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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10 September 2026

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on **Thursday 17 September 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

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

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

83. 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.

84. Minutes
To approve as a correct record the minutes of the Parish Council Meeting on the 20th August. To receive the minutes of the Estates Committee held on the 21st July, the Environment Committee held on the 28th July and the Planning Committee held on 6th August and 3rd September 2026.

85. Correspondence Miscellaneous
Neighbourhood Plan - The Regulation 16 consultation on the Neighbourhood Plan closed on 1 September 2026. The level of responses received is understood to be quite low although details of the exact numbers are still to be confirmed by WBC. All the responses will then be forwarded by WBC to the Examiner, once appointed.

WBC is currently reviewing the procurement process ahead of shortlisting Examiners and the shortlist will be presented to the Neighbourhood Plan Steering Group (NPSG) and Parish Council and their agreement will be sought on the most appropriate Examiner, ahead of appointment. It is anticipated that the Examination of the Neighbourhood Plan will be complete by the end of the year. However, this will be dependent on the availability of Examiners.

86. Information for Noting
a) The New Warden position has been filled and will commence early November.
b) The New Strategic Plan Working Party will meet for the first time on 15th September.

c) Environment Committee recommended that the site at Chester Road/York Road (Site 4) should be planted in Autumn 2026 and the contractor has confirmed that the quote of £4550 + vat provided in April 2025 remains valid. The planting will take place in October. (minute ref 2025/43.3)
d) Councillor Contact information update will be emailed to all Councillors before the meeting.

87. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Status	Update
2025/279	Library Conference Equipment.	Clerk	ongoing	The library Trustees are looking at a business case for use.
2026/36	Knutsford road grass verges	Assistant Clerk	Ongoing	WBC has responded to questions from members, see agenda item 61.

88. PC Crime Report
An updated crime report will be emailed to Members prior to the meeting.

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

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

90..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) PKF Littlejohn external Audit report - £1,680+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.

90.3 To ratify the petty cash expenditure for the Walled Garden July 2026 £196.22+vat and April 2026 for £42.50+vat. Cllr Fisher has checked and verified all receipts.

90.4 To ratify the petty cash expenditure for the Parish Council July 2026 £403.55+vat. Cllr Fisher has checked and verified all receipts.

90.5 Chair and Planning Chair grants to be paid. The Chairs is £800 to be paid in two parts; The Chair has requested the second instalment to be held. The Planning Chair allowance is £200. For resolution to accept.

90.6 Retrospective approval for the following training courses due to the timeliness and Council being in Recess. For resolution to accept.

a) How to Write and Develop Exceptional Grant Funding Applications, for three colleagues, Clerk, Assistant Clerk and the Outreach Officer. £135+vat
b) Appraisal Training delivered by WorkNest for the Clerk £80+vat.

91. Pay awards
91.1 NJC (National Joint Council) Pay Awards, trade unions have reached an agreement on the rates of pay applicable from 1st April 2026 level of pay award. The offer was for an increase of 3.3%. This information will be applied to the October salary payment, with the amount due from April 2026 paid as a one-off back payment. The pay award covers the period from 1 April 2026 to 31 March 2027. For resolution to accept.

91.2 The holiday cover warden for Diamond and Jubilee is currently on a fixed rate of £13.50. to increase by 3.3% would make the hourly rate £13.95. For resolution to accept,

92. Requests for Funding

No requests for funding have been received.
The Clerk would like members to authorise the regular donations to British Legion £500, Upkeep of the Graveyards at St Wilfrids and All Saints Church £250 each. For resolution to accept.

93. Co Option

Warrington Borough Council Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient town councillors elected to constitute a quorum. *Section 21(2) Representation of the People Act 1985 imposes no time limit on parish councils with regard to their powers to co-opt, where the Council is quorate.*

To consider the applications for the Councillor Vacancy.

We have received two applications from Andrew Freeman and Martin Stuart, for the one available seat, information will be circulated before the meeting. For discussion and election in a closed ballot.

94. Governance

94.1 Assertion 10 of the Annual Governance and Accountability Return states that as of 2026, each Council must have an IT Policy. The IT Policy has been drafted, reviewed and amended by Resources Committee (see attached). For resolution to accept and adopt.

94.2 Statement of Internal Controls and checklist, the Clerk has made amendments. Resources Committee have reviewed. For resolution to accept the changes.

94.3 The current General Privacy Policy to include all categories of personal data collected to include staff. (see attached) Resources have reviewed. For resolution to accept and adopt.

95. 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.
Section 1, Assertion 10 has been incorrectly completed, as the council does not have an IT policy or a general privacy policy in place. This is consistent with the detailed Internal Audit Report.

Other matters not affecting our opinion which we draw to the attention of the authority:
We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2026/27 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2026/27 and ensure that it makes proper provision for the exercise of public rights during 2027/28.
The smaller authority has not provided minutes of the meeting where the independence of the internal auditor was considered. This was requested as part of our intermediate review procedures.

96. Remembrance Sunday

The GRBL has enquired if we want two wreaths for Remembrance Sunday. The Clerk has asked if they were biodegradable this year, unfortunately not. Do Members wish to have real wreaths and donate to the RBL. For discussion and resolution.

97. Road Safety Working Party - SID Machines (Speed Indicator Device)

As you are aware WBC Officers have expressed concerns about the Parish Wardens mounting our portable SID on lamp posts. The restrictions imposed by WBC relate to the height of the SID above ground level, the distance between the edge of the SID and the edge of the footway (need to provide a width of 1.2m unhindered footway), the setback distance from the kerb edge (need to provide at least 450mm) and the need for the structural integrity of each lamppost to be assessed before the SID could be mounted. This severely restricts the locations that we can site the SID.

The Assistant Clerk has therefore been investigating whether we could obtain a stand for our existing SID to negate the need to mount it by a bracket to a lamppost. The company that supplied the SID has two options which are tripods (see page 10 of the attached brochure). However, they advise that these are only suitable for manned operations and therefore would not be appropriate for us.

This has led to exploring the option of permanent SIDs powered by solar panels.

The attached brochure (page 10) shows a solar panel that would trickle charge the battery of our existing SID and keep it topped up all year round at a cost of £670.Apparently, we would also need an installation kit at a cost of £35. There would also be a charge for delivery (£65) so £770 + vat.

These costs would only provide one permanent SID utilising our existing device. If we were to want more than one, we would of course be looking at significantly more costs as we may have to purchase another SID unit and battery as well. (It is not clear whether we could utilise the clever SID). Based on what we have paid previously I estimate this would be around £3000/£4000.

It is estimated WBC would be willing to fund the post and installation if the PC provided the SID unit/solar panel and that WBC would also be willing to advise on location.

The Clerk, Assistant Clerk along with the Road Safety Working Group would like members to accept the proposal for installing one on Thelwall New Road. For resolution to accept.

98. Grounds Maintenance Contract

The three-year contract for Beechwood Industries comes to an end on 1st October 2026. Do members wish to continue. The cost currently is £9299.52+vat annually, increasing year on year linked to RPI. They have since quoted £9,597.16+vat. For discussion and resolution.

99. Investment Training

The Resources Committee engaged with an external Consultant to look at current Investments with Arnold Stansby for good practice. One of the recommendations received was training for members to better understand our portfolio.
Further to receiving the report, members requested a cost for a one-day training session with the Consultant. Members would like to extend the invitation to attend to all members. Attached is the breakdown for discussion and resolution.

100. Warrington Borough Council Matters

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

101. Consideration of Planning Applications

To consider the following planning applications:

2026/01182/FULH – 39 Portola Close, WA4 2SW. 1st floor front and side extension along with garage conversion and external alterations to existing elevations.

2026/01188/TPOCA – Chaigley School, Lymm Road – TPO proposed remedial works and felling to trees.
2026/01052/HPA – The Gables Half Acre Lane, Proposed single story rear extension to extend beyond the rear wall by 8.00m height of 4.00m and height of eaves to be 3.00m.

2026/01192/DISCON – Canal Bank Farm Canalside, WA4 3EX, discharge of conditions.

2026/01146/NMA – Land South of Curzon Drive, WA4 3LG, change of garage on plot 66.