MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL AT THE COUNCIL OFFICES, BELLHOUSE LANE, ON THURSDAY 17 September 2026

Present Councillors Ford (Vice-Chair), Browne, Davies, Dolan, Fisher, Furnell, Hockenhull, McQuillian, Taylor and Speed.

In Attendance Colette Fellows, Clerk and Responsible Financial Officer

Action

81. It was **resolved that** apologies and reasons for absence from Councillors Fernyhough, Hignett, Johnson, Warner and Worsley be accepted.

82. Dispensation Requests
No dispensation requests were made.

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

84. Minutes
Resolved that the minutes of the Parish Council Meeting on 20th August were approved as a true record. Received the minutes of the Estates Committee held on 21st July, the Environment Committee held on the 28th July 2026 and the Planning Committee held on the 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 met 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). Members have requested residents directly behind this site be notified of planned works.
d) Councillor Contact information update will be emailed to all Councillors.

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 was emailed to Members prior to the meeting. Cllr Speed met with PC Lang to support Bradshaw Lane School in the ongoing parking issues. Cllr Speed has suggested the Parish Council could support in the way of mini men.

89. Expenditure to date

The Clerk presented the expenditure to date (emailed to members before the meeting for September 2026/27 expenditure v budget.

- Parish Council expenditure 26/27 was 38%
- Walled Garden expenditure 26/27 was 42%
- Overall figure excluding ear-marked reserves was 39%

90. Accounts for Payment

90.1 It was resolved that payments awaiting authorisation totalling £28,012.23 be approved (see attached).

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 It **was resolved** to accept the petty cash expenditure for the Walled Garden July 2026 £196.22+vat and April 2026 for £42.50+vat. Cllr Fisher checked and verified all receipts.

90.4 It **was resolved** to accept the petty cash expenditure for the Parish Council July 2026 £403.55+vat. Cllr Fisher has checked and verified all receipts.

90.5 It **was resolved** to accept the 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.

90.6 Retrospective approval was requested following training courses due to the timeliness and Council being in Recess. It **was resolved** 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. It **was resolved** 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. To be taken to the October PC meeting as values are incorrect. **CF**

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. It **was resolved** to accept. **CF**

93. Co Option

Warrington Borough Council Electoral Services Office 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.

We received two applications from Andrew Freeman and Martin Stuart, for the one available seat, information was circulated before the meeting. The voting was conducted in a closed session, members elected to Co-opt Martin Stuart. Members thanked Andrew Freeman for a very good application and interview.

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). It **was resolved** to accept.
CF

94.2 Statement of Internal Controls and checklist, the Clerk has made amendments. Resources Committee have reviewed. It **was resolved** to accept the changes.
CF

94.3 The current General Privacy Policy to include all categories of personal data collected to include staff. (see attached) Resources have reviewed. It **was resolved** to accept and adopt. **CF**

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. Members have requested real wreaths to be made at the Walled Garden with natural foliage. Members decided not to donate nationally to RBL as they support Grappenhall/Thelwall British Legion in the form of Remembrance Sunday. It **was resolved** to accept the proposals.

CF

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 Cllr Ford and Cllr Speed would like members to accept the proposal for installing one on Thelwall New Road. Members **resolved to accept** the proposal and have requested that objective reports in support of further traffic measures on Broad Lane and Knutsford Road be completed. **BD**

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. It **was resolved** to accept the quote and continue with Beechwood for the next 12months. **BD**

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. It **was resolved** to accept the one day in house training for all members to attend. **CF**

100. Warrington Borough Council Matters

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

101. Consideration of Planning Applications

The following planning applications were considered, report attached:

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.

Chair Print and Sign

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Grappenhall and Thelwall Parish Council

16 September 2026 (2026-2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
184	Audit Fee (Internal & External)	01/09/2026		Barclays - Current Ac		External Audit	PKF Littlejohn	S	1,680.00	336.00	2,016.00
185	Office Cleaning	01/09/2026		Barclays - Current Ac		Amanda Sweeney	Amanda Sweeney - Cleane	Z	60.00		60.00
185	W.G Cleaning - Labour/Materia	01/09/2026		Barclays - Current Ac		Amanda Sweeney	Amanda Sweeney - Cleane	Z	410.00		410.00
187	W.G Outreach Expenses	02/09/2026		Barclays - Current Ac		S Ball Yoga session	Miscellaneous	Z	100.00		100.00
188	Equipment Purchase/Hire/Repa	02/09/2026		Barclays - Current Ac		Screwfix - Items for Walled Gar	Screwfix	S	10.82	2.17	12.99
207	Staff Training	09/09/2026		Barclays - Current Ac	Knutsford Town Cc	Grant funding Training	Miscellaneous	S	135.00	27.00	162.00
196	Office Cleaning	09/09/2026		Barclays - Current Ac	26/02	Amanda Sweeney	Amanda Sweeney - Cleane	Z	60.00		60.00
199	Utilities	09/09/2026		Barclays - Current Ac		Parish Council Electric	Eon Next	L	144.47	7.22	151.69
206	Telephone/Internet	09/09/2026	Aug 25	Barclays - Current Ac	13193	Telecommunications costs	Hudson Hill Consulting	S	90.00	18.00	108.00
193	Subscriptions - Software	09/09/2026		Barclays - Current Ac	08/04	Payroll Software	Sage	S	41.00	8.20	49.20
194	Vehicle Hire - Parish Warden	09/09/2026		Barclays - Current Ac	16/04	Vic Young - Van Hire	Vic Young Ltd	S	357.31	71.46	428.77
195	Subscriptions - Software	09/09/2026		Barclays - Current Ac		Microsoft	Microsoft	S	102.90	20.58	123.48
203	Subscriptions - Software	09/09/2026		Barclays - Current Ac		Microsoft	Microsoft	Z	10.49		10.49
204	Subscriptions - Software	09/09/2026		Barclays - Current Ac		Adobe	Adobe	Z	12.49		12.49
205	Bank Charges	09/09/2026		Barclays - Current Ac		Banking Charges	Barclays	X	11.08		11.08
191	W.G Janitorial Expense	09/09/2026		Barclays - Current Ac		Cheshire Pest Control	Cheshire Pest Control	S	248.75	49.75	298.50
192	W.G Cleaning - Labour/Materia	09/09/2026		Barclays - Current Ac		Walled Garden Cleaning Produc	System Hygiene	S	112.35	22.47	134.82
196	W.G Cleaning - Labour/Materia	09/09/2026		Barclays - Current Ac	26/02	Amanda Sweeney	Amanda Sweeney - Cleane	Z	360.00		360.00
197	W.G Business Rates	09/09/2026		Barclays - Current Ac	19/04	Business Rates	Warrington Borough Counc	Z	260.00		260.00
198	Grounds Maintenance	09/09/2026		Barclays - Current Ac		Grounds Maintenance	Beechwood Industries	S	774.96	154.99	929.95
200	W.G Utility Gas/Elec/Water	09/09/2026		Barclays - Current Ac		Walled Garden Water	WaterPlus	E	165.17		165.17
201	W.G Utility Gas/Elec/Water	09/09/2026		Barclays - Current Ac		Walled Garden Gas	Eon Next	L	761.90	38.10	800.00
202	W.G Utility Gas/Elec/Water	09/09/2026		Barclays - Current Ac		Walled Garden Electricity	Eon Next	S	616.99	123.40	740.39
206	W.G Telephone/Internet	09/09/2026	Aug 25	Barclays - Current Ac	13193	Telecommunications costs	Hudson Hill Consulting	S	53.97	10.79	64.76
189	Equipment Purchase/Hire/Repa	09/09/2026		Barclays - Current Ac		Gloves for Walled Garden	MTN	S	24.15	4.83	28.98
189	Equipment Purchase/Hire/Repa	09/09/2026		Barclays - Current Ac		Gloves for Walled Garden	MTN	Z	9.95		9.95
190	W.G Outreach Expenses	09/09/2026		Barclays - Current Ac		Wreath Making	LBS	S	198.27	39.65	237.92
208	Parish Council Salaries	14/09/2026		Barclays - Current Ac	September Payroll	Payroll	Grappenhall and Thelwall F	Z	7,061.41		7,061.41
208	HMRC PAYE/NI	14/09/2026		Barclays - Current Ac	September Payroll	Payroll	Grappenhall and Thelwall F	Z	3,369.15		3,369.15
208	Parish Council Pensions	14/09/2026		Barclays - Current Ac	September Payroll	Payroll	Grappenhall and Thelwall F	Z	1,584.93		1,584.93
208	W.G Salaries	14/09/2026		Barclays - Current Ac	September Payroll	Payroll	Grappenhall and Thelwall F	Z	4,691.86		4,691.86
208	W.G Pensions	14/09/2026		Barclays - Current Ac	September Payroll	Payroll	Grappenhall and Thelwall F	Z	1,443.02		1,443.02
208	W.G HMRC/PAYE/NI	14/09/2026		Barclays - Current Ac	September Payroll	Payroll	Grappenhall and Thelwall F	Z	1,483.60		1,483.60
209	W.G - Key Holding	21/09/2026		Barclays - Current Ac	Annual Subscriptio	Keyholding	Atlas	S	526.36	105.27	631.63

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