GRAPPENHALL AND THELWALL PARISH COUNCIL
Council Office, Community Centre, Bellhouse Lane, Grappenhall, Warrington WA4 2SG
Colette Fellows, Clerk to the Council/RFO
Tel 01925 264918 (Monday to Thursday 2.00 - 4.30 pm)
clerk@gtpc.org.uk

13th September 2024

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on Thursday 19th September 2024 at 7.30 pm at the Council Office, Bellhouse Lane, Grappenhall WA4 2SG for the purpose of transacting the following business:

Yours sincerely

Colette Fellows

Clerk to the Council/RFO

A G E N D A

79. Apologies for Absence
To consider apologies and reasons for absence. For resolution.

80. Dispensation Requests
To consider any dispensation requests from members.

81. Disclosures of Pecuniary and Personal Interests
Members are reminded that personal interests or prejudicial interests, as defined in the Code of Conduct, in any matter before the meeting, must be disclosed no later than the start of discussion on that item.

82. Minutes
To approve as a correct record the minutes of the Parish Recess Meeting on 15th August 2024. To receive the minutes of the Planning Committee held on the 5th September 2024, the Estates Committee held on the 9th July 2024, and the Resources Committee held on the 10th September.

83. Information for Noting
a) The Head Gardener/Manager position – We've received over 30 applications for the post and have interviewed 6 possible candidates. The second interview will take place on Tuesday 17th September with Cllr Fernyhough (Chair of Estates) and Cllr Browne (Chair).
b) The two students who have supported the office over the summer months did a great job. The archive room is complete and future-proofed, and the office filing system had a complete overhaul. This was a great initiative, suggested by Cllr Fernyhough whilst the staffing structure is under review.
c)Lymm High School has thanked the Parish Council for the kind donation to the photography dept for the work completed by Martha.
d) Redrow has made a donation of £200 to the Walled Garden for promotional pictures.
e) The Clerk requested permission to re-site the bin on Broad Lane to Narrow Lane. The works are now completed (by WBC) who have invoiced for a cost of £157.35+vat. The Clerk has disputed these costs as the original request was only for permission.

f) If any member requires any informative information to be put on the Website/Facebook or Instagram (Instagram will launch next week), can members please send it to info@gtpc.org.uk
g) Committees with budgets are reminded to submit their requests for any future spending requirements on time for consideration at the Resource Committee Budget meeting on the 5th of November 2024.
h)The Clerk will attend the SLCC branch conference on Thursday 26th in Middlewich. Subjects for 2024 are as follows:

- Master all things procurement from writing basic contracts, understanding regulations and using contracts finder
- Learn what practical steps councils can take to tackle climate change
- We'll go over the top advisory issues the SLCC advice line has received this year
- Master what policies your council needs to have in place
- Enjoy the 'power of movement' in an engaging post lunch session where YOU decide what's on the agenda
- Learn more about getting a .GOV.UK domain for your council
- Meet the new Cheshire Police and Crime Commissioner Dan Price and find out more about his work
- Discover how to improve your council's public engagement and communication

i) Councillor Contact information will be emailed separately.

84. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Status	Update
2023/179	New Planning Portal	CF	Ongoing	Currently using the Scribe even though it is no longer supported.
2024/30	LiveWire Investment - Lymm CEC – Investment Withdrawal	BD	Complete	A holding email has been sent to LiveWire
2024/38b	Request for Funding – Railway club	CW	Ongoing	Cllr Worsley approached GYCA Committee to seek a rent reduction.
2024/40	NP Grant application	MS	Complete	Awarded the remaining balance of the £10k which was £4913 (£5,087 granted in 2018)

85. PCSO Crime Report

An updated crime report will be emailed to all members prior to the meeting.

86. Expenditure to date

The Clerk will present the expenditure to date. (see attached)

87. Accounts for Payment

87.1 A schedule of Accounts for Payment to be tabled. (see attached).

87.2 Retrospective approval for emergency tree works on Jubilee Park is sought for £850+vat. For resolution to accept.

87.3 Retrospective approval for the recruitment advertisement is sought for £875+vat with Haymarket, in Horticulture Jobs. For resolution to accept.

87.4 The Clerk has engaged with Paul Travis Conservation who will attend the Glass Houses for a complete survey and report on current damage and preservation. The cost of this exercise is around £3,000+vat. This has been a difficult task for someone who specialises in these works. For resolution to accept.

Both 87.2/87.3/87.4 come under section 3.5 of the Financial regulation (see below extract).

3.5 In cases of extreme risk to the delivery of Council services the Clerk may incur expenditure on behalf of the Council which in the Clerks judgment it is necessary to carry out. Such expenditure includes repair, replacement or other work whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk will consult with the Chairperson of the Council before any expenditure is occurred, and shall report the action to the Council as soon as practicable thereafter

88. Requests for Funding

No requests for funding have been received.

89. Governance

89.1 The terms of reference have been reviewed by the Resources Committee (see attached) For resolution to adopt.
89.2 The terms of reference have been reviewed by the Estates Committee (see attached) For resolution to adopt.
89.3 The terms of reference have been reviewed by the Parks & Open Spaces Committee (see attached) For resolution to adopt.
89.4 The terms of reference have been reviewed by the Climate Committee (see attached) For resolution to adopt.

90. Councillor Co-Option

Warrington Borough Council Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient town councillors elected to constitute a quorum. *Section 21(2) Representation of the People Act 1985 imposes no time limit on parish councils with regard to their powers to co-opt, where the Council is quorate.*

To consider the application for the Councillor Vacancy.

We have received two applications from Helena Drogan and Moira Dolan, information will be circulated before the meeting. For discussion and resolution to accept.

91. Remedi – Restorative Services

We have been approached by the above services, who work with first-time offenders who do not have a criminal record but try and encourage offenders not to go on to re-offend by giving back to the community. (Information was emailed to members on 16th July). For discussion and resolution.

92. GYCA

Cllr Worsley will provide an update to members.

93. Warrington Borough Council

Cllrs Browne, Hignett, Johnson, and Speed will update members on Warrington Borough Council matters.

94. Neighbourhood Plan Working Group

The application for government grant funding to assist in the production of the Neighbourhood Plan was successful and £4913, the maximum amount the Council is eligible for, having already received some £5,087 back in 2018, was received at the end of August.

The application for technical support to carry out a more locally-focused Housing Needs Assessment than the Borough-wide one produced for the Warrington Local Plan was also successful. This study will be carried out at no cost to the Council by consultants AECOM.

The latest meeting of the Steering Group was held on 3 September and was attended by representatives from both Homes England and Warrington Borough Council's Planning Department. This provided an opportunity to discuss both progress on the Neighbourhood Plan and the Development Framework

being prepared by Homes England for the SEWUE as well as the three bodies coordinating their community engagement activities so as to avoid consultation overload.
Following on from the two engagement exercises undertaken in the summer (Thelwall Rose Queen and Grappenhall Walking Day) a further engagement session is to be held at the Autumn Fair at Grappenhall Heys Walled Garden on 28 September.

We have now approached Neil Homer to progress the work on Design Coding, for some of which we have received grant funding. The proposed project plan anticipates 8.5 days' work on preparing a character assessment of the Parish to inform their advice on the design strategy for the Neighbourhood Plan. However, it should be noted that the government grant regime will not pay more than £578 per day whilst ONH's day rate is £665. There is therefore a shortfall of some £739.50 for this work which the Council needs to pay to the consultant, over and above the grant received.

In addition, we have asked ONH to provide a proposal to carry out a character appraisal of the three Conservation Areas in the Parish. This will distil, describe and illustrate the key factors that shape the architectural and historic value of each area, provide design management recommendations for each of the Conservation Areas and help further shape design policy in the plan. This work will require 9 days and at a cost of £665 per day amounts to £5985. Accordingly, Council is requested to authorise the additional spend totalling £6724.50 for consultancy fees to support the preparation of the Neighbourhood Plan. For discussion and resolution.

63.1 Neighbourhood Plan funding – The Clerk will update members on the current financial position to the NDP Steering group costs

95. Consideration of Planning Applications
To consider the following applications which require an immediate decision.

2024/01056/FULM (Major) – Land South of Curzon Drive, Keeper Road, and Boddington Drive, East of Litchfield Ave, and West of Stansfield Drive.
Proposal: Proposed residential development of 226 dwellings.

2024/01112/FULH Householder - 15 Woodlands Drive, Thelwall
Proposal: Retrospective two storey side extension

2024/00804/FUL – Woodlands Alpaca Farm Stockport Road
Proposal: Full Planning application for the demolition of existing buildings and the erection of an agricultural storage unit.

96. Part Two Confidentiality - Matters to be discussed in the absence of the press and public
To discuss the following item in a closed session:

- Gardener/Manager retirement.

Public Bodies (Admission to Meetings) Act 1960 s.2
A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies