



Appleton Parish Council

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Minutes of the Parish Council Meeting of Appleton Parish Council held on Tuesday 16th June 2026 at 7pm in Appleton Parish Hall

Present: - Councillors L Booth (Chair) R Bett (Vice Chair) L Chapman, G Chapman, E Manson-Sawko, J Wheeler, H Speed, P Lewenz.

Attendees: - Clerk – Karen Newton

1. Welcome and apologies for absence

The Chair welcomed members to the meeting.

An apology for absence was received from

Cllr P Walker – Health

The apologies were **proposed for acceptance by** Cllr L. Booth and **seconded by** Cllr R. Bett.

2. Members Code of Conduct

Members were reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in items on the agenda.

Cllr Judith Wheeler declared a non-pecuniary interest in the agenda item **Medication Blister Pack Recycling Scheme**, as Chair of Stockton Heath Parish Council, and took no part in the discussion or decision on that item.

No other declarations of interest were made.

3. Public Participation

No members of the public were in attendance.

4. **Minutes**

Resolved: That the minutes of the following meetings be approved as a true and correct record:

Finance and General-Purpose Committee Meeting held on Thursday 7 May 2026 – **proposed by** Cllr Laurence Chapman, **seconded by** Cllr Richard Bett.

Meeting of Appleton Parish Council held on Tuesday 19 May 2026 – **proposed by** Cllr Laurence Chapman, **seconded by** Cllr Richard Bett.

Full Council Meeting held on Tuesday 19 May 2026 – **proposed by** Cllr Laurence Chapman, **seconded by** Cllr Judith Critchley.

Planning Committee Meeting held on Thursday 4 June 2026 – **proposed by** Cllr Laurence Chapman, **seconded by** Cllr Peter. Lewenz.

Finance and General-Purpose Committee Meeting held on Thursday 4 June 2026 – **proposed by** Cllr Laurence Chapman, **seconded by** Cllr Richard Bett.

Employment Committee Meeting held on Thursday 4 June 2026 – **proposed by** Cllr Laurence Chapman, **seconded by** Cllr Richard Bett.

All Members present voted in favour and the motion was carried.

5. **Parish Hall Working Party – Notes of First Meeting (4th June 2026)**

Members received the notes of the first meeting of the Parish Hall Working Party held on 4 June 2026.

Cllr H. Speed commented on the potential need to engage an architect as the project develops. She advised Members that, in the past, she had received support through Cheshire Connect, which provides access to skilled professionals on a voluntary basis. Cllr Speed reported that she is awaiting a response from Cheshire Connect and will update the Parish Hall Working Party in due course.

it was noted that the matter of the potential need to engage an architect had already been discussed in detail at the 04th June meeting

Resolved: That the notes of the Parish Hall Working Party meeting held on 4 June 2026 be **received** and **noted**.

6. **Finance**

6.1 The Payment Schedules for April 2026, May 2026 and June 2026 (partial) were considered

Resolved: That the Payment Schedules for April 2026, May 2026 and June 2026 be approved.

Proposed by Cllr Laurence Chapman, **seconded by** Cllr R. Bett.

6.2 The Receipt Schedules for March/April 2026 were **received** and **noted**. It was noted that the agenda item should have referred to May rather than March.

6.3 The Bank Reconciliations for April and May 2026 were **received** and **noted**.

6.4 Payments exceeding £500 in respect of the Parish Council website for April and May 2026 were **noted**.

6.5 The NatWest Bank Statements for April and May 2026 were **noted**.

6.6 Section 1 – Annual Governance Statement of the AGAR 2025/26 was considered.
Resolved: That Section 1 – Annual Governance Statement of the AGAR 2025/26 be **approved**.

Proposed by Cllr G. Chapman, **seconded by** Cllr L. Chapman.

6.7 Section 2 – Accounting Statements of the AGAR 2025/26 was considered.

Resolved: That Section 2 – Accounting Statements of the AGAR 2025/26 be **approved**.

Proposed by Cllr G. Chapman, **seconded by** Cllr R. Bett.

6.8 Page 3 of the AGAR 2025/26 (Internal Auditor's Report) was received and noted. The Council considered the Internal Auditor's Report and the Internal Auditor's invoice for £1,076.40.

Resolved: That the Internal Auditor's invoice for £1,076.40 be **approved**.

Cllr L. Chapman commented that the fee had increased significantly compared to the previous year and suggested that alternative Internal Auditors be considered in future years.

6.9 The Clerk's Executive Summary of the Internal Auditor's Report, outlining actions taken and proposed to address the recommendations and observations raised by the Internal Auditor, was **received**.

6.10 The actions proposed within the Clerk's Executive Summary were considered.

Resolved: That the proposed actions be **approved**.

Proposed by Cllr R. Bett, **seconded by** Cllr P. Lewenz.

6.11 The explanation of significant variances in the Accounting Statements and the reconciliation between Box 7 (Balances Carried Forward) and Box 8 (Total Cash and Short-Term Investments) were **received** and **noted**.

6.12 The dates for the exercise of public rights and the publication of the Notice of Public Rights for the 2025/26 accounts were **noted**.

7. Policies and Procedures – Finance & General Purposes Committee

The Committee **received** and **considered** the recommendations and comments of the Finance & General Purposes Committee in relation to the review of policies and procedures.

It was resolved to approve the following documents as recommended by the Committee:

7.1 Complaints Procedure (PC15)

Proposed by Cllr L. Chapman, **seconded by** Cllr Richard Bett.

7.2 Grievance Procedure (PC17)

Proposed by Cllr L Chapman, seconded by Cllr Richard Bett.

7.3 Employment Committee Terms of Reference

Proposed by Cllr L Chapman, seconded by Cllr Helen Speed.

8. Medication Blister Pack Recycling Scheme

The Council considered a request from Stockton Heath Parish Council for a contribution of £100 towards the ongoing costs of the Medication Blister Pack Recycling Scheme for the 2026/27 financial year.

It was proposed by Cllr Richard Bett and seconded by Cllr H Speed that Appleton Parish Council support the initiative.

A vote was taken, and the proposal was carried by 4 votes to 2.

It was further requested that Appleton Parish Council be included on all relevant scheme documentation.

9. Banking Arrangements

The Council reviewed its banking arrangements and considered changes to the Mansfield Bank account signatories.

It was proposed that Cllr Peter Walker be removed as an authorised signatory/user on the Mansfield Bank account. It was further proposed that Cllr Richard Bett and Cllr Helen Speed be added as authorised signatories/users.

The proposal was moved by Cllr Helen Speed and seconded by Cllr Peter Lewenz.

All Agreed

10. Land to the East of Blackcap Road

The Council received an update from Cllr H. Speed regarding the land to the east of Blackcap Road.

Cllr Speed reported that there had been significant delays in discussions relating to the proposed roundabout on Blackcap Road.

It was further reported that the Council had been notified that a section of a wide pathway adjacent to Phase 2 of the development had been closed. Cllr Speed had contacted Homes England to seek further information; however, no additional details were provided.

Concerns were raised regarding the lack of communication with residents. A request has been made for communication to be improved and for methods other than WhatsApp to be used. Homes England has agreed to display information posters advising residents of ongoing works, although these will not explain the reasons for the works.

The update was noted.

11. Fire Safety and Drill Arrangements for Group Users

The Clerk advised that this item had been placed on the agenda following an incident in which the fire alarm was accidentally activated, resulting in group users evacuating to the rear of the building.

Following discussion, Members agreed that existing fire safety arrangements and procedures should be reviewed to ensure that group users are provided with clear guidance on evacuation procedures, responsibilities, and assembly points.

Resolved: That the Clerk investigate whether any current fire safety and fire drill procedures are in place for parish facilities and contact the local Fire and Rescue Service to seek advice and assistance in reviewing and updating procedures, guidance, signage, and any related fire safety arrangements. The findings and any recommendations are to be reported back to a future meeting of the Council.

12. Asset register

The Council reviewed the information recorded within the Parish Council's Asset Register and considered whether any updates or amendments were required in respect of Appleton Parish Hall.

Cllr Judith queried whether the Parish Council's three registered Assets of Community Value should be included on the Asset Register, noting that while they are registered by the Parish Council, they are not assets owned by the Council. It was also noted that the registrations, made in 2020, have not yet been reviewed.

It was agreed that this matter would be referred to the Planning Committee for further discussion. Cllr Judith will provide the Clerk with additional information regarding the registered Assets of Community Value to assist with the review.

13. Lumb Brook Millennium Green Trust

It was **RESOLVED** that, due to the confidential nature of the matters to be discussed, this item be deferred to **Part Two – Confidential Items** for consideration following the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960.

14. Reports from Parish Councillors

The Council received reports from parish councillors on committees, working groups and outside bodies.

Cllr J. Wheeler reported that the Police are continuing to hold local police surgeries, with the next session taking place in Broomfield's on Thursday. Members were also advised that the area has a temporary Police Community Support Officer, Matt Kirkham.

Cllr P. Lewenz reported that the Woodland Trust has expressed concerns regarding incidents of off-road biking within The Dingle.

Cllr R. Bett reported that the play area, pond and surrounding area at Dudlow Green are in a state of disrepair. Discussions have taken place with Warrington Borough Council, who advised that they do not currently have funding available to undertake the necessary works. However, they indicated that the Parish Council could refurbish the area if it wished to do so.

It was reported that further discussions will take place with the Borough Council's contractor, who will provide the Parish Council with an estimate of the costs for the required works.

Cllr Bett also advised that any proposals for bulb planting must be submitted to Warrington Borough Council by the end of July. It was noted that funding approval would be required should the Council wish to proceed, with indicative costs estimated to be in the region of £15,000, depending on the extent of the works required.

Cllr Swako-Manson advised that she knows a landscape architect who would be willing to provide ideas and suggestions for potential improvements to the Dudlow Green area.

Cllr H Speed

Dudlow's Green Medical Centre and Pharmacy

A date has been agreed for a meeting with the Interim Director of Place at the ICB and ICB lead for the Appleton Cross Health Centre for July 16th.

Urgent Treatment Centre

A business case is being prepared for an Urgent Treatment Centre which is to be based in the Warrington Hospital grounds. The timescales for the development, if successful, is not yet known.

SEWUE Development Framework

No date has been received yet for the South Warrington Parishes SEWUE Working Group despite my sending a chasing email.

Lack of footpaths between Longwood Road and Grappenhall Heys School

A resident who has a child starting school at Grappenhall Heys in September has contacted me to express concern that there are areas without pavements between Longwood Road and Grappenhall Heys School. I will make enquiries with WBC, however, the financial situation at WBC makes installation of new footpaths unlikely at present.

HMP Thorn Cross

Another prisoner has absconded from HMP Thorn Cross recently. No further information has been received regarding the difficulties with parking around the prison.

Parking in Green Lane adjacent to the nursery in Appleton Thorn

I have not yet contacted the nursery to find out if they have been able to agree a programme of repairs to the grass verge with the Rights of Way Officer but will do so.

Speed Indicator Devices in Appleton Thorn

I have been notified that the speed indicator devices were being installed in Lumb Brook Road and Grappenhall Lane. I have not yet been to confirm that they are installed yet

Cllr G Chapman – Noted the area in green lane has still yet to be tidied up.

Cllr L. Booth noted that some food caddies had not been delivered in Lyons Lane and that collections were also being missed. She will email the relevant officer to report the issue.

Cllr L. Booth raised concerns about overgrown trees on the walkway at Panbourne Close, Appleton, which is regularly used by children walking to school. One resident has refused to cut back the trees, stating that they belong to Warrington Borough Council, while the neighbouring resident has cut back the trees on his side. Cllr Booth will take photographs of the area and report the issue to the Council.

Cllr Wheeler commented that the trees at Broomfield's School also require attention.

Issues were also raised regarding Epsom Gardens, where residents are experiencing problems relating to service charges and rent with Warrington Housing Association.

Resolved: That the reports be received and noted.

15. PCSO / Police report/Update

An email had been received regarding the deployment of a Speed Indicator Device (SID) in response to concerns about speeding on Longwood Road. The Clerk confirmed that a reply had been sent to PC Kieran Henderson advising that Appleton Parish Council owns three SIDs, which are stored at the police station. If the devices can be located, PC Henderson is welcome to deploy one as a deterrent measure. Cllr Chapman raised a query regarding the PCSO charge and asked that it be checked to ensure no duplicate payment had been made, and that no payments had been made for periods after the service had ceased. The Clerk confirmed that this would be investigated

Part Two – Confidential Items

Resolved: That, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.

The meeting then moved into Part Two for the consideration of confidential business.

13. Lumb Brook Millennium Green Trust

This item was considered in **Part Two – Confidential Items**.

It was **Resolved** to note the report, seek further information regarding governance arrangements, and continue discussions with the Trust to support the long-term protection, maintenance and accessibility of Lumb Brook Millennium Green.

16. Information Commissioner's Office Correspondence (Subject Access Request Matter)

This item was considered in **Part Two – Confidential Items**.

It was **Resolved** to approve the proposed response for submission to the Information Commissioner's Office.

17. Staff Contracts of Employment

This item was considered in **Part Two – Confidential Items**.

It was **Resolved** to authorise the Chair of the Council to sign the employment contracts on behalf of the Council, where required, and to defer one contract pending further clarification.

18. Dates and time of next meetings

Upcoming Meeting Schedule

July 2026

Thursday 2 July 2026

- 9:15am – Planning Committee Meeting
- 9:45am – Finance & General Purposes Committee Meeting
- 11:15am – Environmental Committee Meeting

Tuesday 21 July 2026

- 6:30pm – Planning Committee Meeting
- 7:00pm – Full Council Meeting

17. Agenda items were addressed as scheduled.

There being no further business, the meeting was closed at 8:50PM

Signed.....*Cllr Laura Booth*.....

Dated.....*21.7.26*.....

Signed.....

Dated.....