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)
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14th May 2026

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on Thursday 21th May 2026 at 7.30 pm at the Parish Council Offices, 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

1. Election of Chairman
The Chairman of the Council for the year 2026/2027

2. Election of Vice-Chairman
The Vice-Chairman of the Council for the year 2026/2027

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

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

5. 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.

6. Minutes
To approve as a correct record the minutes of the Parish Council Meeting on 16th April, to receive the minutes of the Extraordinary Meeting of Council on 28th April, and the Planning Committee on the 7th May.

7. Appointment of Committees, Working Groups and Outside Bodies
Schedule to be discussed and resolved (see attached schedule). The Clerk recommends that Parks and Open Spaces Committee and Climate Committee become one.

8. Dates of Meetings
A draft schedule of dates is attached for approval (see attached schedule).

9. Correspondence Miscellaneous

On submission of the Neighbourhood Plan to WBC, we have received correspondence from David Acton (Senior Planning Policy Officer for WBC) to the effect that additional requirements when preparing a Neighbourhood Plan came into force on 25 March 2026, through the provisions of The Levelling-up and Regeneration Act 2023 (Commencement No. 11 and Saving and Transitional Provisions) Regulations 2026.

The Levelling-up and Regeneration Act 2023 main changes are Section 98 (contents of a Neighbourhood Development Plan) and Section 99 (Neighbourhood Development Plans and Orders: Basic Conditions).

Currently the NP group are working through the information and will make the necessary changes, unfortunately it will have to come back to Council for approval once it has been checked/amended.

10. Information for Noting

a) A thank-you has been received from Thelwall Rosequeen Committee

b) The Clerk has received the resignation of the Warden at the end of June. The position will now be advertised.

c) The planters have been installed at Barley Road and planting will commence over the next few weeks.

d) On the monthly defibrillator checks it came to light that the defib at Thelwall Village Hall has adult pads missing. Therefore, it has been taken off the current circuit until a replacement is sought. The Clerk has one on order, but there is a national shortage for this machine and manufacturers around the country are all waiting stock.

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

11. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Update
2025/233	EV Charger	CF	An update and options will be presented in the June meeting.
2025/278	Memorial Tree	OG/CF	The tree has been ordered.
2025/279	IT Equipment Grappenhall Library	CF	The Clerk has contacted the trustees at the library and awaits to hear back with regards to the proposal.
2025/280	Internet Upgrade	CF	Completed

12. PCSO Crime Report

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

13. Annual Parish Council Accounts

The Clerk will present the Income and Expenditure for 2025/2026. For discussion and resolution.

14. Expenditure to Date

The Clerk will present the expenditure to date, against the 2025/26 budget.

15. Accounts for Payment

15.1 A schedule of Accounts for Payment to be tabled.

15.2 Parish Online Mapping which is currently being used by the Neighbourhood Planning Group is due for renewal. The cost is £350+vat. For resolution to accept the charges.

15.3 The Clerk has received the Insurance renewal for Public Liability Insurance. The previous 3-year term has now lapsed. Community first are offering the following:

a) Annual 1 year at £7,673.83+tax.

b) A 3-year long term arrangement at £7,293.77+tax.

For discussion and resolution.

15.4 The vehicle insurance to renew is £1,464. This is an increase of £219. For resolution to accept. There has been a claim in 2025/26 involving the Parish Warden and a third party.

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

a) Protec – New keypad installation at Walled Gardens at a cost of £863+vat.
b) BCAL Landscapes services – public consultations £3,830.40+vat
c) J Henry – Internal audit £1068.00+vat
d) Bridgewater String Quartet – Civic Celebration
e) Beechwood Industries – Jubilee park tree felling £1,470+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.

15.5 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	£182.00
Barclays	Standard bank charges	£8.50
Adobe	PDF Convertor	£12.49
Microsoft	Emails and Teams	£102.90
Walled Garden Electricity	Eon Next	£616.99
Walled Garden Gas	Eon Next	£628.10
Walled Garden Water	WaterPlus	£165.17
Parish Council Electricity	Eon Next	£93.53
Grounds Maintenance	Beechwood Industries	£774.96
Walled Garden Business Rates	Warrington Borough Council	£260 x 10 payments
Cleaning WG & PC Offices	Amanda Sweeney	£460
Van Hire	Vic Youngs	£357.31
Payroll Software	Sage	£41.00

16. Budget Timetable

The Clerk will present the Budget Timetable for 2026/27 for resolution to accept (please find attached)

17. General Power of Competence

The Clerk requests members to re-adopt the General Power of Competence (GPoC).
A Parish or Town Council must meet the criteria set out by the Secretary of State (Localism Act 2011 s8) set out in the Parish Councils (GPoC prescribed conditions Order 2012).
The Parish Council meets the criteria. For resolution to re-adopt.

18. Internal Audit 2024/25

18.1 The Internal Audit has been completed for 2025/26 by JDH Business Services Ltd and concludes that: (report attached).

The internal audit of Grappenhall and Thelwall Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of accounts have been properly kept throughout the year

- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking salaries are paid in accordance with Council approvals and PAYE and NI requirements are properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.
- Review of Assertion 10 (Annual Governance Statement) requirements.

The interim internal audit provides evidence to support the internal audit conclusion in the AGAR Annual Return for local councils.

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.*

18.2 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.

19. Thelwall Rose Queen 20st June and St Wilfrids Walking Day– Stand

19.1 The Neighbourhood Planning Committee are to have a stand at both events. The Clerk and Assistant Clerk will not be available to attend due to prior commitments.

19.2 The Environment Committee at its meeting on 3 March 2026, agreed to use the two summer events in the Parish (Thelwall Rose Queen and Grappenhall Walking Day) to promote climate initiatives. This year both events fall on Saturday 20 June. The Committee resolved to request Council to purchase an additional gazebo and banner to facilitate this. For discussion and resolution to accept.

20. Requests for Funding

The following request for funding was deferred from the previous Council Meeting, more information was required.

The GYCA are requesting financial support for the play area. Please find attached the application.

21. Warrington Borough Council Update

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

22. Consideration of Planning Applications

To consider the following planning applications.

2026/00588/FULH part single storey and part two, storey extension to side and rear. 70 Thelwall New Road WA4 2HY.

2026/00607/CLDP single storey side & rear extension and alterations. Information Only. Four Winds Cinder Lane Grappenhall WA4 3JL

2026/00605/VARC Variation of conditions from previous application 2025/00840. 16 Woodlands Drive, Thelwall WA4 2EU

2026/00600/TPO Proposed fell of x2 trees. 4 Thelwall View, Knutsford Road Grappenhall WA4 2TU

2026/00584/FULH Demolition of existing garage in addition to front, rear and side extensions, raising the ridge by 1.5m and changes to external materials. 62 Weaste Lane.

23. Notification of Consultation on the update of Warrington's Local Plan

Please see below from the Planning Committee held on the 7th May 2026.

The Council has received notification from Warrington Borough Council of an initial scoping consultation on the update of Warrington's Local Plan along with a 'call for sites' exercise. 188 The initial scoping consultation is seeking views on the current local plan and whether the current vision and priorities are still right.

It is also asking for thoughts on the challenges of planning for more homes, the infrastructure needed to support growth, how to protect and enhance our built and natural environments, support jobs and the economy, tackle climate change, and create well-designed, healthy communities.

The 'call for sites' exercise provides an opportunity for landowners, developers, agents, residents, community groups and other key stakeholders to submit sites located within the borough which are considered to have potential for development.

The consultation period for both runs from Thursday 16 April until 5pm on Monday 1 June 2026.

For discussion and resolution.

To aid discussion need to send out links to:

https://www.warrington.gov.uk/sites/default/files/2026-04/Scoping%20Consultation%20Document%20-%20April%202026.pdf

https://www.warrington.gov.uk/sites/default/files/2026-04/Warrington%20Local%20Plan%20timetable%20-%20April%202026.pdf

Grappenhall and Thelwall Parish Council – Appointments 2026/2027

	Appointments 25/26	*Appointments 26/27*
Chair of the Council	M Browne	
Vice-Chairman of the Council	W Johnson (part year)	
Committees		
Planning Committee	R Hignett (Chair)	
	B Davies (Vice-Chair)	
	M Browne	
	C Ford	
	M Dolan	
	D Hockenhull	
	L Fernyhough (relief)	
Resources Committee	M Browne (Chair)	
	J McQuillian	
	D Hockenhull	
	C Worsley	
	H Speed	
	L Fernyhough	
	C Ford	
Recess Committee	M Browne (Chair)	
(Chairman, V-Ch, Ch of Planning	L Fernyhough	
and Ch Grappenhall Heys	R Hignett	
Estates Committee)	D Hockenhull	
	H Speed	
Grappenhall Heys Estate	L Fernyhough	
	D Hockenhull	
	J McQuillian	
	M Browne	
	B Davies	
	Vacancy	

	Appointments 25/26	*Appointments 26/27*
Environment Committee	H Speed (Chair)	
(includes parks)	B Davies (Vice Chair)	
	W Johnson	
	R Fisher	
	M Dolan	
	C Worsley	
	R Furnell	
	M Browne	
Working Groups		
GYCA Liaison Working Party	C Worsley (Chair)	
	M Browne	
	L Fernyhough (Relief)	
	P Warner	
Neighbourhood Plan Working	M Browne	N/A
Group	B Davies	N/A
	R Hignett	N/A
	H Speed	N/A
South Warrington Parishes	M Browne	
	H Speed	
Road Safety Working Group	M Dolan	
	C Ford	
CPRE	L Fernyhough	
Thelwall Parish Hall Mgt Cttee	R Fisher	
Rights of Way Forum	P Warner	
	B Hignett (substitute)	
Warrington Police Forum	L Fernyhough	

Grappenhall and Thelwall Parish Council

Programme of Meetings 2026-2027

4 June	Planning Committee
18 June	**Council**
23 June	Resources Committee
2 July	Planning Committee
16 July	**Council**
21 July	Estates
28 July	Enviroment Committee
13 August	Recess Committee
3 September	Planning Committee
8 September	Resources Committee
17 September	**Council**
1 October	Planning Committee
15 October	**Council**
27 October	Estates Committee
3 November	Resources Committee (Budgets)
5 November	Planning Committee
10 November	Enviroment Committee
19 November	**Council**
3 December	Planning Committee
17 December	**Council**
29 December	Planning Committee
12 January	Resources Committee (precept/budgets)
14 January	**Council (precept setting)**
26 January	Estates Committee
2 February	Enviroment Committee
4 February	Planning Committee
18 February	**Council**
4 March	Planning Committee
18 March	**Council**
26 March	**Good Friday**
29 March	**Easter Monday**
1 April	Planning Committee
13 April	Resources Committee
15 April	**Council**
6 May	Planning Committee
11 May	Enviroment Committee
20 May	Annual Parish Council Annual Parish Meeting

Grappenhall and Thelwall Parish Council

Budget Schedule 2026/27

BACKGROUND
The Internal Audit's report includes a recommendation that a more formal timetable is agreed for the Council's budget setting process. together with key dates and responsibilities.

It is suggested that an appendix is added to Financial Regulations outlining the Council's budget timetable. The proposed appendix is detailed in section four and replicates the Council's established (but unformalised) timetable.

BUDGET SETTING TIMETABLE
The timetable below is to guide the budget setting process, which commences in the summer and concludes in January when Full Council approves a budget, reserves and precept requirement.
The Clerk will ensure the Council's meeting cycle facilitates decision making meetings within the required timeframe.

BUDGET TIMETABLE

The following timetable has been approved: -

June – September 2026	Resources Committee to begin future forward planning budget process for the next 1-4 years.
August - September 2026	Member Committee's and Working Party workshops to consider first proposals for individual budget headings for next financial year.
August-September 2026	Consultation with RFO/Officers and preparation of draft budgets in accordance with budget priorities. To include review of planned maintenance and future projects.
September 2026	Resources Committee to consider draft budget proposals and draft planned maintenance programme including revenue and capital commitments.
November 2026	Resources Committee to consider large grant applications that may impact on budget.
	Resource Committee to consider annual staff appraisals and review to feed salaries for 2026/27 into budget.
	Resources Committee to consider draft budget proposals and make recommendations to Full Council for the next financial year.
December 2026	Full Council to consider recommendations of Resources Committee.
January 2027	Full Council to finalise budget for 2026/27 and set the precept for 2026/27
January – February 2027	Parish Council to inform Warrington Borough of the Precept for 2026/27.