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

10 September 2025

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on **Thursday 18th September 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

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

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

95. 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.

96. Minutes
To approve as a correct record the minutes of the Recess Committee Meeting on 21st August 2025.
To receive the minutes of the Environment Committee held on the 22nd July 2025, The Extraordinary Neighbourhood Plan Steering Group held on the 23rd July, the Planning Committee held on the 14th August and 4th September 2025 and the Resources Committee held on the 9th September 2025.

97. Correspondence Miscellaneous
a) Cllr Leila Williams resigned on 31st August 2025, WBC have been informed and subsequently advertised the vacancy, the closing date is 16th September 2025. The Parish Council would like to thank Leila for her invaluable contributions over the last few years.

98. Information for Noting
a) The Clerk and Assistant Clerk will attend the SLCC branch conference on Thursday 18th September 2025.
b) The Clerk attended the Larger Council meeting in Northwich in August which proved to be most helpful.
c) It has been reported by a resident on Stansfield Drive that several vehicles which have been parked on the car park owned by the Parish Council which serves the Walled Gardens, are not taxed and there may

be someone using the car park to run a business to trade vehicles. The Police have been informed and are currently carrying out checks.
d) A new layby was installed on Witherwin Ave to help ease the school traffic congestion.
e) The Clerk has contacted Chaigeley School and the War Memorial Society to ascertain ownership of the Thelwall Cenotaph. The Parish Wardens have started to tend to the area for the time being.
f) The Clerk and Assistant Clerk are to attend the SLCC branch conference on the 18th September in Northwich.
g) Councillor Contact information update will be emailed to all Councillors before the meeting.

99. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Status	Update
2024/118	New Village Signage	BD	Ongoing	WBC advise that the signs should be installed over the summer.
2024/134	Air Source Heat Pump	BD/CF	Ongoing	Grant funding has been secured, and installation works to start mid-October
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. See agenda item 107.
2024/247	Glasshouse Survey	CF	Ongoing	Structural Engineer and Quantity Surveyor have now completed their reports. The Clerk will now seek to secure some grant funding to repair the Glasshouses.
2025/41	Fire Safety Training	CF	Ongoing	The Admin Assistant is currently trying to set a date which is suitable for all to attend, including Primrose and GYCA staff.
2025/43.1	Elizabeth Park Entrance	BD	Ongoing	WBC have been given the instruction to carry out works to Hoppath the entrance. No start date has yet been given.
2025/43.2	Design and Management Strategy	BD	Ongoing	A Working Party meeting of the Environment Committee and the design company was arranged for the 9th September.
2025/43.3	Bulb and Wildflower Planting	BD	Ongoing	WBC have been given the instruction to roll out the program over the next three years, starting with Deans Lane.

100. PC Crime Report
An updated crime report will be emailed to all members prior to the meeting. The PC Officer Kayleigh Burns is due to attend the meeting.

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

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

To note the following items over £500 for September that must be published under the Transparency Code or the Audit Regulations Section 13 (2) 'Payments over £500 each quarter.
1) Legal and General – Ill-health insurance £1,224.47
2) WBC surface repairs – Diamond Park repairs £1,991+vat

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

102.2 To ratify the petty cash expenditure for the Parish Council Office April 2025 – June 2025 for £250.69. Cllr Fisher has checked and verified all receipts.

103. Asset Register

103.1 In April 2025 members requested that the Asset Register threshold was checked. The Clerk has sought clarification from ChALC that the Parish Council can set their own limit.

'Parish councils are not required to include assets with a value below £100 in their asset register, according to the National Association of Local Councils (NALC) and other local council guidance. This is a general threshold, and councils may choose to include items of lower value if they consider them to be of community significance or if they are insured against theft'.

Do members wish to set the limit at £200 or £250 as previously discussed? For discussion and resolution.

103.2 The following listed items are below the £250 threshold and therefore will be removed from the asset register, (see attached).

104. Governance

104.1 The terms of reference have been reviewed by the Estates Committee (see attached). For resolution to adopt.

104.2 Due to the resignation of Cllr Williams, the Clerk is requesting that another member joins the Resources Committee. For discussion and resolution.

105. Pay awards

105.1 NJC (National Joint Council) Pay Awards, trade unions have reached an agreement on the rates of pay applicable from 1st April 2025 level of pay award. The offer was for an increase of 3.2%. This information will be applied to the October salary payment, with the amount due from April 2025 paid as a one-off back payment. For resolution to accept.

105.2 Currently we have a cover Park Warden on a fixed contract basis. The Clerk is recommending increasing the salary to include the pay rise of 3.2%, this would be an increase of 43p per hour from £13.50 to £13.93. for resolution to accept.

105.3 The Clerk would like to attend a Discipline and Grievance Training at Knutsford Town Council at a cost of £120.00, for resolution to accept the cost.

"Following the session, learners will be able to:

- Manage disciplinary cases and grievances in line with best practice and current employment law
- Understand their responsibilities under the law to ensure all cases and situations are handled fairly.
- Differentiate between cases that are likely misconduct and those that are likely gross misconduct
- Apply principles of reasonableness when making decisions in discipline cases and dealing with a grievance".

106. Requests for Funding

No requests for funding have been received.

107. Live Wire

The Clerk has received a response to the letter sent to LiveWire regarding the purchase of the Solar Panels on the GYCA roof (see attached) For discussion and resolution.

108. Defibrillators in the Parish

108.1 The Parish Council resolved to install a new defibrillator at Barley Road shops at the meeting in July (2025/68) once permissions had been sought from shop owners.
The Clerk has obtained permissions; the costs are as follows:

- A new defibrillator £845+vat
- A locked cabinet £445+vat
- Installation £242.00
- **Total to install £1532+vat**

For resolution to accept the total costs.

108.2 A yearly contribution of £25 for electricity to heat the cabinet to the hairdressers CR Design. For discussion and resolution.

109. Warrington Borough Council Matters

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

109.2 The Clerk requested WBC's bin policy after receiving a request to fund a burnt-out bin on Broad Lane. Please see attached response from WBC. For resolution to accept the charge of £322.26 to install a new steel bin.

110. Christmas Trees

The Clerk and Assistant Clerk have met with WBC to discuss a Christmas Tree installation at Grappenhall Heys on the corner of Witherwin Ave and Astor Drive. To install a tree are this location, a feeder pillar and electricity supply would need to be installed. This would mean the block paving being disturbed and two metal pillars being removed and reinstated, in order to allow a suitable vehicle to mount the pavement to install a 30ft tree. The Clerk will present costs to members for consideration as to whether to continue with the project, unfortunately due to timeliness this wouldn't be completed for Christmas 2025.

111. GYCA

111.1 Cllr Worsley will update members on GYCA matters.

111.2 The Clerk has met with Trustees from the GYCA to discuss the repositioning of the fence outside the Parish Council Offices, which currently sections off the play area for Health & Safety reasons. This is to ensure there is enough airflow for the new Air Source Heat Pump.
Please see email (sent separately) with details of the costing. The cost will be around £620+vat. For discussion and resolution to accept the costs.

112. Neighbourhood Plan Steering Group

The draft Neighbourhood Plan (NP) has been amended to incorporate the minor amendments agreed at the Extraordinary Meeting of the Council on 23 July 2025 and those suggested by the proofreader. In addition, two minor amendments have been incorporated to seek to address some comments received from Warrington Borough Council (WBC).

WBC has undertaken an initial screening of the draft NP to establish whether there is a need for a Sustainability Appraisal (SA)/ Strategic Environmental Assessment (SEA) or Habitats Regulation Assessment (HRA) prior to the pre-submission (Regulation 14) consultation scheduled for the Autumn. WBC has indicated that based on the initial Screening Determinations undertaken it concludes that it is not necessary to carry out a full SA/SEA or HRA on the draft NP. WBC has now sent the SA/SEA/HRA initial Screening Determination Statements and a copy of the draft NP to the three

statutory consultees (Natural England, Historic England and the Environment Agency) for consideration. The consultation period in relation to this matter is 5 weeks and WBC has requested comments back by Monday 13 October 2025. WBC will consult with the Parish Council before confirming its final SA/SEA/HRA conclusion.

In the meantime, the NP Steering Group has been preparing for the 6-week pre-submission (Regulation 14) consultation to commence on 1 November 2025. Drop in events have been planned in Grappenhall (the Olde Barn, GYCA) on 1 November, Grappenhall Heys (the Walled Garden) on 4 November and Thelwall (Thelwall Parish Hall) on 10 November.

Initial meetings have been held with a local Media and Digital consultant (mad.uk) to discuss how they can assist in ensuring the pre submission (Regulation 14) consultation on the draft NP is communicated effectively. Costings for the proposal submitted by mad along with other costs for the pre-submission consultation will be presented by the Clerk to the Council.

In addition to the work indicated in the mad.uk proposal at a cost of around £3000+vat there will be additional costs incurred for the following:

- printing and distribution of leaflets/questionnaire to all households in the Parish - the costs of printing and distributing the housing needs survey was £2,010 + vat and I would expect a similar price for the leaflet and distribution.
- printing/binding hard copies of the Plan for deposit at Grappenhall library, PC office and a couple of other locations around the Parish – probably no more than 10 copies needed.
- room hire for drop-in sessions at the Olde Barn, GYCA and Thelwall Parish Hall - approximately £200.
- website updates - approximately £375.
- production of exhibition material for drop-in sessions. Cost to follow.
- possible business card type leaflet with QR code to distribute to shops/businesses – approximately £100.

For discussion and resolution to accept estimated costs.

113. Full Council Meeting date amendment

The Clerk would like to move the December Council Meeting from 11th to the 4th of December 2025, due to planned holidays. The Planning Meetings will go ahead on the 11th and 30th December 2025. For resolution to accept.

114. Consideration of Planning Applications

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