MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL HELD AT THE PARISH COUNCIL OFFICES, BELLHOUSE LANE, GRAPPENHALL ON THE 21st MAY 2026

Present Councillors W Johnson (Chair), M Browne, B Davies, M Dolan, R Fisher L Fernyhough, D Hockenhull, D Taylor (19:30), H Speed (19:50).
9:50), and P Warner.

In attendance Colette Fellows, Clerk and Responsible Financial Officer.
Beverley Doward, Assistant Clerk

Action

1. Election of Chair
It was **resolved** that Councillor Wendy Johnson would serve as Chair of the Council for both 2026/27 and 2027/28.

2. Election of Vice Chair
It was **resolved** that Councillor Charlie Ford would serve as Vice Chair of the Council for 2026/27 and 2027/28.

3. Apologies for Absence
It was **resolved that** apologies for absence from Councillors C Ford, R Furnell, B Hignett (attending DMC) J McQuillian, and C Worsley be accepted.

4. Dispensation Requests
No dispensation requests were received.

5. Disclosure of Pecuniary Interests
No disclosures of pecuniary interests were received.

6. Minutes
It was **resolved that** the minutes of the Parish Council Meeting on 16th April 2026 were approved as a true record and received the minutes of the Extraordinary Meeting of the Council on the 28th April 2026 and the Planning Committee on the 7th May 2026.

7. Appointment of Committees, Working Groups and Outside Bodies
It was **resolved that** appointments to Committees, Working Groups and Outside Bodies be made in accordance with the agreed schedule attached to these minutes. **CF**

8. Dates of Meetings
It was **resolved that** the meetings of the Council and Committees be held on the dates set out in the schedule attached to these minutes. **CF**

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 Rose Queen Committee

b) The Clerk has received the resignation of the Parish Warden at the end of June. The position will now be advertised.
c) The planters have been installed at Barley Road and planted.
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 was 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. PC Crime Report
An updated crime report was emailed to all members prior to the meeting. Cllr Browne and Speed are to meet the new Police Officer that is to cover our Parishes

13. Annual Parish Council Accounts
The Clerk presented the Income and Expenditure for 2025/2026. It was resolved to accept and now the Clerk will complete the annual Governance and Accountability Return. (attached). **CF**

14. Expenditure to Date
The 'on target' expenditure to date, against the 2026/27 budget was 13%.

- Parish Council expenditure running at 12%
- Walled garden Expenditure was running at 12%
- Overall was 12%

15. Accounts for Payment
15.1 It was **resolved that** the schedule of Accounts for Payment tabled be approved totalling £32,040.12.

15.2 Parish Online Mapping which is currently being used by the Neighbourhood Planning Group is due for renewal. The cost is £350+vat. It **was resolved** to accept the charges. **CF**

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.

It **was resolved** to accept the 3-year term for £7,293.77+tax. **CF**

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

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 £3,192+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. It **was resolved** 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

Cllr Speed arrived at the meeting.

16. Budget Timetable

The Clerk will present the Budget Timetable for 2026/27 It **was resolved** 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. It **was resolved** 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:

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 and section 2 of the AGAR report. It **was resolved** to accept

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

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. It **was resolved** to purchase the items up to the value of £1,000.

Cllr Browne made a motion to purchase another set of vision boards to display at both summer events. The motion was seconded by Cllr Fernyhough and **was resolved** to accept at a cost of no more than £400

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. Deferred until June.

21. Warrington Borough Council Update

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

22. Consideration of Planning Applications

The following planning applications were considered, see attached report.

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 of 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.
It **was resolved** that a collective response will be sent from the Parish Council.

To aid discussion 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

Chair Print and Sign

Print…….. **Sign** ……

Grappenhall and Thelwall Parish Council – Appointments 2026/2027

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

	Appointments 26/27
Environment Committee	H Speed (Chair)
(includes parks)	B Davies (Vice Chair)
	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
South Warrington Parishes	M Browne
	H Speed
Road Safety Working Group	M Dolan
	C Ford
	R Furnell
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	Environment 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	Environment 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	Environment 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	Environment Committee
20 May	Annual Parish Council Annual Parish Meeting

Grappenhall and Thelwall Parish Council

31 Mar 2025		*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	280.00
2,796.65	Walled	
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	344.00
	Walled Garden - Professional	-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	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	3,322.01
6,993.39	Walled Garden - Grounds Work	5,542.89
6,560.00	Walled Garden - Professional	2,912.50
6,145.42	Walled Garden - Outreach	2,230.80
14,498.59	Walled	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				
28	Subscriptions - Software	01/05/2026		Barclays - Current	08/04	Payroll Software	Sage	S	41.00	8.20	49.20
29	Vehicle Hire - Parish	01/05/2026		Barclays - Current	16/04	Vic Young - Van Hire	Vic Young Ltd	S	357.31	71.46	428.77
37	Telephone/Internet	01/05/2026	Aug 25	Barclays - Current	13193	Telecommunications costs	Hudson Hill Consulting	S	90.00	18.00	108.00
31	Office Cleaning	01/05/2026		Barclays - Current	27/04	Amanda Sweeney	Amanda	Z	90.00		90.00
30	Subscriptions - Software	01/05/2026		Barclays - Current		Microsoft	Microsoft	S	102.90	20.58	123.48
40	Subscriptions - Membershi	01/05/2026		Barclays - Current	Mid-Cheshire	The Mid-Cheshire Footpath	Miscellaneous	Z	8.00		8.00
33	Grounds Maintenance	01/05/2026		Barclays - Current		Grounds Maintenance	Beechwood Industries	S	774.96	154.99	929.95
37	W.G Telephone/Internet	01/05/2026	Aug 25	Barclays - Current	13193	Telecommunications costs	Hudson Hill Consulting	S	52.73	10.55	63.28
31	W.G	01/05/2026		Barclays - Current	27/04	Amanda Sweeney	Amanda	Z	400.00		400.00
32	W.G Business Rates	01/05/2026		Barclays - Current	19/04	Business Rates	Warrington Borough	Z	260.00		260.00
42	W.G Outreach Expenses	05/05/2026		Barclays - Current	Have a go	Have a go expenses	S M Chorlton	Z	135.00		135.00
45	Audit Fee (internal &	06/05/2026		Barclays - Current	Internal Audit	Internal Audit	JDH	S	1,068.00	213.60	1,281.60
44	Environmental	06/05/2026		Barclays - Current	Public	GYCA - Room Hire	GYCA	Z	105.00		105.00
50	Civic Celebration	06/05/2026		Barclays - Current	Civic	Bridgewater Quartet	Miscellaneous	Z	550.00		550.00
49	Grounds Maintenance	07/05/2026		Barclays - Current	tree works	Tree Felling - Jubilee Park	Beechwood Industries	S	1,470.00	294.00	1,764.00
55	W.G	07/05/2026		Barclays - Current		Chalk Pens	Amazon	S	16.40	3.28	19.68
52	Parish Council Salaries	13/05/2026		Barclays - Current	May Payroll 26	PC Payroll	Grappenhall and	Z	7,503.52		7,503.52
52	HMRC PAYE/NI	13/05/2026		Barclays - Current	May Payroll 26	PC Payroll	Grappenhall and	Z	2,704.01		2,704.01
52	Parish Council Pensions	13/05/2026		Barclays - Current	May Payroll 26	PC Payroll	Grappenhall and	Z	1,742.90		1,742.90
53	W.G Salaries	13/05/2026		Barclays - Current	May Payroll 26	Walled Garden Payroll	Grappenhall and	Z	4,627.62		4,627.62
53	W.G HMRC/PAYE/NI	13/05/2026		Barclays - Current	May Payroll 26	Walled Garden Payroll	Grappenhall and	Z	1,447.98		1,447.98
53	W.G Pensions	13/05/2026		Barclays - Current	May Payroll 26	Walled Garden Payroll	Grappenhall and	Z	1,281.04		1,281.04
62	W.G - Plants/Bulbs/General	14/05/2026		Barclays - Current		Walled Garden Seeds	Tamar Organics	Z	20.55		20.55
65	W.G Outreach Expenses	14/05/2026		Barclays - Current		Have a go expenses	S M Chorlton	Z	90.00		90.00
58	Equipment	14/05/2026		Barclays - Current		Screwfix - items for Walled	Screwfix	S	114.10	22.82	136.92
60	Neighbourhood Plan	18/05/2026		Barclays - Current	Jayne	Neighbourhood Plan	Miscellaneous	Z	25.00		25.00
59	Equipment	18/05/2026		Barclays - Current		Water Cartridge	Amazon	S	19.17	3.83	23.00
61	HMRC PAYE/NI	19/05/2026		Barclays - Current		HMRC PAYE	HMRC	Z	416.91		416.91
64	Parish Councillor Training	19/05/2026		Barclays - Current		Chalc Training	ChALC	Z	25.00		25.00
63	W.G	19/05/2026		Barclays - Current		Walled Garden Cleaning	System Hygiene	S	265.01	53.00	318.01
54	Subscriptions - Membershi	25/05/2026		Barclays - Current	Annual	Clerks and Councils Direct	Clerks and Councils	Z	15.50		15.50
41	Environmental	25/05/2026		Barclays - Current	Landscape	BCAL Landscape Services	bcal	S	3,192.00	638.40	3,830.40
57	W.G Fire Alarms	25/05/2026		Barclays - Current		Remote Monitoring	Protec Alarms	S	400.17	80.03	480.20
56	Equipment	25/05/2026		Barclays - Current		Installation of New Alarm	Protec Alarms	S	863.00	172.60	1,035.60

Grappenhall and Thelwall Parish Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
								Total	30,274.78	1,765.34	32,040.12

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.