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

07 July 2026

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on **Thursday 16 July 2026 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

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

48. Dispensation Requests
To consider any dispensation requests from members. For discussion and resolution.

49. 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.

50. Minutes
To approve as a correct record the minutes of the Parish Council Meeting on the 18th June. To receive the minutes of the Resources Committee 23rd June 2026 and Planning Committee held on 2nd July 2026.

51. Correspondence Miscellaneous
28.1 WBC's Electoral Services Department has confirmed that the position can be filled by Co-option, the deadline for applications is 31st July, for consideration at the Parish Council meeting on the 17th September 2026.
28.2 Community Payback has been in touch to apologise for non-attendance, but due to health and safety reasons and an incident in another area, they are unable to continue with painting the railings around Grappenhall Heys. I have mentioned that we can accommodate the team in other capacities, for example gardening, litter picking.
28.3 We have received notification that there has been an increase in mileage travel allowance from 45p to 55p as of 6th April 2026. In the Expenses policy (available on our website), under 'Travel' it stated the rate is set by HMRC, see extract below.

The mileage allowance paid is set by reference to the HM Revenue and Customs (HMRC) rules on Approved Mileage Allowance Payments (AMAP). The Council will reimburse mileage incurred in the performance of Parish Council business ('mileage expenses') at HMRC AMAP rates in force at the time, provided that the mileage expenses have been approved by the Parish Council.

52. Information for Noting

a) The Clerk has received a thank you for the donation to the GYCA.
b) The bin at the top of Hill Top Road has been vandalised and now absent. The Assistant Clerk is looking for spare parts and costs to fix (update at the meeting).
c) The Chains of Office have been sent to Fattorini for engraving.
d) The advertisement for the Warden position closes on the 10th July.
e) Staff members attended fire training at the Walled Gardens on Tuesday 30th June. Primrose café were invited to attend, but no one managed to attend.
E) Councillor Contact information update will be emailed to all Councillors before the meeting.

53. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Status	Update
2025/279	Library Conference Equipment.	Clerk	ongoing	The Clerk is meeting the trustees of the library to agree terms Currently no equipment has been purchased.
2026/36	Knutsford road grass verges	Assistant Clerk	Ongoing	WBC has responded to questions from members, see agenda item 61.
2026/37	Neighbourhood Plan amendments	Assistant Clerk	Complete	Now submitted to WBC. WBC has advised that it aims to commence The regulation 16 Consultation during the week commencing 13th July.

54. PC Crime Report

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

55. Expenditure to date

The Clerk will present the expenditure to date. (to be sent out separately).

56. Accounts for Payment

56.1 A schedule of Accounts for Payment to be tabled. (to be sent out separately).

56..2 To note the following items over £500 for June that must be published under the Transparency Code or the Audit Regulations Section 13 (2) 'Payments over £500 each quarter.

a) Vulcan Fire Company – staff fire training £650+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.

57. Requests for Funding

No requests for funding have been received.

58. Resources Committee

Martin Stuart Retirement to discuss in a closed session.

59. Governance

58.1 The terms of reference have been reviewed by the Resources Committee with no changes for resolution to adopt.
58.2 The Strategy and Investment Policy has been reviewed and amendments to section 4 agreed (see attached). For resolution to accept the changes.

58.3 The terms of reference have been reviewed by the Planning Committee with no changes, for resolution to adopt.

60. Thelwall Village Hall Defibrillator

The Clerk informed members several months ago that the adult Pads in the defibrillator had gone missing and when trying to replace, became aware that there is a world shortage for that product. The Clerk has tried many companies to no avail.
Current waiting time is January 2027.
Do members wish to change the model of the defibrillator at a cost of £795+VAT, same as Grappenhall Library, which can be used for both adults and children. The order for replacement pads can be refunded for a cost of £144+vat. For discussion and resolution.

61. Knutsford Road Verges.

Warrington Borough Council advise that the GPR alone at a cost of £713.38+vat would suffice for estimation purposes. However, if the Council wishes to proceed further with providing laybys or removing the grass verges and replacing them with a tarmac surface the utilities companies would require trial pits to accurately map and price their works.
The cost of the trial pit work has been quoted as £723.87+vat. Alternatively, the trial pit only could be undertaken at this stage negating the need to do further work if it is decided to proceed. For discussion and resolution.

62. Stansfield Drive Car Park

The Assistant Clerk has recently met Officers to discuss progress and next steps for the installation of Electric Vehicle chargers on the Parish Council's car park at Stansfield Drive, Grappenhall Heys.

Following receipt of the Council's letter of authority WBC advise that the provider has confirmed that the point of connection costs are both viable and feasible.

WBC has now provided a summary of the processes/actions required to move the project forward.

These are as follows:

- WBC to obtain United Utilities and Homes England permissions.
- WBC to write to residents informing them of planned works to install EV chargers and to advise that the EV charging bays will not be restricted.
- WBC to advise provider to do next stage site survey works.
- Parish Council to propose Heads of Terms (HoTs) to WBC as it is the Parish Council that is granting the lease. The HoTs document will include the principal terms on which the Parish Council is offering to lease the land, including reference to sub leasing for the use of EV charge point installation.
- Parish to seek legal assistance on preparing HoTs, quotes for services to be sent over to WBC for review and confirm.
- Parish Council to propose that WBC pay all Parish Council's legal fees.
- Once HoTs provided to WBC, WBC internal teams to provide sign off.
- Instructions then given to legal parties to negotiate the lease. The terms of the lease need to have the necessary permissions in place to sublease. The contract with Charge Point Operator is 15 years from when hardware is installed, so lease needs to be slightly longer than this.
- Once lease terms are being discussed, WBC to engage Charge Point Operators legal team to grant a sub lease.
- Installation of EV chargers approximately 6 weeks from signing leases.

Members are requested to note the process/actions outlined above and to authorise the Clerk/Assistant Clerk to seek quotes for legal assistance on preparing HoTs, to negotiate and prepare lease and to seek confirmation from WBC that it will pay all Parish Council's legal fees. For resolution to accept.

63. Warrington Borough Council Matters

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

64. Consideration of Planning Applications

To consider the following planning applications:

2026/00782 FULH – 4 Pickering Cresent, Thelwall WA4 2EX. Part retrospective dormer loft conversion over the rear of the property.

2026/00839 DISCON – Hillcrest Knutsford Road, WA4 3LA. (Residential development)

Part Two Confidentiality - Matters to be discussed in the absence of the press and public

To discuss the following agenda items from the Resources Committee in a closed session:

- Agenda item 58. Retirement gratuity for a lump sum retirement payment due to non-enrolment in the Parish Council pension fund. It **was resolved** to present the proposal to Full Council for approval.

Public Bodies (Admission to Meetings) Act 1960 s.2
A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.