



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington,
Cheshire 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 20th May 2025** for the purposes of transacting the business set out in the agenda below.

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

Yours sincerely

Mrs. J Monks, Clerk to Appleton Parish Council, date of issue 14th May 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 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. Election of a new Chair of the Parish Council

To elect a Chair of the Parish Council for 2025/2026.

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

To elect a Deputy Chair of the Parish Council for 2025/2026.

4. Code of Conduct

To confirm the Code of Conduct for Parish Councillors.

5. Declaration of Interest Forms

Each Parish Councillors must review their declaration of interest form and complete a new form if out of date and the clerk will then display on the Parish Council's website.

6. Members of Committees and Working parties

To appoint Members to the Committees and Chair for each Committee and working party for 2025/2026.

7. Members of Outside Bodies

To appoint members to represent the Parish Council for 2025/2026.

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. Co-option of Parish Councillors

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

5. Minutes of Annual Parish Council meeting and last Parish Council meeting

To approve the minutes of the Parish Council's Annual Parish Meeting on Tuesday 15th April 2025 and the Parish Council's monthly meeting on Tuesday 15th April 2025.

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

To approve the minutes of the Finance and General Purposes committee meeting on 1st May 2025.

To approve the following recommendations further to the Finance and General Purposes Committee on Thursday 1st May 2025;

- (a) The Parish Hall income and expenditure report and Hallmaster reports were to be approved by the Parish Council.
- (b) The review of income and expenditure for the period 1st April 2024 to 31st March 2025 were to be approved by the Parish Council.
- (c) The internal auditors report was approved by the Parish Council.
- (d) The report and expenditure for the earmarked reserves for 2024/2025 as detailed in the minutes of the Finance and General Purposes Committee meeting dated 1st May 2025 was approved by the Parish Council.
- (e) The earmarked reserves for 2025/2026 were allocated as detailed in the minutes of the Finance and General Purposes Committee meeting dated 1st May 2025 was approved by the Parish Council.
- (f) The annual review of internal Financial Controls as detailed in the minutes of the Finance and General Purposes Committee meeting dated 1st May 2025 was approved by the Parish Council.
- (g) The asset register was approved by the Parish Council.
- (h) The Parish Council continued with the current contract with Warrington Borough Council at the monthly cost of £364.75 plus VAT.

7. Annual Governance and Accountability Return 2024/2025 – Section One Annual Governance Statement

To discuss and approve the Annual Governance Statement following the recommendations of the Finance and General Purposes Committee on 1st May 2025.

8. Annual Governance and Accountability Return 2024/2025 Section Two – Accounting Statements and variation explanations

To discuss and approve the Accounting Statements and variance explanations following the recommendations of the Finance and General Purposes Committee on 1st May 2025.

9. Planning

To approve the minutes of the Planning Committee meeting on Tuesday 15th April 2025 and Thursday 1st May 2025.

10. Accounts for 2025/2026 and Payments Schedules

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

11. Banking

(a) To add Mrs K Pepper as the new assistant clerk as an authorised persons for banking for the following bank accounts.

Nationwide account

Manfield Building Society

Hanley Building Society

Skipton Building Society

Buckinghamshire Building Society

NatWest current account

(b) To approve a debit card for Mrs K Pepper as the new assistant clerk for the NatWest current account.

(c) To approve the expenditure of up to £20 for Councillor E Manson-Sawko to obtain proof of ID for the Mansfield Building Society.

(d) To confirm the arrangements for two Parish Councillors to authorise NatWest internet banking and to confirm who is available to undertake this every month.

(e) To remove Councillor Laura Booth from NatWest internet banking and to replace with another Parish Councillor.

12. Parish Hall car park

To discuss and to approve any action and expenditure for the following;

(a) To consider the lighting in the Parish Hall car park regarding its impact on local residents.

(b) To discuss and to approve any action and expenditure for the quote for £498.00 plus VAT for the disconnection of the floodlights in the car park at the Parish Hall.

13. COVID-19 Day of Reflection

To discuss and to agree any action and expenditure following the response from Dale Lane Residents Association.

14. Parish Council's insurance

To discuss and to approve the renewal of the insurance for 2025/2025 at the cost of £2500.12. Please note that the Parish Council are in year two of a three-year agreement.

15. IT support

To retrospectively approve the amount of £50 plus VAT for IT support.

16. Training

To discuss and to approve any expenditure for the following;

For the clerk to attend a one day Writing Successful Funding Bids course on Tuesday 10th June from 10.30 to 3.30pm at Tarvin Community centre. Please note there is no charge for this training course.

For the clerk and assistant clerk to attend the Society of Local Council Clerks meeting on Wednesday 11th June in Frodsham. There is no charge for this meeting.

17. Emergency Light repair

To discuss and to approve any expenditure including the quote for £135.00 plus VAT for required works to the emergency lighting at the Parish Hall.

18. PCSO / Police report

To receive an update and report from the local PCSO.

19. 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.

20. Dates and time of next meetings

Thursday 5th June 2025, 9.15am Planning Committee meeting

Thursday 5th June 2025, 9.45am Finance and General Purposes Committee

Tuesday 17th June 2025, 6.30pm Planning Committee meeting.

Tuesday 17th June 2025, 7pm Parish Council meeting.

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

21. Appointment of new Assistant Clerk

To discuss and to approve any action and expenditure including amendments to contract of employment.

22. Minutes of Extra-Ordinary Parish Council meeting on Thursday 27th February 2025.

To note that the minutes of the Extra-Ordinary Parish Council meeting on Thursday 27th February 2025 cannot be entered in the minute book as a correct and true record and that these will not be in date order or numbered consecutively.

23. Minutes of Extra-Ordinary Parish Council meeting on Thursday 1st May 2025

To approve the minutes of the Extra-Ordinary meeting on Thursday 1st May 2025.

24. Subject Access request

To update Councillors on status of the ongoing SAR request. To approve a Budget for associated support services, and to authorise the Employment working group to coordinate preparation of required documentation. Please note any expenditure over £1,000 requires three quotes as per the financial regulations. To approve any other action and expenditure.