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

14th November 2024

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on Thursday 21st November 2024 at 7.00 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

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

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

131. 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.

132. Minutes
To approve as a correct record the minutes of the Parish Council Meeting on the 17th October 2024. To receive the minutes of the Parks and Open Spaces Committee held on the 29th October, the Planning Committee held on the 7th November 2024, the Resources Committee held on the 5th November and the Estates Committee minutes held on the 11th November 2024.

133. Correspondence
The Clerk received an invitation from LiveWire to attend the AGM which will be held on November 14th. Information was emailed to all members on November 7th. Cllrs Davies and McQuillian to attend who will provide in the meeting.

134. Information for Noting
a) The boiler in the Parish Council offices which services the heating and hot water is broken and unfixable. Cllrs Browne and Davies are looking into an alternative heat source system in line with the Parish Council policy (Climate Emergency).
b) Graham Richardson has now retired, and Oliver Groos has taken over as the Gardener Manager from the 19th of November 2024.

c) The Clerk and Outreach Officer have requested WBC for a bollard to be installed at the end of Astor Drive, before the cricket path. This was reported as the access route used by the people responsible for taking the lead from the glasshouses.
d) Cllr Davies has kindly laid insulation in the roof space of the Council Offices. An earlier inspection had revealed that insulation had been purchased and put in the loft space, but never laid.
e) Wreaths were laid at the Remembrance Sunday Service at St Wilfrids and Thelwall Memorial. It has been noted that the wreaths have been recycled for the past three years and look rather tired. For 2025 a more environmentally friendly wreath should be sourced.
f) Councillor Contact information will be emailed separately.

135. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Status	Update
2023/179	New Planning Portal	CF	Ongoing	Currently still using the Scribe even though it is no longer supported.
2024/118	New Village Signage	BD	Ongoing	The Ass Clerk has contacted WBC to complete the work. A date for completion has not yet been shared.

136. PCSO Crime Report
An updated crime report will be emailed to all members before the meeting.

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

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

138.2 SLCC (Society of Local Council Clerks) membership is up for renewal in January for £300. For resolution to accept.

139. Resource Committee Recommendations
In the minutes of the Resources Committee (items 22.1,22.2,22.3) it was resolved to recommend for approval the following:

139.1 National Pay Awards
The trade unions have agreed on the 2024 level of pay award. The offer was for a flat rate increase of £1,290 for scale points up to SCP 43 and from SCP 44 and above an increase of 2.5%, effective from 1 April 2024. This will be applied to the December salary payment, with the amount due from April 2024 paid as a one-off back payment. For discussion and resolution to accept.

139.2 The Clerk presented the impact of the budget announcement of the Employer's National contributions increase from 13.8% to 15% and the lowering of the secondary allowance threshold from 9.096k to 5.0k. The financial impact on the current staffing levels would be a cost of 5.5k. This has now been confirmed that we are liable to pay as we are not included in any exemptions, as we are not funded by the Central Government.

139.3 The Clerk made recommendations to members to consider granting the Clerk Colette Fellows, the Assistant Clerk Beverley Doward and the Admin Assistant Susan Clements a pay increase of one SCP pay point from April 2025. Further details were provided and discussed in a closed session. It was resolved to accept the recommendations. For discussion and resolution to accept the proposal

140. Governance

NALC has issued amended Financial Regulations, with changes highlighted in the attached document. The Clerk recommends that they be adopted, with the suggested changes. For discussion and resolution.

141. Requests for Funding

No Requests for funding have been received.

142. New IT Equipment Parish Council Offices

The Clerk is recommending the current computer systems be updated in the offices to enable off-site working and more productive and efficient use of shared drives. The Clerk is requesting the following be purchased:

- A further Laptop at a cost of £608+vat (Dell Latitude)
- A further docking station at a cost of £175+vat (Dell WD195) same as current docking stations
- 2 new office monitors to work on two screens simultaneously, at a cost of £110+vat.

The Clerk and Assistant Clerk will work on a laptop and docking station. For discussion and resolution.

143. GYCA

Cllr Worsley will provide an update to members.

144. Warrington Borough Council

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

145. Neighbourhood Plan Working Group

145.1 Consultants ONH have produced an initial draft of the Character and Design study as part of the evidence base for the Neighbourhood Plan (NP). The draft report will be presented to the next meeting of the Steering Group of the Neighbourhood Plan (to include WBC and Homes England) in December. The study seeks to identify key design principles to shape future planning proposals across the parish and to provide design cues for the two Local Plan allocations (SEWUE and Thelwall Heys). It also refreshes the appraisals for each of the three Conservation Areas in the Parish. The study makes a series of recommendations to be incorporated into policies in the NP as well as other recommendations for consideration by the Parish Council and WBC.

Consultants AECOM are continuing to work on the housing needs assessment. In addition, a residents' survey to provide more subjective information on housing needs will be sent to all households at the end of November. Members of the Steering Group will analyse the responses and AECOM have agreed to incorporate the results into their report. The draft report is now expected early in the New Year.

It has been agreed with Homes England that three workstreams will be set up between members of the NP Steering Group, representatives of Homes England and Homes England's consultants. The workstreams will focus on the interactions between the NP and Homes England's Development Framework and will cover the five relevant NP themes: Design codes/GI and Local Green Spaces/ Local Heritage; Housing types and tenure and Infrastructure Investment.

145.2.1 Currently the costs for Planning are as follows:

Budget	SWP	£8000.00	**Expenditure**	SWP	£3267.00
	NPWG	£2000.00		NPWG	£6625.00
	Ear-marked Reserves	£8000.00	Incurred Costs	NPWG	£8854.50
	Budget Planning =	**£18,000.00**	**Total Expenditure**		**£18,746.50**

This is an overspend of £746.50. Members to resolve to accept the overspend. For discussion and resolution.
145.2.2 The Clerk will move the Ear-marked Reserves of £8k. The Clerk is also requesting members resolve to move the remaining budget from SWP to NPWG. For discussion and resolution.

146. SWP (South Warrington Parishes) -SEWUE (South East Warrington Urban Extension)
Cllrs Browne and Speed would like members to consider formally becoming members of the SEWUE Working Group (see attached). The Clerk has raised concerns about the mechanics of this Working Party and the impact on already overstretched resources. How is it all going to work?
The Clerk and Assistant Clerk will brief members, as to what value and benefits this would have for Parish Council. For discussion and resolution.

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

2024/1330/Ful – Ingleside, Church Lane, Grappenhall WA4 3EP. Demolition of existing dwelling and attached garage and erection of a new self-build replacement dwelling.

UPDATE ON THE SOUTH WARRINGTON PARISHES SOUTH EAST WARRINGTON (SEWUE) WORKING GROUP

NOVEMBER 2024

PURPOSE

The purpose of this briefing paper is to:

1) formally confirm Grappenhall and Thelwall Parish Council becoming members of the proposed South Warrington Parishes South East Warrington Urban Extension (SEWUE) Working Group

2) note the progress to date regarding membership of the SWP SEWUE Working Group by the other South Warrington Parishes

3) consider the proposed Terms of Reference (Draft 3) for the Working Group and approve of these as a working document.

4) agree the nomination of two parish Councillors to join the SWP SEWUE Working Group.

BACKGROUND

At a meeting of the Neighbourhood Plan Steering Group in August it was strongly indicated by Homes England and Warrington Borough Council (WBC) Senior Planning Officer representatives that they would prefer to liaise with a combined group of elected Parish Councillors regarding the Development Framework for the South East Warrington Urban Extension, rather than on an individual basis. This proposal was accepted as a productive means of influencing the Development Framework to the benefit of the local population and as a means of relaying the views, wishes and needs of current residents. The model for the Working Group is based on the SWP Working Group that has been working on the Local Plan and is expected to cease working once the result of the Inspector's consideration of the Six56 is published on December 9th.

Having established and being in the process of developing the Neighbourhood Plan, local Ward Councillors Speed and Browne were perfectly positioned to take this initiative forward and have established a process in order to meet with the other South Warrington Parish Councils to inform them of this proposal and to invite them to take part. The development of the Neighbourhood Plan for Grappenhall and Thelwall will be of great benefit, not only to the parish, but also to inform the SWP SEWUE Working Group of the policies to focus on and to accelerate the collection and consideration of the data required in order to inform consultation with residents on the Development Framework and to liaise with Homes England and WBC. The Neighbourhood Plan Steering Group is supportive of the involvement of Grappenhall and Thelwall Parish Council in the SWP SEWUE Working Group and taking a leading role. The requirement to progress the Neighbourhood Plan remains a priority, as the Development Framework is of a lower order than the Neighbourhood Plan, which has legal status and is intended to become a legacy document up until 2039.

PROGRESS TO DATE

Appleton Parish Council has agreed to become members of the SWP SEWUE Working Group and will receive an update, including a request for nominations for two Councillor members at their November meeting. Discussions have been held with Stretton Parish Council, which is also supportive of becoming a member of the Working Group and will consider the matter formally at their next meeting in December. Contact has been made with the Chair of Walton Parish Council and members of Lymm Parish Council and Hatton Parish Council has also been approached. Presentations will be offered to those Councils as yet to confirm membership during November and December. Presentations have been made to Stockton Heath Parish Council twice, who are formally considering the proposal at their December meeting. The response so far indicates that almost all of the other South Warrington Parishes will wish to be included.

A meeting between Homes England, Warrington Borough Council and Grappenhall and Thelwall Parish Council Neighbourhood Planning Steering Group was held on November 4th, which confirmed a timescale consisting of three stages for the Development Framework, with a view to it being completed by March 2026. This timescale coincides with that of Grappenhall and Thelwall Parish Council's Neighbourhood Plan.

At the above meeting Homes England suggested that a Community Advisory Group should be set up covering the SEWUE area to engage residents. This seems a sensible suggestion, particularly for those Parishes who have not as yet begun work on a Neighbourhood Plan and therefore need to find ways to involve and consult their residents. Grappenhall and Thelwall Neighbourhood Planning Group already has a constituency of residents and volunteers, a dedicated Facebook page and plans for consulting residents. It is thought that SWP SEWUE Working Group may wish to consider if it wishes to take responsibility for this group, with financial resources from Homes England to support it, when meetings commence, or individual Parishes may wish to take action to involve and consult their residents themselves.

UPDATED TERMS OF REFERENCE

Following discussions with the lead Officer for the Grappenhall and Thelwall Neighbourhood Plan and comments from the Clerk at Appleton Parish Council the Draft Terms of Reference for the SWP SEWUE Working Group have been revised. Draft Three are attached for consideration and any further comments. They will also be presented to the other South Warrington Parish Councils during November and early December, with a view to holding the first meeting of the SWP SEWUE Working Group in December.

RECOMMENDATION

The Council is recommended to:

1) formally confirm becoming members of the proposed South Warrington Parishes South East Warrington Urban Extension (SEWUE) Working Group

2) note the progress to date regarding membership of the SWP SEWUE Working Group by the other South Warrington Parishes

3) consider the proposed Terms of Reference (Draft 3) for the Working Group and approve of these as a working document.

4) agree the nomination of two Councillors to join the SWP SEWUE Working Group

South Warrington Parishes

South East Warrington Urban Extension (SEWUE) Working Group

Terms Of Reference – DRAFT THREE

Purpose

The South Warrington Parishes SEWUE Working Group will act as a liaison body between affected Parish Councils and Homes England, Warrington Borough Council and other related agencies and developers to input into and influence the Development Framework currently being developed by Homes England for a major part of South Warrington known as the SEWUE.

The Working Group will collaborate to ensure that related best practice and current and future residents views and needs are central to the work of the group.

The Working Group will also seek to ensure that:

- The area which comprises the SEWUE is developed in such a way as to provide well-designed housing and community services that meets the needs of the current and future local community.

- New housing will comprise a mix of housing type and tenure, build on the area's current sense of community and civic pride and facilitate timely investment in local infrastructure in terms of community, play, health and educational facilities.

- Development will respect and enhance the area's local identity history and heritage and maintain and enhance our network of publicly accessible green open spaces incorporating trees, hedges, water bodies and wildlife corridors.

- The development of an integrated system of walking, cycling and public transport is prioritised, and a detailed and phased implementation plan is included.

- Increased traffic in co-located Parishes is fully considered and mitigated where-ever possible.

Membership

Members of the Working Group will be elected members from the parishes that cover South Warrington. Two Councillor representatives from each parish can be put forward to be members of the Working Group by each participating Parish Council. Other members can be assigned to the group if a vacancy or other need arises.

Planning expertise and secretarial support will be sought from South Warrington Parishes, centrally resourced and charged for by the time required to undertake the role.

Chair and Deputy Chair

A Chair and Deputy Chair will be voted in at the first meeting each year having been proposed and seconded and then voted on by a show of hands.

Powers

The Working Group has powers to:

- meet with Homes England, Warrington Borough Council and the Integrated Care Board and other relevant bodies on behalf of the South Warrington Parishes
- apply for grants related to furthering the work of the Working Group
- seek technical and other expert advice if and when necessary and with the approval of related Parishes

- agree a budget with participating Parishes for centralised technical and secretarial support and to seek funding, as and when required, for any other financial expenditure such as, for example, to undertake surveys, consultation or other means of involving residents.

Roles and Responsibilities

The Working Group will:

- act as a cross-party body
- gain a clear understanding of all elements of the Homes England Development Framework
- keep updated with planning legislation and changes to related policy at a local, regional and national level
- represent the needs and views of the community and highlight the needs of future residents using surveys and consultation as appropriate
- prioritise the inclusion and early development of all infrastructure, with particular reference to road networks, homes for all, access to facilities, comprehensive services and community buildings to facilitate community cohesion
- protect and enhance the areas green and blue infrastructure including through biodiversity net gain and Green Belt compensatory measures
- influence proposed developments where-ever possible to maintain and strengthen areas of green and open spaces for use by residents

Budgetary and Financial Considerations

Secretarial and technical support will be resourced through a proportionate share of the costs based on the level of their precept in each year.

Ad Hoc costs will be agreed at each Working Group meeting, with the Secretary being the main liaison with the Parishes to gain approval.

Grappenhall and Thelwall Parish Council, (if it is agreeable for them to take on this role,) will settle all invoices withing four weeks and will subsequently invoice each individual Parish council every quarter.

Code of Conduct

Members will conduct themselves in accordance with the Nolan Principles and Warrington Borough council's Code of Conduct.

If a member has a personal interest as defined by the Code of Conduct, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a member who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the meeting during consideration of the agenda item to which the interest relates.

Meetings

The Working Group will meet on a monthly basis and whenever required to attend to the business of the Working Group and to meet the timetable of Homes England's schedule for the production of the SEWUE Development Framework. As a Working Group there is no requirement to invite members of the