



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

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Minutes of the Parish Council Meeting of Appleton Parish Council held on Tuesday 19th May 2026 at 6:30pm in Appleton Parish Hall

The Annual Parish Meeting commenced at 6:50pm, later than scheduled, due to a number of Parish Councillors arriving after the advertised start time and the decision being taken to wait for their attendance before proceeding. As only three Parish Councillors and no members of the public were present at the Annual Parish Meeting, the Chair agreed to defer delivery of her annual report until the additional councillors had arrived, as she considered it important that all members present should hear the report in full.

Present: - Councillors L Booth (Chair), R Bett, G Chapman, L Chapman, J Wheeler, H Speed

Attendees: - Clerk – Karen Newton

1. Election of Chair of the Council for 2026–2027

Councillor Laura Booth was nominated for the office of Chair of the Parish Council for the 2026–2027 municipal year. The nomination was **proposed by** Councillor Helen Speed and **seconded by** Councillor Richard Bett. There being no further nominations, it was **RESOLVED:** That Councillor Laura Booth be elected Chair of the Parish Council for the 2026–2027 municipal year.

2. Chair to Sign Declaration of Acceptance of Office

Councillor Laura Booth formally accepted the office of Chair of the Parish Council for the 2026–2027 municipal year and signed the Declaration of Acceptance of Office

3. Election of Vice-Chair of the Council for 2026–2027

Councillor Richard Bett was nominated for the position by Councillor Judith Wheeler, and Councillor Laurence Chapman was nominated by Councillor Ghazala Chapman.

A vote was then taken. Councillors Judith Wheeler, Eleanor Manson-Sawko and Helen Speed voted in favour of Councillor Richard Bett. Councillors Ghazala Chapman and Laurence Chapman voted in favour of Councillor Laurence Chapman.

RESOLVED that Councillor Richard Bett received the majority of votes and was duly elected.

4. Review and Update of Register of Members' Interests

Councillors were reminded to review their Register of Members' Interests forms and to notify the Clerk of any amendments or updates required. Members noted the request and agreed to submit any changes to the Clerk accordingly.

5. Apologies

Apologies for absence were received from:

Cllr. K. Critchley – Family Commitments

Cllr. Peter Lewenz - Holiday

Cllr. Peter Walker - Health

The apologies were noted and approved by Members.

6. Declarations of Interest and Dispensations

No declarations of interest were received and no requests for dispensations were made in relation to items on the agenda.

7. Approval of Minutes of the Previous Annual Parish Council Meeting

The minutes of the Annual Parish Council Meeting held on 20 May 2025 were considered.

Proposed by Councillor Laurence Chapman and **seconded by** Councillor Helen Speed.

RESOLVED: That the minutes of the Annual Parish Council Meeting held on 20 May 2025 be approved as a true and accurate record and signed by the Chair. All Members agreed.

8. Public Participation

There were no members of the public present.

9. Appointment of Committees and Working Groups

The Council considered appointments to its standing committees and working groups, together with Chairs and Vice-Chairs (where applicable), and the Terms of Reference

Planning Committee

Members: Councillors G Chapman (Chair), L Chapman, R Bett, P Walker, P Lewenz.

Proposed by: Cllr H Speed **Seconded by:** Cllr R Bett. **All Agreed**

RESOLVED: That the Planning Committee be appointed as listed.

Employment Committee

Members: Councillors H Speed (Chair), R Bett, L Chapman, G Chapman, K Critchley.

Proposed by: Cllr G Chapman **Seconded by:** Cllr E Manson-Sawko. **All Agreed**

RESOLVED: That the Employment Committee be appointed as listed.

Finance and General Purposes Committee

Members: Councillors L Chapman (Chair), G Chapman, K Critchley, L Booth, R Bett, J Wheeler.

Proposed by: Cllr H Speed **Seconded by:** Cllr G Chapman. **All Agreed**

RESOLVED: That the Finance and General Purposes Committee be appointed as listed.

Environmental Committee

Members: Councillors R Bett (Chair), P Lewenz, H Speed, K Critchley, G Chapman.

Proposed by: Cllr G Chapman **Seconded by:** Cllr H Speed. **All Agreed**

RESOLVED: That the Environmental Committee be appointed as listed.

Events Working Group

Members: Councillors L Booth Chair, Eleanor Manson-Sawko, Karen Newton (Clerk), Tracey Noble (Deputy Clerk).

Proposed by: Cllr G Chapman **Seconded by:** Cllr L Chapman **All Agreed**

RESOLVED: That the Events Working Group be appointed as listed.

Parish Hall Working Group

Members: Councillors J Wheeler, L Chapman, G Chapman, R Bett, P Lewenz, L Booth, Catrin Middleton (Bookings Secretary), David Pearce (Ranger).

Proposed by: Cllr R Bett **Seconded by:** Cllr L Chapman. Cllr H Speed **Abstained** Other Cllrs **Agreed**

RESOLVED: That the Parish Hall Working Group be appointed as listed, the Chair will be considered at the first meeting.

RESOLVED FURTHER: That the Terms of Reference for all committees and working groups be approved and adopted, except for the Employment Committee, where the incorrect version had been circulated. It was noted that the correct Terms of Reference will be circulated to all Councillors for consideration.

10. Appointment of Representatives to Outside Bodies and Forums

The Council considered the appointment of representatives to outside bodies, forums, and liaison groups for the forthcoming civic year.

Warrington Public Rights of Way Forum

RESOLVED: That Councillor P Lewenz be appointed as the Council's representative.

Parish Path Warden

RESOLVED: That Councillor P Lewenz be appointed as Parish Path Warden.

Police and Crime Commissioner Surgery Meetings

RESOLVED: That Councillor G Chapman be appointed as the Council's representative.

Manchester/Liverpool Airport Liaison Group

RESOLVED: That Councillor G Chapman be appointed as the Council's representative.

Pewter Spear Green Trust

RESOLVED: That Councillors J Wheeler and L Booth be appointed as the Council's representatives.

Southeast Warrington Urban Extension (SEWUE) Liaison

RESOLVED: That Councillors P Lewenz and L Chapman be appointed as the Council's representative.

11. Review of Insurance Arrangements

The Council reviewed its insurance arrangements and confirmed that the current level of cover was adequate for its requirements.

12. Review of Meeting Schedule for 2026–2027

The Council considered the proposed schedule of Council and committee meetings for the 2026–2027 municipal year.

It was agreed that the meeting date scheduled for 5 November be amended to 6 November.

RESOLVED: That the meeting schedule for 2026–2027 be approved and adopted, subject to the amendment of the meeting date from 5 November to 6 November.

13. General Power of Competence

The Council considered whether it met the eligibility criteria to adopt the General Power of Competence under the Localism Act 2011, namely that at the time of resolution:

- The number of councillors elected at the last ordinary election equals or exceeds two-thirds of the total membership of the Council; and
- The Clerk to the Council holds the appropriate sector-specific qualification (CILCA).

It was noted that the Council has 13 seats, with 8 elected councillors currently in office, 2 co-opted councillors, and 3 vacancies. It was further noted that co-opted members do not form part of the eligibility calculation. As the number of elected councillors (8) is less than two-thirds of the total membership of the Council (13), the Council does not meet the electoral qualification required to adopt the General Power of Competence.

It was also noted that the Clerk holds the CILCA qualification.

RESOLVED: That the Council does not currently meet the eligibility criteria for the General Power of Competence and therefore cannot adopt the General Power of Competence at this time.

14. Date and Time of Next Meeting

To confirm the date of the next ordinary Parish Council meeting will commence at 6:30PM
Tuesday 18th May 2027

The meeting was officially closed at: 7:35PM

Signed.....16th June 2026

Dated.....Cllr Laura Booth