



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 16th December 2025 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 10th December 2025.

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 are welcome to address the Parish Council. Anyone wishing to speak should contact the Clerk, Karen Newton, on 01925 268153 or via email at clerk@appletonparish.gov.uk before the meeting.

To ensure the Council can provide accurate information and responses, it is recommended that any questions or topics for discussion be submitted to the Clerk at least three days prior to the meeting. This allows time for any necessary background research or preparation.

Speakers will be invited to present their points during the designated public participation section of the meeting, in accordance with Council procedures.

4. Minutes

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

- Full Council – Tuesday 18th November 2025
- Finance and General Purposes Committee – Tuesday 18th November 2025 and Wednesday 4th December 2025
- Planning Committee – Tuesday 18th November 2025 and Wednesday 4th December 2025

5. Accounts for 2025/2026 and Payments Schedules

To note the bank reconciliation on the 30th of November 2025, to confirm the November statement of receipts and payments for the financial year 2025/2026 and to approve payment schedule for December 2025.

6. Lone Working Policy

Resolution: To appoint individuals responsible for ensuring that the Lone Working Policy and associated responsibilities and requirements are properly implemented and managed.

7. Upgrade to email web hosting

To consider: Upgrading the parish council's email hosting to increase mailbox storage and reviewing associated costs.

8. 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.

Discussion/Resolution: To receive clarification on the provision of Police Community Support Officer (PCSO) services for Appleton Parish Council, including any associated costs or charges, and to consider any actions or decisions arising.

9. **Appletots' Council Grant Application**

To consider: The grant application submitted by Appletots to the council and any action or support required.

10. **Dates and time of next meetings**

To Note: Upcoming Meeting Schedule

9:45 - Finance and General Purposes Committee to be agreed (Early January 26)

- **Tuesday, 20th January 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 5th February 2026**
 - 9:15 am – Planning Committee
 - 9:45 am – Finance and General Purposes Committee
- **Tuesday, 17th February 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 19th February 2026**
 - 10:00 am – Employment Committee
- **Thursday, 5th March 2026**
 - 9:15 am – Planning Committee
 - 9:45 am – Finance and General Purposes Committee
- **Tuesday, 17th March 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 19th March 2026**
 - 10:00 am – Employment Committee

11. **Agenda items were addressed as scheduled.**

The meeting was officially closed at: