criteria on which the fee is based.

Resolved: that payment of £240 is approved for the annual renewal of the Assistant Clerk's SLCC membership and allocated from the Annual Subscription budget line.

6. Office and Council IT

Members discussed the IT provision and issues faced in relation to Councillor email storage capacity and lack of suitability of the email system itself. For various reasons, specifics of the IT is not fully known and so Members agreed that a review of current service and any support in place is timely.

Resolved: That the Assistant Clerk will investigate IT provision and future options and provide update to a future Finance and General Purposes committee.

7. Banking and Payments

A brief status update was provided by the Assistant Clerk in relation to the returned bank documents, timeframes and potential impact on payments delegated to Officers. The update was noted.

8. Date of next meeting

The next meeting is due to be held Thursday 6th November 2025 at 9.45am.

Meeting Closed 9:55am

Cllr L Chapman, Chair

KP



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

At the meeting of Appleton Parish Council Planning Committee held 21/8/25,
Members considered this application and,

Minutes of the Planning Committee meeting held at Appleton Parish Hall on Tuesday 16th September 2025 at 6.30pm

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

1. Welcome and apologies for absence

Apologies received from Cllr P Lewenz

2. Members Code of Conduct

There were no declarations of interest.

3. Public Participation

None.

4. Planning Applications

Resolved that:-

The following application had objections:

Amendment to Application 2025/00687/FUL

187 London Road, Warrington, WA4 5BX

Demolition of existing house and two proposed new residential properties with associated landscaping and parking.

14 day deadline for objection/comment on amendments: 23/9/25

Object on the grounds that, whilst changes to access visibility splays are noted, the Parish Council's original concerns in relation to overdevelopment of the site and parking issues (where Plot 2 vehicles encroach into Plot 1 access/parking area whilst reversing vehicles to access London Road) still remain.

The following application had concerns:

2025/01213/FULH Full Planning (Householder) (Householder Development)

Wytchwood Cann Lane North, Appleton, Warrington, WA4 5NB

Install new 7m high flagpole in front garden

Deadline for objection/comment: 26/9/25

Members are **concerned** that, when flown, due to location of the proposed flagpole, that the flag may encroach on to the neighbouring land of Dingle Lodge.

The following applications had no comments:

2025/01165/TPO

Woodland To The Rear Of 5 Hatfield Gardens , Warrington, WA4 5QL

Fell 1 No. Tree

Deadline for objection/comment:1/10/25

The following applications were for information only.

025/01218/DISCON Discharge of Condition

Svavitva Cann Lane South, Appleton, Warrington, WA4 5NJ

Discharge of condition 9 (CHEMP) on approved application 2024/01602 (New Dwelling)

2025/01076/DISCON, Discharge of Condition

The Edge Firs Lane, Appleton, Warrington, WA4 5LD

Discharge of Conditions 4 (CHEMP) , 5(Drainage details), 6 (Contaminated land remediation),7 (Contaminated land remediation) ,9 (Materials) , 10 (Landscaping) ,11 (EV Charging) ,12 (Bird box) and 13 (Gate Details) on approved application 2024/00773/FUL (New detached dwelling with integral garage)

5. Date and time of next meeting

The next planning committee meeting will take place Thursday 2 October at 9.15am.

Meeting closed 6.45pm

Cllr Ghazala Chapman (Chair of Committee)

Meeting Clerk: KP.



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

At the meeting of Appleton Parish Council Planning Committee held 21/8/25,
Members considered this application and,

Minutes of the Planning Committee meeting held at Appleton Parish Hall on 2nd October 2025 at 9:15am

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

1. Welcome and apologies for absence

Apologies received from Cllr L Booth

2. Members Code of Conduct

There were no declarations of interest.

3. Public Participation

None.

4. Planning Applications

2025/01226/FULH Full Planning (Householder) (Householder Development)

18 Chapel Lane, Appleton, Warrington, WA4 4RZ

Proposed front porch, double storey side extension and single storey rear extension

Deadline for objection/comment: 2.10.25

Resolved: No objection.

2025/01259/FULH, Full Planning (Householder) (Householder Development)

4 Wood Lane, Appleton, Warrington, WA4 3DB

Removal of existing garage and replacement with side extension / workshop / detached garden room / office.

Deadline for objection/comment: 6.10.25

Resolved: No objection.

2025/01092/FUL

29 Lyons Lane, Appleton, Warrington, WA4 5JH

Self-build: Proposed demolition of Existing dwelling and erection of new 3 storey dwelling with detached outbuilding and outdoor swimming pool, associated landscaping and new vehicular entrance gates

Deadline for comment: 20th October

Resolved: Members have no objection to the proposed dwelling but are concerned that the proposed outbuilding is an overdevelopment and is too close to the boundary line.

The following applications were noted as information only:

2025/01331/DISCON Discharge of Condition
Land Bound To The North By Grappenhall Lane And To The East By Barleycastle Lane, WA4 4QT
Discharge of condition 6 (Avoidance measures method statement for mammals and amphibians) on application APP/M0655/W/24/3355164

2025/01284/DISCON, Discharge of Condition
Land Bound To The North By Grappenhall Lane And To The East By Barleycastle Lane, Warrington, WA4 4QT
Discharge of Condition 3(details of access and offsite highway improvement works) on application 2023/01233/FULM (vehicle fuelling facility) approved under APP/M0655/W/24/3355164

2025/01252/DISCON, Discharge of Condition
Dingle Farm Dingle Lane, Appleton, Warrington, WA4 3HR
Discharge of condition 8 (Hard and soft landscaping) on application 2023/00306 (Residential development)

5. Date and time of next meeting

The next planning committee meeting will take place 21 October at 6.30pm.

Meeting closed 9:37am
Cllr Ghazala Chapman (Chair of Committee)
Meeting Clerk: KP.

Receipts/Income September 2025

10/09/2025	Lymm Bridge Club 2025/913	Parish Hall	129.00
05/09/2025	Appletots 2025/911	Parish Hall	172.00
05/09/2025	3R tuition 2025/901	Parish Hall	215.00
05/09/2025	Stretton WI 2025/909	Parish Hall	64.50
05/09/2025	Applton Independent Methodist Church 2025/907	Parish Hall	709.50
05/09/2025	Stockton Heath Flower 2025/905	Parish Hall	64.50
05/09/2025	Park WI 2025/912	Parish Hall	64.50
05/09/2025	Amanda Pilates 2025/906	Parish Hall	172.00
05/09/2025	Church Shibu 2025/899	Parish Hall	172.00
05/09/2025	Kirsten Flynn Yoga 2025/904	Parish Hall	118.25
05/09/2025	Tai Chi R Wheat 2025/903	Parish Hall	215.00
01/09/2025	Hanley BS	Bank Interest	869.14
29/09/2025	T Brassell Yoga 2025/XXXX	Parish Hall	118.25
25/09/2025	David James 29/11	Parish Hall	107.50
15/09/2025	Ginny FaULKNER Sewing 2025/1849	Parish Hall	75.25
<u>TOTAL</u>			<u>3,266.39</u>

September 2025 Payments

Date	Recipient	Description	Budget	Net	VAT	Total
18/09/2025	Joanne Monks	Working from home allowance	Office Supplies	26.00	0.00	26.00
18/09/2025	Joanne Monks	Salary	Staff Costs	2,472.26	0.00	2,472.26
18/09/2025	Katy Pepper	Salary	Staff Costs	2,269.90	0.00	2,269.90
18/09/2025	Katy Pepper	Working from home allowance	Office Supplies	26.00	0.00	26.00
18/09/2025	Katy Pepper	Mileage 21/8	Office Supplies	20.70	0.00	20.70
18/09/2025	David Pearce	Salary	Staff Costs	1,978.83	0.00	1,978.83
18/09/2025	Catrin Middleton	Salary	Staff Costs	1,158.93	0.00	1,158.93
18/09/2025	Irene Derbyshire	Salary	Staff Costs	92.39	0.00	92.39
18/09/2025	Cheshire Pension Fund	Staff Pensions	Staff Costs	2,791.19	0.00	2,791.19
18/09/2025	HMRC	Staff Tax and NI	Staff Costs	2,829.52	0.00	2,829.52
18/09/2025	Alliance Cleaning Systems	Parish Hall Floor Clean and Seal	Parish Hall Improvements & maintenance	930.00	186.00	1,116.00
18/09/2025	Warrington Borough Council	Parish Hall Cleaning Sept	Parish Hall Improvements & maintenance	364.75	72.95	437.70
03/09/2025	B & Q	Weed killer and Shovels (Ranger)	Environmental Working Group	153.58	30.72	184.30
03/09/2025	Morrisons	Eye Wash (first aid item Parish Hall)	Office Supplies	3.75	0.75	4.50
05/09/2025	Morrisons	Sink unblocker x 3	Environmental Working Group	12.25	2.45	14.70
03/09/2025	Sky Business	Phone and Broadband	Utilities	35.12	7.02	42.14
01/09/2025	Waterplus	Water Bill	Utilities	207.07	0.00	207.07
18/09/2025	Morrisons	Ranger Cleaning Items - sponges etc.	Environmental Working Group	21.63	4.32	25.95
15/09/2025	British Gas	Electricity Bill	Utilities	109.01	5.45	114.46
15/09/2025	Nat West	Bank Charge	Bank charges	5.60	0.00	5.60
12/09/2025	Amazon	Parish Hall Christmas Decorations	Parish Hall Improvements & maintenance	11.64	2.34	13.98
12/09/2025	Amazon	Parish Hall Christmas Decorations	Parish Hall Improvements & maintenance	55.26	11.05	66.31
30/09/2025	Nat West	Bank Charge	Bank charges	7.70	0.00	7.70
26/09/2025	EE	Mobile Phone Bill	Office Supplies	32.12	6.42	38.54
25/09/2025	B & Q	Ranger Items and Equipment	Environmental Working Group	108.46	21.69	130.15
SEPTEMBER 2025 TOTALS				15,723.66	351.16	16,074.82

Bank Reconciliation

	31/03/2023	31/4/25	31/05/2025	30/06/2025	31/07/2025	31/08/2025	30/09/2025
Balance b/f	£278,544.02	£267,804.08	£431,983.41	£415,704.67	£402,899.11	£392,331.28	£382,987.26
Plus Receipts	£2,115.50	£0.00	£2,264.25	£4,890.47	£2,332.75	£3,533.81	£3,266.39
Less Payments	-£12,855.44	-£186,300.00	-£18,542.99	-£17,696.03	-£12,900.58	-£12,877.83	-£16,074.82
Balance c/f	£267,804.08	£81,504.08	£415,704.67	£402,899.11	£392,331.28	£382,987.26	£370,178.83

Bank Accounts

Natwest	£47,603.26	£211,782.59	£55,704.67	£42,899.11	£32,331.28	£103,012.26	£90,203.83
Mansfield	£35,000.00	£35,000.00	£85,000.00	£85,000.00	£85,000.00	£85,000.00	£85,000.00
Nationwide	£85,000.00	£85,000.00	£85,000.00	£85,000.00	£85,000.00	£85,000.00	£85,000.00
Hanley BS	£4,982.95	£4,982.95	£85,000.00	£85,000.00	£85,000.00	£4,975.00	£4,975.00
Skipton	£85,000.00	£85,000.00	£85,000.00	£85,000.00	£85,000.00	£85,000.00	£85,000.00
Buckinghamshire	£10,217.87	£10,217.87	£20,000.00	£20,000.00	£20,000.00	£20,000.00	£20,000.00
Less unrepresented cheques	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other adjustments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£267,804.08	£431,983.41	£415,704.67	£402,899.11	£392,331.28	£382,987.26	£370,178.83

October Payment Schedule

23/10/2025	Joanne Monks	Working from home allowance	Office Supplies	26.00	0.00	26.00
23/10/2025	Joanne Monks	Salary	Staff Costs	2,180.00	0.00	2,180.00
23/10/2025	Katy Pepper	Salary	Staff Costs	2,113.18	0.00	2,113.18
23/10/2025	Katy Pepper	Working from home allowance	Office Supplies	26.00	0.00	26.00
23/10/2025	Katy Pepper	Mileage APC/Planning September Mtgs	Office Supplies	20.70	0.00	20.70
23/10/2025	David Pearce	Salary	Staff Costs	1,752.77	0.00	1,752.77
23/10/2025	Catrin Middleton	Salary	Staff Costs	1,037.81	0.00	1,037.81
23/10/2025	Cheshire Pension Fund	Staff Pensions	Staff Costs	2,431.66	0.00	2,431.66
23/10/2025	HMRC	Staff Tax and NI	Staff Costs	2,310.89	0.00	2,310.89
23/10/2025	PKF Littlejohn LLP	Annual Audit Fee	Office Supplies	630.00	126.00	756.00
23/10/2025	WBC	Parish Hall Cleaning	Parish Hall Improvements & maintenance	666.60	133.32	799.92
23/10/2025	Cheshire Constabulary	PCSO Contribution Apr - Sept	PCSO	11,025.00	0.00	11,025.00
23/10/2025	Viking	Office Equipment	Equipment	255.79	51.16	306.95
23/10/2025	Aardvark Janitorial Services	Cleaning Items	Parish Hall Improvements & maintenance	134.46	26.88	161.34
			Total October Payments:			24,948.22

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Appleton Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
25 September 2025
Our Ref:
CH0014
SAAA Ref:
SB00248

Appleton Parish Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Mrs Monks

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Appleton Parish Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference CH0014 or Appleton Parish Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

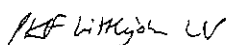
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP



Mrs Joanne Monks
Appleton Parish Council
Appleton Parish Hall
Dudlow Green Road
Appleton
Cheshire
WA4 5EQ

Our ref CH0014
SAAA Ref SB00248
Invoice No. SB20252512
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 25 September 2025

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£630.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£630.00
VAT @ 20%	£126.00
TOTAL PAYABLE	£756.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include CH0014 or Appleton Parish Council as the reference.**

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 15 Westferry Circus, London E14 4HD. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD
T: +44 (0)20 7516 2200
pkf-l.com

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Appleton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/06/2025

and recorded as minute reference:

18

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Laura Booth

Clerk

[Signature]

www.appletonparish.gov.uk

Section 2 – Accounting Statements 2024/25 for

Appleton Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	284,686	274,830	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	173,799	178,957	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29,449	38,994	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	116,341	122,749	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	96,762	101,582	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	274,831	268,450	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	274,909	267,804	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	431,967	508,484	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date



17/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

17/06/2025

as recorded in minute reference:

19

Signed by Chair of the meeting where the Accounting Statements were approved

Laura Booth

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **APPLETON PARISH COUNCIL-CH0014**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 2 has been incorrectly completed. This is due to non-compliance with Standing Orders and Financial Regulations. The smaller authority has responded 'No' to Section 1, Assertion 3 in respect of this matter but this also has implications on Assertion 2.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 3, it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The smaller authority has added the war memorial to its fixed asset register. We understand that the smaller authority has established ownership during the year but we have not been provided with any formal evidence of this. We only have information provided to the smaller authority by the War Memorials Trust and evidence of the consideration to insure the war memorial.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Paul Littlejohn

Date

24/09/2025