MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL AT THE COUNCIL OFFICES, BELLHOUSE LANE, ON THURSDAY 16 APRIL 2026

Present Councillors Browne (Chair), Davies, Dolan, Fernyhough (19:19) Fisher, Ford, Furnell, Hockenhull., Johnson, and McQuillian.

In Attendance Colette Fellows, Clerk and Responsible Financial Officer

Action

264. It was **resolved that** apologies and reasons for absence from Councillors Hignett, Taylor, Speed, Warner and Worsley be accepted.

265. Dispensation Requests
No dispensation requests were made.

266 Disclosures of Pecuniary and Personal Interests
Councillor McQuillian declared a personal interest in agenda item 279

267. Minutes
Resolved that the minutes of the Parish Council Meeting on 19 March 2026 were approved as a true record. Received the minutes of the Resources Committee on the 9th April 2026 and the Planning Committee on the 2nd April 2026. **CF**

268. Correspondence Miscellaneous
An invitation was received from WBC's Democratic Services on behalf of the Cheshire and Warrington Combined Authority seeking one member of the Parish Council to attend a session to gain an understanding of how the Combined Authority will work, what powers and investment are on the table, and to help the Combined Authority understand the priorities which can make the biggest difference for Warrington and the wider region. The event will be held on 21 April 2026 at 5.30-7.00pm in the Council Chamber, Warrington Town Hall. Three members will attend. WBC has been informed.

269. Information for Noting
a) The Mini Men have been purchased and delivered to Thelwall Junior School and Cllr Speed will attend the school on the 29th April for the official launch.
b) The Clerk has received a thank you from WODAC for the grant funding, this was circulated to members on the 30th March.
c) The Tuesday Litter Picking Team has expressed their gratitude for the grant funding.
d) The initial planting has been completed at the War Memorial in Thelwall, current spend is around £250 with other plants on order.
d) The invitations have started to go out for the Civic Celebration on the 31st May 2026.
e) The planters have been ordered for Barley Road shops at a cost of £3112+vat. Delivery is expected towards the end of April. Plants to be purchased to fill.
f) There will be an Extraordinary Council Meeting on April 28th at 7pm to agree the final draft Neighbourhood Plan to be submitted to WBC. Summons to follow.
g) Councillor Contact information update was emailed to all Councillors before the meeting.

270. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Status	Update
2025/232	War Memorial - Thelwall	C Fellows	Complete	The Wardens have planted a small hedging shrub and will plant annuals later in spring.
2025/233	EV Charger GYCA Car Park	C Fellows	Ongoing	The Clerk is gathering information for an economic case to include cost/benefit evaluation of current environmental impacts from emissions. The Clerk will present findings at the May PC meeting.

271. PC Crime Report

An updated crime report was emailed to Members prior to the meeting. The Clerk is to contact PC Burns to request some evening surgeries. **CF**

(Cllr Fernyhough arrived at 19:19)

272. Expenditure to date

The Clerk presented the expenditure to date (emailed to members before the meeting)
272.1) Full year 2025/26 expenditure v budget.

- Parish Council expenditure 25/26 was 87%
- Walled Garden expenditure 25/26 was 90%
- Overall figure excluding ear-marked reserves was 88%

272.2) April 2026 expenditure to date was presented to members.

273. Annual Parish Council Accounts

The Clerk presented the Income and Expenditure for 2025/2026. It **was resolved** to accept with the Earmarked Reserves changes. The Clerk will now proceed to completing the AGAR (Annual, Governance and Accountability Return) for the Internal Auditor. **CF**

274. Accounts for Payment

274.1 It **was resolved** that payments awaiting authorisation totalling £27,455.25 be approved (see attached).

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

a) Broxap - planters at a cost of £3112+vat
b) Safety for signs - Mini Men £611.84+vat
c) ChALC membership £1631.80.

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.

274.3 It **was resolved** to accept the petty cash expenditure for the Parish Council Office November 2025 – March 2026 for the amount of £647.16.

274.4 It **was resolved** to accept the petty cash expenditure for the Walled Garden from January 2026 – March 2026 for the amount of £355.12.

Cllr Fisher has checked and verified all receipts.

The internal controls have been completed for July 25 to March 26 and certified by Cllr Worsley of the Resources Committee on the 9th April. It **was resolved** to accept.

275. Earmarked Reserves

It **was resolved** to accept the Earmarked Reserves for the end of the financial year 2025/2026 as recommended by the Resources Committee. Balances as follows:

- Civic Celebration £901.00
- New Play Equipment £20k
- Wildflowers £1k
- Christmas Lights £2.5k
- Grounds Maintenance £2k
- Elections £1k

276. Asset Register

276.1 The asset register was presented to members. It **was resolved** to accept.

276.2 The following disposals were presented at the meeting. It **was resolved** to accept.

1. Picnic benches (Walled Garden) bought in 2017 £418 – no value
2. Cedar lath blinds for the glasshouses (Walled Garden) 2015 £9,150 – no value
3. Cash register (Walled Garden) bought in 2015 – no value
4. LiveWire Solar Panel investment of £15,000.00 – investment returned and Solar Panels purchased and transferred as an Asset to the Parish Council.

277. Requests for Funding

The Clerk has received the following request for funding:

277.1 Thelwall Rose Queen requested a donation of £500 for the event to be held on 20th June 2026. It **was resolved** to accept. **CF**

277.2 Families United requested support from the PC, they asked for £500. I **was resolved** to award the £500. **CF**

277.3 The GYCA requested financial support for the play area. Members requested this item be deferred until the next meeting. **CF**

278. Memorial Tree for T/L Cliff Taylor

Members of the Estates Committee have discussed the idea to plant a tree in memory of the Late Cliff Taylor and all in favour of. The Clerk has contacted Cliff's wife, and she thinks it would be a lovely idea. The tree would be a yellow flowering, Mimosa. It was proposed to set a budget of around £500 for a substantial tree and plaque. It **was resolved** to accept the proposal and cost. **OG/KF**

279. IT Equipment – Community Library

The Clerk explored the idea of having Council Meetings in external premises, due to space restrictions in the PC conference room. Committee Meetings will remain in the PC offices.

Grappenhall Community Library has welcomed the idea of having IT equipment installed which can be used for holding 'paperless meetings' and enable the public to attend in person or online. The asset would also be used by the library staff for community gathering and events.

The Clerk received three quotes for a 75" Display monitor, Yealink Smartvision Intelligent camera, Peerless trolley, cables and sundries to include installation. Please see below:

1. ClearVC £4707.21+vat
2. Viewpoint new £7250.00+vat. Reconditioned/second hand only 55" TV £1978.57+vat
3. Rob Worlsey - £3662.21+vat.

It **was resolved** to accept the proposal and that our IT provider Rob Worsley purchase and install. It was agreed it would benefit the wider community.
Members requested that there should be no room charges to the Parish Council for using the facility on the 3rd Thursday of every month to hold Council meetings. **CF**

280. PC Offices Internet Upgrade

The current speed of the internet at the PC offices is either slow or intermittent. The company currently used for providing the internet, Hudson Hill has quoted to replace the current line with fast fibre, at a cost of an extra £40 per month. It **was resolved** to accept the cost.

281. Warrington Borough Council Matters

Cllrs Browne and Johnson updated members on Warrington Borough Council matters.

282 Notification of Consultation

The Council has received notification from WBC of a consultation on a draft Houses in Multiple Occupation (HMO) Supplementary Planning Document (SPD) (copy sent to members by email separately).

The SPD sets out detailed criteria to assess concentrations or clustering of HMOs as well as more detailed guidance on issues such as design, minimum room sizes, waste storage and car and cycle parking provision, to be considered through the planning application process. The consultation period runs from Wednesday 25th March until 5pm on Friday 24th April 2026.

At the meeting of the Planning Committee on 2 April 2026, it was resolved that members would forward any comments to the Assistant Clerk for preparation of a Council response in advance of its next meeting on 16 April (minute ref 2025/262). It **was resolved** to respond to WBC welcoming the SPD and specifically the indication that WBC may also consider a further Article 4 Direction to remove Permitted Development Rights for the remainder of the Borough. In this regard the Council considers that an Article 4 Direction to remove Permitted Development Rights for HMOs should be made to cover all the Conservation Areas to ensure that the character and appearance of these areas are protected.

283. Consideration of Planning Applications

The following planning applications were considered, see attached report:

2026/00424/DISCON Discharge of Condition, The Hay Barn, Ferry Lane, Thelwall WA4 2SS. For Information Only

2026/00377/FULH Single storey side extension plus single/double storey rear and side extension, 17 Portola Close, Grappenhall WA4 2SW

2026/00362/FULH Double storey bedroom extension to side elevation plus single storey kitchen rear extension, 1 Shirley Drive, Grappenhall WA4 2PA

2026/00407/FULH Proposed first floor side extension, 209 Chester Road, Grappenhall WA4 2QB

2026/00427/FULH Single storey detached garden room, Hollybrook House, Canal Side, Grappenhall, WA4 3EX

2026/00451/TPO Remedial pruning to x1 tree, The Edge, Balmoral Road, Grappenhall WA4 2EB

2026/00462/FULH New pitched roof over existing single storey side and rear extension with front canopy, 151 Knutsford Road, Grappenhall WA4 2QY.

Item 273

Grappenhall and Thelwall Parish Council
Income & Expenditure Account
01/04/2025 to 31/03/2026

(Last) Year Ended 31 Mar 2025		(Current) Year Ended 31 Mar 2026
	Income	
167,742.29	Walled Garden Income	177,600.03
282,817.73	Parish Council Income	299,843.57
158,368.57	Walled Garden Corp Action	255,916.18
718.58	Parks and Open Spaces Committe	280.00
2,796.65	Walled Garden - Equipment/Hire/R	
15,540.66	Walled Garden - Running Costs	3,137.96
5,327.49	Planning	676.58
80.10	Environment	
-2,197.44	Running Costs	1,245.76
	Parish Council Assets	15,000.00
	Walled Garden - Outreach Expens	344.00
	Walled Garden - Professional Fees	-60.00
£631,194.63		**£753,984.08**
	Expense	
131,373.52	Staff Costs	157,409.90
196,607.10	Walled Garden Corp Action	257,209.28
32,744.30	Running Costs	26,226.15
8,203.00	Section 137 -Grants	6,651.84
7,954.95	Environment	10,750.94
14,965.47	Parks and Open Spaces Committe	22,694.28
1,129.91	Civic Expenses	1,218.24
1,601.76	Contingency	6,608.00
20,342.78	Planning	7,857.53
30,986.25	Walled Garden - Running Costs	27,229.58
4,970.27	Walled Garden - Maintenance Cor	3,322.01
6,993.39	Walled Garden - Grounds Work	5,542.89
6,560.00	Walled Garden - Professional Fees	2,912.50
6,145.42	Walled Garden - Outreach Expens	2,230.80
14,498.59	Walled Garden - Equipment/Hire/R	6,968.92
79,462.08	Walled Garden - Staff Costs	86,781.66
936.26	Staff Expenses	848.68
404.97	Walled Garden - Staff Expenses	251.74
110.00	Councillor Expenses	25.00
40.00	Walled Garden Income	396.50
	Parish Council Assets	13,672.00
£566,030.02		**£646,808.44**
	General Fund	
239,319.20	Balance at 01 Apr 2025	**290,622.91**
631,194.63	ADD Total Income	753,984.08
870,513.83		1,044,606.99
566,030.02	DEDUCT Total Expenditure	646,808.44
304,483.81		397,798.55
13,860.90	DEDUCT Reserves Balance	-12,209.90
£290,622.91	Balance at 31 Mar 2026	**£410,008.45**

Reserves:
Earmarked Reserve Balance £27401.00

Grappenhall and Thelwall Parish Council

PAYMENTS LIST

					Payment Ref.	Description	Supplier				
1	Subscriptions - Software	09/04/2026		Barclays - Current	08/04	Payroll Software	Sage	S	37.50	7.50	45.00
2	Vehicle Hire - Parish	09/04/2026		Barclays - Current	16/04	Vic Young - Van Hire	Vic Young Ltd	S	357.31	71.46	428.77
3	Subscriptions - Software	09/04/2026		Barclays - Current		Microsoft	Microsoft	S	102.90	20.58	123.48
4	Grounds Maintenance	09/04/2026		Barclays - Current		Grounds Maintenance	Beechwood Industries	S	774.96	154.99	929.95
5	Telephone/Internet	09/04/2026	Aug 25	Barclays - Current	13193	Telecommunications costs	Hudson Hill Consulting	S	90.00	18.00	108.00
5	W.G Telephone/Internet	09/04/2026	Aug 25	Barclays - Current	13193	Telecommunications costs	Hudson Hill Consulting	S	52.50	10.50	63.00
6	Subscriptions - Membershi	09/04/2026		Barclays - Current	2026/27	ChALC Membership	ChALC	Z	1,631.80		1,631.80
7	W.G Fire Alarms	13/04/2026		Barclays - Current		Fire Alarm Maintenace	Protec Alarms	S	540.16	108.03	648.19
8	Ill-Health Insurance	12/12/2026		Barclays - Current		Ill-Health Insurance	Legal and General	Z	953.54		953.54
9	Environmental	16/04/2026		Barclays - Current	£200 deposit	Thelwall Parish Hall	Thelwall Parish Hall	Z	122.50		122.50
9	Environmental	16/04/2026		Barclays - Current	£200 deposit	Thelwall Parish Hall	Thelwall Parish Hall	Z	200.00		200.00
10	Subscriptions - Membershi	16/04/2026		Barclays - Current		Cheshire Community	Cheshire Community	X	110.00		110.00
11	Christmas Lights - Broad	13/04/2026		Barclays - Current		Electricity for Christmas	Npower	L	40.40	2.02	42.42
12	Parish Council Salaries	14/04/2026		Barclays - Current	April Payroll	PC Payroll	Grappenhall and	Z	7,848.83		7,848.83
12	HMRC PAYE/NI	14/04/2026		Barclays - Current	April Payroll	PC Payroll	Grappenhall and	Z	3,293.73		3,293.73
12	Parish Council Pensions	14/04/2026		Barclays - Current	April Payroll	PC Payroll	Grappenhall and	Z	2,156.80		2,156.80
12	W.G Salaries	14/04/2026		Barclays - Current	April Payroll	PC Payroll	Grappenhall and	Z	4,311.05		4,311.05
12	W.G HMRC/PAYE/NI	14/04/2026		Barclays - Current	April Payroll	PC Payroll	Grappenhall and	Z	1,465.73		1,465.73
12	W.G Pensions	14/04/2026		Barclays - Current	April Payroll	PC Payroll	Grappenhall and	Z	1,313.81		1,313.81
13	Subscriptions - Software	21/04/2026		Barclays - Current	08/04	Payroll Software	Sage	S	37.50	7.50	45.00
14	Vehicle Hire - Parish	21/04/2026		Barclays - Current	16/04	Vic Young - Van Hire	Vic Young Ltd	S			
15	Subscriptions - Software	21/04/2026		Barclays - Current		Microsoft	Microsoft	S	102.90	20.58	123.48
16	Office Cleaning	21/04/2026		Barclays - Current	26/02	Amanda Sweeney	Amanda	Z	60.00		60.00
16	W.G	21/04/2026		Barclays - Current	26/02	Amanda Sweeney	Amanda	Z	360.00		360.00
17	W.G Business Rates	21/04/2026		Barclays - Current	19/04	Business Rates	Warrington Borough	Z	260.00		260.00
18	Utilities	21/04/2026		Barclays - Current		Parish Council Gas	Eon Next	L	4.76	0.24	5.00
19	Utilities	21/04/2026		Barclays - Current		Parish Council Electric	Eon Next	L	133.33	6.67	140.00
20	W.G Utility Gas/Elec/Water	21/04/2026		Barclays - Current		Walled Garden Water	WaterPlus	E	165.17		165.17
21	W.G Utility Gas/Elec/Water	21/04/2026		Barclays - Current		Walled Garden Gas	Eon Next	L	476.19	23.81	500.00
							Total		**27,003.37**	**451.88**	**27,455.25**

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Chair print and sign.

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