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

12th June 2025

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on Thursday 19th June 2025 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

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

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

30. 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.

31. Minutes
To approve as a correct record the minutes of the Annual Parish Meeting, the Annual Council Meeting on 15th May 2025. To receive the minutes of the Parks and Open Spaces Committee held on 19th May 2025 and the Planning Committee held on the 5th June 2025.

32. Correspondence Miscellaneous
a) Warrington Borough Council (WBC) Technical Support team has asked if the Parish Council would be willing to replace a plastic bin which has been burnt out on Broad Lane at the entrance to Grappenhall Wood (see attached), with a steel replacement rather than plastic, at a cost of £322.26+vat including fitting. For discussion and resolution.
b) WBC Environment Services manager would like the Parish Council to consider these replacements going forward for other bin locations in the Parish. For discussion and resolution.

33. Information for Noting
a) The Defibrillator at the Quays Community Centre was taken away by the ambulance service, we are not sure if it was used. Since been returned and checked and now available to use again.
b) The Clerk and Assistant Clerk attended a SLCC training event on 'Managing Pressure & Maintaining Resilience at Work' on Thursday 29th May.

c) The wall in Grappenhall Village has now been repaired by WBC.
d) St Wilfrids School wall is scheduled to be repaired in the summer holidays.
e) The planting and summer hanging baskets have not been able to be undertaken by Bellfield Landscapes this year. The Parish Council staff, along with Cllr Dolan are working together to replant the Broad Lane triangle and baskets. Two residents are helping with the installation.
d) There will be a personal trainer on Jubilee Park for 6 weeks starting on the 23rd June to encourage residents to use the equipment and improve their health. At a cost of £300.

34. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Status	Update
2024/118	New Village Signage	BD	Ongoing	The Clerk will present the new art for approval.
2024/134	Air Source Heat Pump	BD/CF		See agenda item 44
2024/196 2024/243	GYCA Solar PV Installation	CF	Ongoing	The Clerk has written to Livewire with the terms of the purchase as agreed at Council 20th March. Await a response
2024/246	Parks and Open Spaces	BD		The Clerk requested the P&OSC to engage with the two companies who responded to the request to quote. See agenda item 43
2024/247	Glasshouse Survey	CF	Ongoing	The structural engineers initial report has been circulated. See agenda item 44 For the next steps for approval.

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

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

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

To note the following items must be published under the Transparency Code or the Audit Regulations Section 13 (2) 'Payments over £500 each quarter.

1. Magna Renewables Heat Pump Deposit £3,300
2. Tools for the Walled Garden Handyman £1,559.93+vat
3. Structural Engineer Consultant ££950+vat
4. Commercial Waste Walled Garden £932.88

The Local Government Transparency Code 2015 relates to a Parish Council which has gross annual income or expenditure (whichever is the higher) exceeding £200,000

37.2 Retrospective approval is sought for a Neighbourhood Plan Website at a cost of £375. The Chair authorised the spend on £375 due to timeliness of the up-and-coming Walking Days. For resolution to accept.

37.3 The following regular monthly payments (net amounts) are set up as a direct debit and therefore won't appear on the monthly cashbook for authorisation for approval. For resolution to accept.

Telephone and Internet	Hudsonhill Consulting	£142.5
Barclays	Standard bank charges	£8.50

Adobe	PDF Convertor	£10.95
Microsoft	Emails and Teams	£111.39
Walled Garden Electricity	Eon Next	£833.33
Walled Garden Gas	Eon Next	£476.19
Walled Garden Water	WaterPlus	£90.45
Parish Council Electricity	Eon Next	£71.43
Parish Council Gas	Eon Next	£47.62
Grounds Maintenance	Beechwood Industries	£891.61
Walled Garden Business Rates	Warrington Borough Council	£180 x 10 payments
Cleaning WG & PC Offices	Amanda Sweeney	£460
Van Hire	Vic Youngs	£357.31
Payroll Software	Sage	£37.50

37.4 Salaries will be paid in accordance with the agreed SCP rates (minute ref Resources 2024/25 part two). Additional hours will be presented to Council for approval. For resolution to accept.

37.5 The Assistant Clerk and Snr Parish Warden to continue to work on the Neighbourhood Plan Policies, for up to a maximum of 9 hours per week (Ass Clerk) and 1 hour per week (Snr Parish Warden). The Parish Warden currently in the field will cover 4 hours per week in support of the Snr Warden working on policies. For resolution to accept and review in December 2025.

Currently the Assistant Clerk has worked 12.5 hours on SEWUE (South East Warrington Urban Extension) with further room hire charges to be added to the total cost (currently £477.50). This cost will be spread amongst participating Parish Councils later in the year.

37.6 Extra hours worked as part of the Neighbourhood Plan will be checked and authorised by the Chair monthly and reported to Council at the next meeting. For resolution to accept.

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.

37.7 The Chair allowance of £700 (paid in two parts) and the Planning Chair allowance of £150 for resolution to accept.

38. Internal Audit 2024/25

30.1 The Internal Audit has been completed for 2024/25 by JDH Business Services Ltd and concludes that: (report attached)

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, ***except for*** *the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.*

39.1 AGAR - The Clerk will now commence work to complete the External Audit information and request members agree and approve Section 1 of the AGAR report. For discussion and resolution.

39. Vehicle Insurance 2025/26

The vehicle insurance has increased from £879.18 to £1,245.76 which is an increase of 41%. The original quote was for £1,384.18. The increase is due to a claim made in 2023/24. For resolution to accept the increase. The budget for insurance was set a £1,000.

40. Governance

41.1 On recommendation of the Internal Auditor, the Clerk has drawn up an Internal Control Policy (see attached). For discussion and resolution to accept.

41.2 The Asset Register has been amended to reflect minute ref 2025/15 – see below extraction. For resolution to accept the changes.

- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. Only assets purchased at the value of £250 and above will be listed.

41. Fire Safety Training

The Fire Safety Training for all staff is need of refreshing, with new employees and Primrose to be included. The following three quotes have been received. For discussion and resolution.

1. Fire Warden Marshall Training in-house 3.5 hours cost £625+vat for up to 15 delegates with Vulcan Fire Training (Thelwall).
2. Fire Extinguisher and awareness course 1.5 hours £605+vat for up to 20 delegates. Vulcan Fire Training.
3. Fire Warden Training in house 4 hours £800+vat for up to 12 delegates, with Fire Risk Assessment.
4. On-Site Fire Safety Extinguisher Training £749+vat up to 12 delegates.
5. On-Site Safety Fire Safety Fire Marshalls Course £719+vat up to 12 delegates
6. On-Site Safety bespoke fire safety training Course (not Ofqual regulated) £599+vat.

42. Requests for Funding

A request has been received from the Grappenhall & Thelwall Royal British Legion to increase the Remembrance Sunday grant which currently stands at £450, due to increase in road safety charges. The Clerk requested the accounts. For discussion and resolution.

43. Parks and Open Spaces Committee

In the Parks and Open Spaces Committee minutes dated 19 the May 2025 the following three items are being recommended for approval.

43.1The Committee discussed possible alternative solutions to surface the entrance to Elizabeth Park with the Walled Garden Manager following the Council's resolution that surfacing a wider area than just the entrance was not an effective way to spend Parish Council monies.(Min 2024/219.2) The Garden Manager is in agreement with the original WBC suggestion that a 25 sqm apron of either Tarmac, Hoppath or simply compacted MOT 1 would be most appropriate. The POS Committee are recommending that Council accept the cost of £2750 + vat to surface the entrance with a Hoppath surface. For resolution to accept.

43.2 Expressions of interest to develop a Design and Management Strategy have been received from two consultancies. The POS Committee received a presentation from the consultants on their submissions. The Committee is recommending that Council accept the submission made by BCA Landscape at a cost of £14,355 + vat and expenses. Visuals will be available at the meeting. For resolution to accept. Funds would need to be moved from General Reserves as there is no current budget line for Strategic Planning.

43.3 The Council accepted the Committee's recommendation for bulb and wildflower planting at various locations within the Parish (Min 2024/169.1). The Clerk and Assistant Clerk have now met with the supplier recommended by WBC and obtained detailed costings for combined bulb and wildflower planting and bulb planting only at the identified locations. It was recommended that Council accept the

costings for bulb planting only and that the planting take place as a rolling programme over the next 3 years with the site at Stockport Road opposite Deans Lane (site 2) implemented this year at a cost of £2835 + vat. For resolution to accept.

44. Glasshouse Survey

Following on from the Conservation and Structural Engineers reports of the Glasshouses a Quantity Surveyor is needed for the cost estimate and then Blackett-Ord Conservation Engineering will provide a schedule of works and specification. The additional cost would be £800+vat for the Quantity Surveyor and £750+vat for the Structural engineer. For resolution to accept the cost.

45. Air Heat Source Pump

After a successful Planning Application costing £359+vat, to have the Air Source Heat Pump installed at the Parish Council Offices an engineer from Magna Renewables has since done a survey on the property and position of the pump. Unfortunately, it will not be able to be sited on the side of the building due to poor air flow. The new pump will need to be sited on the front of the building, under the window (garden area removed). Report will be sent separately. A new Planning Application will be necessary at a cost of £359+vat. Members to resolve the following:

46.1 To accept the new position of the pump.

46.2 To accept the additional charges for further Planning and design approx. £500.

46.3 To accept the additional charges for additional radiators and re-piping at a cost of £1200+vat.

46. Neighbourhood Plan Working Group

The Chair of the Neighbourhood Plan Working Party Sarah Barwell will present to Council a progress update.

47. Warrington Borough Council

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

48. GYCA

Cllr Worsley will update members on GYCA matters,

49. Consideration of Planning Applications

To consider the following planning application which requires an immediate decision.

2025/00552/FULH – Proposed two storey to front elevation and single storey extension to side
7 Knightsbridge Avenue, Grappenhall WA4 2QR