



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 15th July 2025 at 7pm** for the purposes of transacting the business set out in the agenda below.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'James Monks'.

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

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 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 the clerk, Mrs J Monks on 01925 268153 or clerk@appletonparish.gov.uk prior to the meeting. In order for any background information to be undertaken if would be helpful if any questions could be submitted to the clerk no later than three days before the date of the meeting.

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

To elect a new Deputy Chair of the Parish Council.

5. Co-option of Parish Councillors

To note that no applications have been received and to consider readvertising the remaining vacant posts and determine a closing date/time for applications.

6. Minutes of the Parish Council meeting on Tuesday 20th May 2025

To approve the minutes of the Parish Council's monthly meeting on Tuesday 20th May 2025.

7. Minutes of the Parish Council meeting on Tuesday 17th June 2025

To approve the minutes on the Parish Council's monthly meeting on Tuesday 17th June 2025.

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

- i. To approve the minutes of the Finance and General Purposes committee meeting held on Thursday 3rd July 2025.
- ii. To approve the following recommendations further to the Finance and General Purposes Committee on Thursday 3rd July 2025:
(all relevant supporting documents attached).
 - a. The reserves policy be recommended for approval
 - b. The Risk Assessment be recommended for approval
 - c. The Cybersecurity policy be recommended for approval
 - d. The Safeguarding policy be recommended for approval
 - e. The Virtual Meeting policy be recommended for approval
 - f. The Investment Strategy be recommended for approval

9. Planning Chair

To seek nominations and elect a Chair for the Planning Committee.

10. Planning Committee Minutes

To approve the Planning Committee meeting minutes of Tuesday 17th June 2025 and Thursday 3rd July 2025.

- 11. Accounts for 2025/2026 and Payments Schedules**
To note the bank reconciliation at the 30th of June 2025, to confirm the June statement of receipts and payments for the financial year 2025/2026 and to approve payment schedule for July 2025.
- 12. Quarterly Banking Reconciliation and banking checks**
To appoint a Parish Councillor to undertake the verification of the bank reconciliation for all account as at 30th June 2025.
- 13. August Recess**
To authorise the clerk/assistant clerk and Chair/Deputy Chair to act on behalf of the Parish Council during August recess following consultation with all other Parish Councillors.
- 14. Civility and Respect Pledge**
For the Council to consider signing up to the civility and respect pledge.
(Details attached.)
- 15. Membership of Cheshire Community Action**
 - i. To discuss and to approve any action for Parish Council membership of Cheshire Community Action for 2025/2026 at the cost of £100.
 - ii. To discuss and to approve any action for Buildings membership of Cheshire Community Action for 2025/2026 at the cost of £50.
- 16. Standing Orders**
To confirm the Standing Orders for the Parish Council following amendments requested by the Finance and General Purposes Committee on 5th June 2025.
- 17. Minutes of the Environment Working Group on Thursday 19th June 2025**
To approve the minutes of the Environment Working Group meeting on Thursday 19th June 2025.
- 18. Terms of reference for the Environmental Working Group**
To confirm the terms of reference as recommended by the Environmental Working Group.
- 19. Communication with Homes England**
[Cllr H Speed Agenda Item]
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**
To receive an update and report from the local PCSO.
At the time of agenda publication, this report had not been received.

20. 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.

21. 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 public and press are excluded from items below due to confidential nature of the business to be transacted.

22. Employment Working Group

- i. To approve draft minutes of the meeting held 6th June 2025 (deferred from the meeting held on 17th June 2025).
- ii. To approved the draft minutes of the meeting held 3rd July 2025
- 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 which may be incurred.
- iv. To consider complaint and agree any next steps.
- v. To consider re-designating the Working Group as a Committee