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

12 November 2026

Dear Councillor

Members of the Council you are hereby summoned to attend the Full Council meeting of GRAPPENHALL AND THELWALL COUNCIL on **19 November 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

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

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

134. 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.

135. Minutes
To approve as a correct record the minutes of the Parish Council Meeting on the 27 October 2026. To receive the minutes of the Grappenhall Heys Estate Committee held on the 4 November 2026, the Environment Committee held on the 14 October 2026 and the Planning Committee held on the 10 November 2026.

136. Information for Noting
a) The new Parish Warden has commenced employment on a phased rota. He will be fully operational from December.
b) Cllrs Stuart and Taylor have attended the ChALC Meetings and Procedures Course and are scheduled to attend the Warrington Code of Conduct course.
c) Further tree works have been scheduled at Jubilee Park at a cost of £360+vat
d) The yearly contribution of £25 for electricity to heat the defibrillator cabinet at Barley Road shops is to be paid to the haidressers CR Hair Design (Min 2025/108.2).
e) A site visit for all members of the Council to visit both Jubilee and Diamond Park is to be arranged later this month in advance of the Parks Design and Management Strategy being considered by the Council in December.
f) Councillor Contact information to be circulated to members in advance of the meeting.

137. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Status	Update
2026/35	Electric Vehicle	BDa/RF /CW	Ongoing	See agenda item 146 below
2026/97	SID machine	Assistant Clerk	Ongoing	See agenda item 144 below.
2026/121.1	Thelwall Memorial planting.	Wardens	Ongoing	Work to commence in November.
2026/121.2	Barley Road planting	Wardens	Ongoing	Cllr Dolan is supporting the Wardens
2026/121.3	Broad Lane/Church Lane planting	Wardens	Ongoing	Work to commence in November.
2026/123.2	Knutsford Road Verges	BD/HS	Ongoing	Cllr Speed and the Assistant Clerk are investigating whether there are any funding opportunities from WBC and/or grant funding.
2026/123.2	EV Chargers	BD	Ongoing	The Clerk has sent all requested information to WBC. WBC is currently reviewing the information.
2026/123.4	Thermal Imaging camera	CF	Ongoing	The Clerk has contacted LEAF in Lymm for the possibility of loaning the camera.

138. PC Crime Report

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

139. Expenditure to date

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

140. Accounts for Payment

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

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

a) BCAL £3186+vat - final consultancy invoice for Landscape Architectural Services.
b) Parish Council Websites £456+vat - websites for Walled Garden and Parish Council.
c) Procter's Nursery £987.33+vat - Walled Garden plants
d) R D Dalton £592+vat - Septic tank empty Walled Garden.
e) To note the Walled Garden direct debit for electricity has increased to £682.44+vat due to arrears.

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.

141. Governance

The Terms of Reference for the Grappenhall Heys Estate Committee have been reviewed and the changes highlighted in the attached document (1.1, 1.2,4.10). For resolution to accept the changes.

142. Requests for Funding

A request for funding has been received from WODAC (see attached).

143. Neighbourhood Plan Update

The Neighbourhood Plan Examination commenced on 2 November 2026. The appointed Examiner has set out his anticipated timings as detailed below:

Week 1: Assessment of all documentation and representations.
Week 2: Production and sending of Examiner's letter of clarification.
Weeks 3-6/8: Ongoing examination; Qualifying Body (GTPC) and local planning authority (WBC) consideration and response to the Examiners questions set out in the clarification letter.
Weeks 7-8/10: Completion of examination and submission of fact-checking draft Examiner's Report.
Weeks 9/11: Fact-check and publication of final Examiner's Report.

The above timings do not take account of the possibility of a hearing. The Examiner has stated that neighbourhood plan hearings are the exception rather than the rule and that without prejudice to any decision in this regard prior to his detailed consideration of all the representations received his current expectation is that a hearing is unlikely to be required. Should this change, it would be reasonable to expect the overall timetable to increase by around 4 weeks, having regard to the logistics of arranging the hearing session and the public notice period. For resolution to note the anticipated timings of the Neighbourhood Plan Examination.

144. Thelwall New Road SID Positioning

The Assistant Clerk has sought advice from the relevant WBC Highways Officer regarding the most effective position (ie capturing westbound or eastbound traffic) for a permanent SID to be sited on Thelwall New Road given that the Council currently has only one SID and one solar panel kit. He recommends the most appropriate position is eastbound as the traffic travelling in this direction would be likely to be the faster given that westbound the presence of the bends and the school are likely to serve to reduce traffic speeds. For resolution to accept the Highway Officer's recommendation regarding positioning of the SID and to request WBC to install the necessary post.

145. GYCA for Parish Council Meetings

The Clerk has made enquiries to use the Olde Barn for Council meetings. The only slot available is 7.30pm-9.30pm every third Thursday. Planning could take place in the PC Offices and then transfer to the Olde Barn for Full Council. For discussion and resolution to accept and agree a start date.

146. Electric Vehicle for Parish Wardens

Further feasibility work has been undertaken on the switch to an electric tipper vehicle for the Parish Wardens (lease only) and the installation of a suitable charger. An update on this including a proposal and costs for a replacement vehicle will be provided at the meeting. For discussion and resolution.

147. Consideration of Planning Applications

To consider the following planning applications:
2026/01439/NMA Non-material amendment to application 2026/00610/FULH to replace bifold doors with French doors at 37 Weaste Lane, Thelwall WA4 3JR (For information only)

2026/01445/TPO Fell x 1 no. tree at Bell Cottage, Bell Lane, Thelwall WA4 2SY

2026/01421/FULH Part two storey and part single storey extension to front, side and rear at 23 Beech Avenue, Thelwall WA4 2HU

Grappenhall and Thelwall Parish Council
Grappenhall Heys Estate Committee

Terms of Reference

(adopted at Parish Council Meeting …….. V5~~)~~

1. Background

1.1 The Committee is constituted as an Executive Standing Committee of Grappenhall and Thelwall Parish Council (the Council) in accordance with Standing Order ~~15a~~ 18.

1.2 The membership of the Committee shall comprise of at least 5 members elected at the Annual Parish Council Meeting held in May, or at such other times as appropriate.

1.3 The Chair of the Committee shall also be elected at the Annual Parish Council Meeting in May.

1.4 The quorum of the Committee shall be 3 members.

2. Conduct of Meetings

2.1 Members of the Committee will be bound by the Council's Code of Conduct.

2.2 Meetings of the Committee will be supported and minuted. The minutes of the Committee will be tabled for approval by members and received at the next meeting of the Council. The minutes of the Committee will be placed on the Council's website.

3. Confidentiality

3.1 Where the nature of the business to be transacted by this Committee is of a confidential nature the public and press may be excluded by resolution at the commencement of the meeting.

4. Purpose of the Committee

4.1 To consider operational reports from the Head Gardener and Community Outreach Worker at Grappenhall Heys Walled Garden (Walled Garden) and advise on any necessary action.

4.2 To consider the maintenance and management of the Walled Garden and wider Grappenhall Heys Estate and advise on any necessary action.

4.3 To consider and authorise funding requests at the Walled Garden and the wider Grappenhall Heys Estate from the designated budget.

4.4 No expenditure may be incurred which will exceed the amount provided in the appropriate class of expenditure which has a revenue budget heading and that payment will not cause such budget to be overspent unless approved by the Council. All expenditure approved by the Estates Committee will be advised to the next meeting of the Council.

4.5 To monitor, review and update policy on the use of the Walled Garden where necessary.

4.6 To monitor the management of and operation of the café at the Walled Garden and to review and approve changes to the license to operate the café where necessary.

4.7 To consider future plans/regeneration proposals at the Walled Garden and advise on any necessary action.

4.8 To consider the publicity and marketing of the Walled Garden and advise on any necessary action.

4.9 To consider reports on health and safety aspects of the Walled Garden and the wider Grappenhall Heys Estate and advise on any necessary action.

4.10 To monitor the income and expenditure of the Grappenhall Heys estate asset. ~~and the investment of the endowment fund for the Walled Garden.~~

5. Delegated Powers

5.1 Members will be advised by the Clerk/Assistant Clerk to the Council whether other matters under discussion is within the Committee's delegated powers.

5.2 If it is within the Committee's delegated powers the minute will record the decision as **Resolved.** If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the Committee minutes.

6. Terms of Reference

6.1 These Terms of Reference will be reviewed on an annual basis to ensure the needs of the Council continue to be met.

Agenda item 143.

Hi Colette and all at Grappenhall & Thelwall Parish Council,

It's that time of year again where I go cap in hand to the Warrington Parish Councils to help run WODAC for another Christmas. Nothing much has changed apart from we expect to feed and entertain more guests this year.

I'm hoping that you can support us again this year?

In addition, ASDA Birchwood and Cockhedge are supporting us by allowing us to do food drives at their stores.
The food drives enable us to source food and toiletries from the very generous Warrington community when they are shopping. Do you know anyone that could give their time for a few hours and help with this.

Warrington Open door at Christmas started in 1991 in response to increased concerns and awareness of the rise in homelessness in Warrington especially over the festive period. This has evolved over the 34 years that it's been running into an 'open door' to anyone that needs it over the festive period. We have seen a big increase in the numbers coming to us. As well as having guests from Room at the Inn, James Lee House, Haven and other temporary accommodation, we have guests from the wider community that are elderly, isolated, lonely or disabled.
We offer a free door to door mini bus service as a lot of our guests are house bound or have no means of getting to us.
At this difficult time of the year, from 25th to 1st January inclusive, when food banks, clubs and other groups are closed, we provide a warm, safe shelter, food and companionship to those who want it in the Warrington community.
We are open to everyone with no judgment. In recent times we have extended our services to delivering food parcels to the Warrington area. Due to the cost of living and food banks being closed over this time, we have seen a big uptake on this.

At WODAC we provide a hot meal every day, snacks, craft workshops, entertainment, chiropodists, hairdressers, beauticians, warm clothes and food parcels. Most of all, we provide support and companionship and our guests leave feeling the warmth of Christmas spirit and special

We are completely run by volunteers and rely on people selflessly giving us their time from the chefs to the pot washers, from the hairdressers to the chiropodists. The list is endless. Some of these volunteers would be lonely at this time of year too and we're happy to have extra hands helping us look after our guests.

In recent years we have started to partner with St Johns Ambulance and Samaritans to make sure guests and volunteers are physically and mentally cared for.