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

9 October 2025

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on **Thursday 16th October 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

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

**121. Dispensation Requests**
To consider any dispensation requests from members.

**122. 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.

**123. Minutes**
To approve as a correct record the minutes of the Parish Council Meeting on 18th September 2025.
To receive the minutes of the Planning Committee held on the 2nd October 2025.

**124. Correspondence Miscellaneous**
a) WBC confirmed that there was no request for an election, and we could proceed to co-option. This has been advertised with a closing date of 8th October 2025.
b) ChALC are holding the Annual Meeting on Wednesday 22nd October, would any members wish to attend, we have three nominated places.

**125. Information for Noting**
a) The Clerk emailed members to join a Strategic Planning Working Group starting in February 2026. Three members have expressed interest.
b) A £10 donation was received during the Litter Picking event in September. The monies have been donated to the Girl Guides at the request of the Cllr who received the donation.
c) The defib installation is arranged for the 29th October at Barley Road Shops, the Clerk has contacted the resident who wrote to Council with the suggestion to unveil once installed, along with Cllr Furnell.
d) The bulb planting has been completed on Stockport road, opposite Bell Lane.

e) Councillor Contact information update will be emailed to all Councillors before the meeting.

**126. 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 in 2025. |
| 2024/134 | Air Source Heat Pump | BD/CF | Ongoing | Work due to commence mid-October |
| 2024/196 2024/243 | GYCA Solar PV Installation | CF | Ongoing | The Clerk has written to Livewire with members instructions |
| 2024/247 | Glasshouse Survey | CF | Complete | Complete – The Clerk has now engaged with three external conservation construction companies for quotes for work required. |
| 2025/103 | Asset Register | CF | Complete | Items listed now removed from asset register |
| 2025/108 | Defibrillator Barley Road Shops | CF | Ongoing | Installation due on the 29th October 2025. |
| 2025/109.2 | New Bin Broad Lane | BD | Ongoing | The Assistant Clerk has contacted WBC to install the new bins |
| 2025/110 | Christmas Trees in Parish | CF | Ongoing | The Clerk will bring costings for approval see agenda item 134. |

**127. PC Crime Report**

An updated crime report will be emailed to all members prior to the meeting. P.C Officer Burns is on annual leave.

**128. Expenditure to date**

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

**129. Accounts for Payment**

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

129.2 To ratify the petty cash expenditure for the Walled Garden June 2025 – August 2025 for £166.57+vat. Cllr Fisher has checked and verified all receipts.

129.3 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.

a) RCD leaflet distribution £2150+vat (Neighbourhood Plan Public Consultation)
b) bcal Landscape architectural services £4,785+vat.
c) Bounceback safety repairs – Jubilee Park £2,202+vat

The bcal (BCA Landscapes) contract details can be found on the website under publication 32.
Magna Renewables contract details can be found on the website under publication 32.

*PUBLICATION 32. Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, details must be published:*

*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*

**130. Governance**

130.1 The Terms of Reference for the new Environment Committee have been reviewed and amended by the Environment Committee (see attached). For resolution to adopt.

130.2 The General Privacy Notice has been reviewed and amended. For resolution to amend and adopt.

130.3 The Information and Data Protection Policy has been reviewed and amended. For resolution to amend and adopt.

130.4 The Model Publication Scheme has been reviewed and amended. For resolution to amend and adopt.

130.5 130.4 The Model Publication Schem (table of publication Scheme) has been reviewed and amended. For resolution to amend and adopt.

All the above will be emailed to members before the meeting.

**131. Requests for Funding**

No requests for funding have been received. However, the Clerk will send the annual donation of £150 each to the local churches for the upkeep of the graveyards. (St Wilfrids and All Saints)

**132. External Audit**

The external audit has been carried out by PKF Littlejohn LLP and has concluded and reported that.

'*Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The smaller authority has disclosed that it made proper provision during the year 2024/25 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion.*

*Section 1, Assertion 2 has been incorrectly completed, information has come to our attention from the internal auditor highlighting the fact that the smaller authority did not undertake a review of the effectiveness of its internal controls in the year.*

*Other matters not affecting our opinion which we draw to the attention of the authority:*
*The smaller authority has confirmed that it has not complied with the governance Assertion 7 in Section 1, Box 7 and has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.*
*In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to publication of documentation on their website. The smaller authority should ensure that action is taken to address these areas in a timely manner'.*

**133. Warrington Borough Council Matters**

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

**134. Christmas Lights**

Agenda item 2025/110 WBC Christmas Tree installation.
Since the Council meeting in September, the Clerk engaged with other providers to look for alternative solutions to installing a tree at Grappenhall Heys and lights in Thelwall village. The Clerk will provide further information at the meeting. For discussion and resolution.

**135. GYCA**

Cllr Worsley will update members on GYCA matters.

**136. Road Safety Working Party**

Members of the Working party will provide an update at the meeting.

**137. Consideration of Planning Applications**

To consider the following planning application which requires an immediate decision.
2025/00989/FULH The Haybarn Ferry Lane – proposed detached double garage, entrance gate and fencing
2025/01360/HPA 23 Kildonan Road, Grappenhall – proposed single storey side extension to extend beyond the rear wall.