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

Present Councillors Johnson (Chair), Davies, Dolan, Fernyhough, Furnell, Hockenhull, and Worsley.

In Attendance Colette Fellows, Clerk and Responsible Financial Officer

Action

47. It was **resolved that** apologies and reasons for absence from Councillors Brown, Ford, Fisher, Hignett (at DMC), McQuillian, Speed (at DMC) Taylor, and Warner be accepted.

48. Dispensation Requests
No dispensation requests were made.

49. Disclosures of Pecuniary and Personal Interests
No disclosures of pecuniary interests were received**.**

50. Minutes
Resolved that the minutes of the Parish Council Meeting were amended in the meeting (item 35), then approved as a true record. Received the minutes of the Resources Committee held on 23rd June 2026 and the Planning Committee held on the 2nd July 2026.

51. Correspondence Miscellaneous
51.1 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.
51.2 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.
51.3 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 closed 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 20th July.

54. PC Crime Report

An updated crime report will be circulated to members after the meeting. any queries will be fed back to PC Mark Lang-Yates. **CF**

55. Expenditure to date

The Clerk presented the expenditure to date (emailed to members before the meeting) For July 2026/27 expenditure v budget.

- Parish Council expenditure 26/27 was 27%
- Walled Garden expenditure 26/27 was 27%
- Overall figure excluding ear-marked reserves was 29%

56. Accounts for Payment

56.1 It was resolved that payments awaiting authorisation totalling £25,178.65 be approved (see attached).

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 were received.

58. Resources Committee

Martin Stuart Retirement Gratuity was discussed in a closed session.

59. Governance

59.1 The terms of reference have been reviewed by the Resources Committee with no changes; it **was resolved** to adopt. **CF**
59.2 The Strategy and Investment Policy have been reviewed and amendments to section 4 agreed (see attached). It **was resolved** to accept the changes and adopt. **CF**
59.3 The terms of reference have been reviewed by the Planning Committee with no changes; it **was resolved** to adopt. **BD**

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.
Members were asked if they wish to change the model of the defibrillator at a cost of £795+VAT, same as Grappenhall Library. The order for replacement pads can be refunded for a cost of £144+vat. It **was resolved** to check with Appleton Parish Council who may have spare parts, if not then a new model should be ordered and a refund requested for parts ordered. **CF**

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. Members have requested this item go to the Environment Committee for further exploration. WBC to provide costings for varies solutions to the problem, before any commitment can be made to explore what utilities may lay underneath. **BD**

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 is 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 were 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. It **was resolved** to accept the proposal. **BD/CF**

63. Warrington Borough Council Matters

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

64. Consideration of Planning Applications

The following planning applications were considered, see attached report:

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).

2026/00801/FULH – 7 Knightsbridge Ave, Grappenhall WA4 2QR. Single storey extension to side and rear, and partial garage conversion.

2026/00864/LBC – 4 Laurel Bank, Grappenhall, WA4 2BF. Listed Building Consent.

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

The following items from the Resources Committee was discussed 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 accept the proposal. **CF**

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

Chair Print and Sign

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
114	Vehicle Repairs	01/07/2026		Barclays - Current Ac	Van wash and Vale	Vehicle Expenses	Miscellaneous	Z	60.00		60.00
115	Grants - Donations	02/07/2026	2026/34.1	Barclays - Current Ac		GYCA Grant	GYCA	Z	2,000.00		2,000.00
116	Staff General Expenses (not tra	02/07/2026		Barclays - Current Ac	Retirement buffet	Carol Smith - Buffet	Miscellaneous	Z	110.00		110.00
118	W.G Outreach Expenses	02/07/2026		Barclays - Current Ac	00564	S Ball Yoga session	Miscellaneous	Z	100.00		100.00
117	Equipment Purchase/Hire/Repa	02/07/2026		Barclays - Current Ac	Planer Blade	Screwfix - items for Walled Gar	Screwfix	S	6.66	1.33	7.99
120	Subscriptions - Software	02/07/2026		Barclays - Current Ac		Microsoft	Microsoft	S	102.90	20.58	123.48
119	Admin - Postage/Copier/Station	02/07/2026		Barclays - Current Ac		Canon - Copier Rental	Canon	S	64.01	12.81	76.82
123	Bank Charges	02/07/2026		Barclays - Current Ac		Banking Charges	Barclays	X	8.50		8.50
122	Grounds Maintenance	02/07/2026		Barclays - Current Ac		Grounds Maintenance	Beechwood Industries	S	774.96	154.99	929.95
121	W.G Business Rates	02/07/2026		Barclays - Current Ac	19/04	Business Rates	Warrington Borough Counc	Z	260.00		260.00
125	Staff General Expenses (not tra	03/07/2026		Barclays - Current Ac	Martin Stuart Retir	Buffet retirement for Martin St	Miscellaneous	Z	211.77		211.77
124	Bank Charges	06/07/2026		Barclays - Current Ac		Banking Charges	Barclays	X	10.69		10.69
127	Parish Council Salaries	13/07/2026		Barclays - Current Ac	July 26	PC Payroll	Grappenhall and Thelwall P	Z	6,946.05		6,946.05
127	HMRC PAYE/NI	13/07/2026		Barclays - Current Ac	July 26	PC Payroll	Grappenhall and Thelwall P	Z	2,783.32		2,783.32
127	Parish Council Pensions	13/07/2026		Barclays - Current Ac	July 26	PC Payroll	Grappenhall and Thelwall P	Z	1,901.36		1,901.36
129	Staff Travel Expenses	13/07/2026		Barclays - Current Ac	Staff Expenses	Martin Stuart	Miscellaneous	Z	8.80		8.80
128	Staff Travel Expenses	13/07/2026		Barclays - Current Ac	Staff Expenses	Colette Fellows	Miscellaneous	Z	65.45		65.45
128	Civic Celebration	13/07/2026		Barclays - Current Ac	Staff Expenses	Colette Fellows	Miscellaneous	Z	37.28		37.28
127	W.G Salaries	13/07/2026		Barclays - Current Ac	July 26	PC Payroll	Grappenhall and Thelwall P	Z	4,639.59		4,639.59
127	W.G HMRC/PAYE/NI	13/07/2026		Barclays - Current Ac	July 26	PC Payroll	Grappenhall and Thelwall P	Z	1,570.78		1,570.78
127	W.G Pensions	13/07/2026		Barclays - Current Ac	July 26	PC Payroll	Grappenhall and Thelwall P	Z	1,209.60		1,209.60
130	Equipment Purchase/Hire/Repa	13/07/2026		Barclays - Current Ac	MRO230424	Door stops for walled garden	Harfington	S	31.67	6.33	38.00
133	Utilities	14/07/2026		Barclays - Current Ac		Parish Council Electric	Eon Next	L	144.47	7.22	151.69
139	Telephone/Internet	14/07/2026	Aug 25	Barclays - Current Ac	13193	Telecommunications costs	Hudson Hill Consulting	S	90.00	18.00	108.00
131	Subscriptions - Software	14/07/2026		Barclays - Current Ac	08/04	Payroll Software	Sage	S	37.50	7.50	45.00
132	Subscriptions - Software	14/07/2026		Barclays - Current Ac		Microsoft	Microsoft	S	102.90	20.58	123.48
134	W.G Utility Gas/Elec/Water	14/07/2026		Barclays - Current Ac		Walled Garden Water	WaterPlus	E	165.17		165.17
135	W.G Utility Gas/Elec/Water	14/07/2026		Barclays - Current Ac		Walled Garden Gas	Eon Next	L	628.10	31.41	659.51
137	Subscriptions - Software	14/07/2026		Barclays - Current Ac		Microsoft	Microsoft	Z	10.49		10.49
138	Subscriptions - Software	14/07/2026		Barclays - Current Ac		Adobe	Adobe	Z	12.49		12.49
139	W.G Telephone/Internet	14/07/2026	Aug 25	Barclays - Current Ac	13193	Telecommunications costs	Hudson Hill Consulting	S	52.50	10.50	63.00
136	W.G Utility Gas/Elec/Water	14/07/2026		Barclays - Current Ac		Walled Garden Electricity	Eon Next	S	616.99	123.40	740.39
							Total		**24,764.00**	**414.65**	**25,178.65**

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