



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 Extraordinary Parish Council meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Monday 14th September 2026 at 12pm** for the purposes of transacting the business set out in the agenda below.

Yours sincerely

K Newton

Karen Newton Clerk to Appleton Parish Council, date of issue 9th September 2026.

If you have any general enquiries regarding the above meeting, please contact Karen Newton, 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 interests in any item of business on the agenda and should do so no later than when that item is reached.

Declarations are a personal matter, and each Member must decide whether to declare an interest based on the circumstances.

Any requests for dispensations relating to pecuniary interests, whether made before or during the meeting, will be considered by the Parish Council, and any granted dispensations will be formally documented.

3. Public Participation

Members of the public may make representations, ask questions, or give evidence on agenda items during the public participation period. This period is limited to three minutes unless the Chairman directs otherwise. Questions do not require an immediate response and must not initiate debate. All comments must be addressed to the Chairman, who will control the order of speaking.

4. Exclusion of Public and Press

To consider and, if appropriate, resolve under the relevant provisions of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during consideration of the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

PART 2 – CONFIDENTIAL / EXEMPT BUSINESS

5. Consideration of Complaint Regarding the Co-option Process Held on 21 July 2026

To consider the complaint submitted to the Parish Council by one of the candidates who participated in the co-option process held on **21 July 2026**.

Members are asked to consider all relevant information relating to the complaint, including, but not limited to:

- a)** A copy of the complaint and all communications to and from the complainant which purport to have been sent or received on behalf of the Parish Council;
- b)** Copies of any legal, procedural or other professional advice obtained by the Parish Council in connection with its consideration of, and response to, the complaint;
- c)** Copies of relevant internal correspondence between Parish Council Members, officers, clerks or other representatives concerning the consideration of and response to the complaint;
- d)** The decision-making audit trail leading to the response issued to the complainant, together with any subsequent decision-making records or audit trails relating to the complaint;
- e)** Confirmation of which Parish Council Members were formally or informally aware, by **4 September 2026**, of the contents of the response issued by the Parish Council to the complainant.

Resolution

Members are asked to consider and resolve what further action, if any, should be taken in relation to the complaint, including consideration of:

- whether the response previously sent to the complainant should be withdrawn, amended or otherwise reviewed;
- whether an independent third party should be appointed to investigate the complaint and report its findings and recommendations to the full Parish Council;
- whether any further information or evidence should be obtained;
- whether any procedural or governance matters identified require further action; and
- any other appropriate action considered necessary by the Parish Council.

6. Possible Governance and Standing Order Breaches Relating to the Co-option Held on 21 July 2026

To consider whether there were any potential breaches of the Parish Council's governance arrangements, Standing Orders, legal requirements or agreed procedures in connection with the co-option process held on **21 July 2026**.

Members are asked to consider any relevant evidence and determine whether further investigation, advice or remedial action is required.

7. Matters Arising from Items 5 and 6

To consider and **resolve** any consequential actions arising directly from the matters considered under agenda items 5 and 6, insofar as such matters require a decision of the Parish Council.

8. Dates and time of next meetings

To Note: Upcoming Meeting Schedule and **to Note** that the meetings scheduled to be on Thursday 5th November 2026 will now take place on Friday 6th November 2026 and Thursday 6th May **2027** will now take place on Friday 7th May **2027** due to the election.

October 2026

Thursday 1st October 2026

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

Tuesday 20 October 2026

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

November 2026

Friday 6th November 2026

- 9:15am – Planning Committee meeting
- 9:45am – Finance and General-Purpose Committee Meeting

- 11:15am – Employment Committee Meeting
Tuesday 17th November 2026
- 6:30pm – Planning Committee Meeting
- 7:00pm – Full Council Meeting

9. **Agenda items were addressed as scheduled.**
The meeting was officially closed at:

Signed.....

Dated.....