



Appleton Parish Council

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

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Minutes of the Parish Council Meeting of Appleton Parish Council held on Tuesday, 21st October 2025 at 7pm in Appleton Parish Hall

Present: - Councillors R Bett, G Chapman, L Chapman, J Wheeler and H Speed.

Agenda

Part 1, open to public and press.

1. Welcome and apologies for absence

Apologies received from Councillors K Critchley, E Manson-Sawko (Illness), L Booth (prior work commitment) and P Walker.

2. Members Code of Conduct

Cllr J Wheeler advised that she would not comment on any planning matters, as a Borough Councillor.

3. Public Participation

Representatives from the Local Police team provided update on activities and PCSO status for Appleton Parish.

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

Cllr L Chapman expressed concern regarding the draft minutes of 15th July 2025 which had been deferred on several occasions. The meeting clerk advised that three draft versions had now been circulated, those being from Cllrs L Chapman, H Speed and the previous Clerk of the Parish Council. As a result, a succinct version had been circulated with the agenda pack (confirming brief detail of discussion and full decisions of the Parish Council) but Cllr L Chapman asked that this set of minutes are again deferred to allow him opportunity to prepare and circulate another version, which will then be presented to December Council meeting.

This was agreed by Members in attendance.

A numerical correction to minutes of 21st August was noted.

Resolved: The minutes of the meetings held 21st August (Subject to numerical correction within agenda item 6) and 16th September 2025 are approved as true records.

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

There were no recommendations to review, following Finance and General Purposes Committee meeting 2nd October.

Resolved: The minutes of the meeting held 2nd October 2025 is approved as true records.

6. Planning Committee Minutes.

Resolved: The minutes of the meetings held 16th September and 2nd October 2025 are approved as true records.

7. Accounts for 2025/2026 and Payments Schedules

Resolved: that the bank reconciliation at the 30th September 2025, statement of September receipts and payments for the 2025/26 financial year are confirmed and payment schedule for October 2025 is approved.

8. Quarterly Bank Reconciliation and Checks

Resolved: Cllr L Chapman is appointed to undertake the bank reconciliation for all accounts as at 30th September 2025.

9. Annual Governance and Accountability Return for 2024/25

Resolved: That the annual return and external auditor report for 2024/25 are received and approved.

10. PCSO / Police report

Verbal report received within public participation of this meeting.

11. Events Working Group

Members received brief update of plans for the Christmas Lights switch-on and request for funding to provide refreshments and activities. The available budget was confirmed as £2500.

Resolved: that:-

- i. Spend of up to £300 for refreshments and children's gift bags for the Christmas 2025 Lights Switch on Event is approved and issue of associated payments delegated to the Assistant Clerk.
- ii. That a maximum of £1500 is approved for purchase and installation of Christmas Tree/Lights for the switch on event, with the Assistant Clerk authorised to make purchase arrangements to meet the switch on deadline.

12. Policy Review

A statement was received from Cllr Bett in relation to the Policy task and finish group and it was confirmed that any re-drafted policies are to be presented to the November Finance and General Purposes Committee for initial review and any onward recommendation to Council.

13. Parish Councillor reports and feedback from other meetings

Several members provided feedback and status updates on matters relating to the parish which included relocation of London Road/Broomfield Road bus stop, areas under review for repeated speeding incidents, progress on Orchard Meadow play area, Appleton Cross consultations and the positive impact of wildflower planting earlier in the year.

14. Dates and time of next meetings

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

Part 2 – This contained confidential information and only Parish Councillors and reporting officers were present.

15. Grievance and Complaints

A verbal status update was received from the Chair of the Employment Committee, following external advice being received.

16. Parish Clerk Recruitment

The Assistant Parish Clerk left the meeting during discussion of this item.

An update was received from the Employment Committee Chair and panel members, following interviews held 15th October 2025.

Resolved: That the Employment Committee Chair confirms the offer of employment to the preferred candidate, in line with the advertised role, and contract of employment be drafted and presented to the Employment Committee for approval and issue.

The Meeting closed at 8pm

Cllr R Bett, Deputy Chair (in the Chair)

Meeting Clerk: KP