



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 & Ladies and Gentlemen

You are summoned to the meetings of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Tuesday 15th April 2025 at 7pm** for the purposes of transacting the business set out in the agenda below.

Annual Parish Meeting 7pm followed by the monthly Parish Council Meeting.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'James', followed by a horizontal line.

Mrs. J Monks, Clerk to Appleton Parish Council, date of issue 9th April 2025.

If you have any general enquiries regarding the above meeting, please contact Mrs. J Monks, Clerk on telephone 01925 268153 or email clerk@appletonparish.gov.uk.

Agenda for Annual Parish Meeting

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. Chair's report on the past year

To receive Chair's report on the past year.

3. Open discussion on Parish matters

To receive any comments and discussion on Parish matters.

Agenda for monthly Parish Council meeting

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

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

In accordance with the Standing Orders; the meeting shall be adjourned for a maximum of 30 minutes for Public Participation. Speeches will not last for more than 3 minutes. No elector will be allowed to speak more than once on any one subject except by invitation by the chair.

4. Minutes of last Parish Council meeting

To approve the minutes on the Parish Council's monthly meeting on Tuesday 18th March 2025.

5. Planning

To approve the minutes of the Planning Committee meetings on Tuesday 18th March 2025 and Thursday 3rd April 2025.

6. Accounts for 2024/2025 and Payments Schedules

To note the bank reconciliation on the 31st of March 2025, to confirm the March 2025 statement of receipts and payments for the financial year 2024/2025 and to approve payment schedule for April 2025.

7. Quarterly Banking Reconciliation and banking checks

To appoint a Parish Councillor to undertake the verification of the bank reconciliation for all bank accounts as of 31st March 2025.

8. Environmental improvements Appleton Thorn

To discuss and to approve the expenditure of up to £500.00 plus VAT for village improvements/planting for Appleton Thorn volunteers to purchase items as and when required from the Environmental Improvement budget for 2025/2026.

9. Society of Local Council Clerks Membership for Clerk

To discuss and to approve the expenditure for the annual membership fee of £300 of the Society of Local Clerks membership for the clerk from 1st May 2025.

10. Banking

(a) To remove Mrs. Derbyshire as an authorized signature for the following bank accounts with immediate effect following her resignation as assistant clerk.

Nationwide account

Manfield Building Society

Hanley Building Society

Skipton Building Society

Buckinghamshire Building Society

Mrs I Derbyshire will be removed from the NatWest current account from date of leaving 31st May 2025.

11. Retirement gift for Assistant Clerk

To consider a retirement gift from the Parish Council with the expenditure to be taken from the Chair's allowance and to approve any action and expenditure.

12. Contract for Planters at Bridge Lane

To discuss and to approve any action and expenditure.

13. Outside sensor light at the Parish Hall

To discuss the quote received for £331.34 plus VAT for the replacement sensor light outside the Parish Hall and to approve any action and expenditure.

14. Overpayment of Hall hire fees

To consider the overpayment and to approve any action and expenditure.

15. Quote for Trade Waste collection for 2025/2026

To approve the correct amount of £932.88 for Warrington Borough Council to undertake the trade waste collection for 2025/2026.

Please note the incorrect amount of £923.88 was approved at the Finance and General Purposes Committee meeting on 6th March 2025.

16. Grant budget for 2025/2026

To note grant budget for the financial year 2025/2026.

17. Grant application for £1,588.86 towards Bawming the Thorn 2025

To discuss and to approve any action and expenditure.

18. Kitchen door at Parish Hall

To consider the quote for £100 plus VAT service for kitchen door and to approve the expenditure and for any additional expenditure for any repairs if required.

19. Mid-Cheshire Bridleway Society

To discuss and to consider the approval of the membership for 2025/2026 at the cost of £8.

20. Task and Finish group

To consider the formation of a Task and Finish Group to work with Homes England, Millenium Green Group, Warrington Borough Council representatives and local residents to safely undertake remedial work around the area of the pond, verges and hedges around the junction of Lumb Brook Road and New Lane and the setting up of a volunteer group to maintain the area. Homes England have indicated that they are willing to take part in such a group and we are hopeful that a positive response will be received from WBC and that we will be able to recruit local volunteers, as has been indicated by the residents who have complained about their inability to walk down Lumb Brook Road and to agree any other action and expenditure.

21. Installation of two double bins

To consider requesting to Warrington Borough Council that two double waste bins a) for Green Lane, Appleton Thorn as previously discussed and b) a second double bin for Blackcap Road, Appleton Thorn replace the single waste bins on these sites and agrees to fund the new double bins. Both current single bins are reported to be regularly overflowing particularly with dog waste and to agree any other action and expenditure.

22. PCSO / Police report

To receive an update and report from the local PCSO.

23. Parish Councillor reports and feedback from other meetings

Any Parish Councillor can provide a brief report to the Parish Council. This agenda item is a trial only with a time limit of ten minutes maximum for the whole agenda item. Decisions cannot be made under this agenda item, and it is for the purposes of updates only.

24. Dates and time of next meetings

Thursday 1st May 2025, 9.15am Planning Committee meeting.

Thursday 1st May 2025, 9.45am Finance and General Purposes Committee meeting.

Tuesday 20th May 2025, 6.30pm Planning Committee meeting..

Tuesday 20th May 2025, 7pm Annual meeting followed by Parish Council meeting.

Part Two – This contains confidential information and only Parish Councillors and the clerk were present

25. Appointment of Assistant Clerk

To confirm the appointment of new assistant clerk following interviews.

26. Minutes of Extra-Ordinary meeting on Thursday 27th February 2025

To approve the minutes of the Extra-Ordinary meeting on Thursday 27th February 2025.

27. Staffing issues

To discuss staffing issues as outlined in the agenda proposal forms and to agree any action and expenditure.