

November 2025 Birchwood Town Council Meeting:

(1 to 3) Apologies, Declarations of Interest, Public Participation (including the Police Report).

(4) The approval of the October 2025 Town Council Meeting Minutes.

Clerks Report to the Council

(5) Progress Report - Copies of the main correspondence sent out/received since the Town Council Meeting in October 2025 **(6)** New Items for the consideration of the Council not otherwise raised in the Progress Report **(7)** Members' Referrals **(8)** Planning Matters **(9)** Accounts for Payment **(10 and 11)** Part I Finance; including approval of Minutes, main correspondence sent /received since the October 2025 Meeting (progress) **(12)** New items received since the October 2025 Meeting **(13)** Budget and Precept Considerations Update **(14)** Part II Finance, Audit and Personnel, including approval of October 2025 Minutes

Clerk's Report to the Council & Part I Finance Agenda

6 New Items

6.1 Warrington Borough Council (WBC) (details already circulated and/or available in the office)

- (a) Sent/received – various emails/online reports/telephone calls following queries/contact from residents regarding a variety of local issues on WBC land.
- (b) Received – an email response from the new interim CEO of WBC regarding improving communications between Town and Borough Council.
- (c) Received – an email from WBC outlining proposals for the Culcheth Access Improvement Scheme, funded through the Local Regeneration Fund. The scheme aims to improve walking, wheeling, and cycling links between Culcheth and Birchwood via a new surfaced shared-use path, with associated signage, surfacing and potential lighting. Details of the public engagement were provided, including drop-in events on Tuesday 2nd December (12pm - 7pm) at The Village Club, Culcheth, and Saturday 6th December (10am - 1pm) at Culcheth Community Centre.

6.2 Your Housing Group (YHG)

Sent/received – emails/reports following queries/contact from residents regarding various issues including landscaping and flytipping.

6.3.1 Miscellaneous Correspondence (majority not in papers – already circulated or available in the office)

Received/sent – various emails regarding 'day-to-day' queries from residents.

6.4 Cheshire Police

- (a) Various Neighbourhood Alerts received (already circulated).
- (b) Received – an invitation to watch the November Scrutiny Meeting. An online event where the Police and Crime Commissioner holds the Chief Constable to account regarding Cheshire Constabulary's performance. This will be held online at 10am on Tuesday 25th November 2025. Members should register prior to the event.
- (c) Received – information from Warrington East Police about a knife surrender bin at Birchwood Shopping Centre on 19th November from 4pm – 6pm as part of their Operation Sceptre initiative.
- (d) Received – a letter from the Police and Crime Commissioner regarding the Government Announcement Regarding PCC Role

6.5 Cheshire Association of Local Councils (ChALC), National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) (already circulated – copies available in the office)

- (a) Received – NALC publications including the Chief Executive's Bulletins, events information, etc.
- (b) Received – ChALC weekly e-bulletins with various attachments, details of training sessions, etc.
- (c) Received – SLCC – various updates, briefings, news items, etc.

6.6 Publications Received - Various LGC and WVA e-mail correspondence/briefings received. Emails circulated.

6.7 Urgent /Time Sensitive Matters for Noting or Action

To receive any urgent and/or time sensitive matters received since the publication of the Clerk's Report.

7 **Members' Referrals:** There were no Members' Referrals received at the time of publishing the Clerk's Report.

8 Current Planning Applications for Comment and Observation and Other Related Planning Issues

8.1 (a) Warrington Borough Council - Development Management Committee (DMC)

- (i) At the meeting of the DMC held on 6th November 2025, there was one item specific to Birchwood on the agenda: Application No. 2025/01266/VARC - Unit 722 Birchwood Park, Warrington. Variation of condition 1 (plans) to allow for amendments to the fencing, ducting and vents on previous application 2023/01085/VARC. The recommendation was for it to be granted subject to conditions.
- (ii) The next DMC is scheduled to take place on 11th December 2025. No documents were available for this meeting at the time of publishing the Clerk's Report.

(b) Information re: any enforcement cases specific to Birchwood have been circulated to Members:

8.2 Planning Decisions

- (a) **Application No. 2025/01364/DEM** The Enza Building (formerly Known As The Mercedes Benz - Roanza Truck & Van Dealership) Leacroft Road, Birchwood, Warrington, WA3 6NN
Proposal: Demolition of existing building. **Granted.**
- (b) **Application No. 2025/01297/FULH** 24 Ringwood Close, Birchwood, Warrington, WA3 6TQ. Single storey extension to the front of the property. **Granted.**
- (c) **Application No. 2025/01354/NMA** Land at Junction 11 of the M62 Motorway, Warrington. Non-material amendment of planning permission 2023/00333/VARC to amend Condition 5 (approved drawings) to reference the updated Combined Parameters Plan containing minor changes to the spot heights. **Granted.**
- (d) **Application No. 2025/01343/DISCON** Land at Junction 11 of the M62 Motorway, Warrington. Discharge of Conditions No's 13 (Construction, Highways & Environmental Management Plan (CHEMP)) and 18 (Construction Plan Working Method Statement (CMS)) attached to planning permission 2023/00333/VARC. **Condition Part Discharged/Part Not Discharged.**
- (e) **Application No. 2025/01348/DISCON** Land at Junction 11 of the M62 Motorway, Warrington. Discharge of condition 36B (Submission of Remediation and verification strategy) attached to planning permission 2023/00333/VARC. **Condition Part Discharged/Part Not Discharged.**

8.3 **Planning Applications (Already circulated – not copied in papers) - all plans can be viewed via:**
http://www.warrington.gov.uk/home/transport_planning_and_environment/Planning/Searchplanning_applications/

Certain applications are not Planning Applications; therefore, there is no statutory opportunity to allow 21 days for comments, e.g.: Non material amendment applications, Lawful development certificates (S192) and 28 day prior approval/determination applications. These are received for information only.

- (a) **Application No. 2025/01324/FULH** 20 Woodhouse Close, Birchwood, Warrington, WA3 6QP.
Replace an existing conservatory with a new one.
- (b) **Application No. 2025/01501/FULH** 22 Deanwater Close, Birchwood, Warrington, WA3 6ER.
Retention of fencing in new position.

PART I FINANCE

9 **Payment of Accounts** - Members are asked to consider and approve the payment of accounts.

10 **To receive the Minutes and recommendations of the Part I Finance, Audit and Personnel Meeting held on 28th October 2025 for formal ratification/approval.**

11 Progress - Finance, Audit & Personnel Items

11.1 Training

- (a) To ask those Members who have completed the 'Prevention of Sexual Harassment at Work' training to sign the sheet confirming that they have undertaken the training. **This mandatory training is time limited and the last date for completion is 30th November 2025.**
- (b) To note that GDPR and Data Protection training has been undertaken over the last couple of months by staff. This training must be refreshed annually.
- (c) On 22nd October 2025, details were sent to all Councillors regarding two training courses: 'GDPR Basics' and 'Data Protection - a UK Outlook' that everyone has been enrolled onto (as some Councillors were unavailable on the dates of previous training course options). These courses can be done 'in your own time'. GDPR and Data Protection training is now also **mandatory** for Councillors to undertake. This training must be refreshed annually.

11.2 Assertion 10

- (a) Work is continuing regarding the upcoming new Assertion, to ensure that we will be compliant. Part of the compliance relies on Councillors undertaking regular GDPR and Data Protection training.
- (b) To note the exchange of information with our Data Protection Officer with regard to Assertion 10. He will advise if there is anything further he believes we should be doing to ensure compliance.

11.3 Cameras for BTC Vehicles

To note that the cameras in BTC's vehicles have been installed.

11.4 Tree Survey

To note that tree survey took place on 17th November 2025. A report will be issued to BTC shortly.

11.5 New/Updated Policies

To note that the four policies reviewed at the October meeting have been published on our website: The Information Technology (IT) Policy, Information and Data Protection Policy, the Publication Scheme, and the General Privacy Policy.

11.6 Grant Aid Application

To note that the Grant awarded to Birchwood Lions in the amount of £150.00 to support the annual Community Service of Remembrance, has been paid. A note of thanks was received from the Lions.

11.7 General Items for noting/reporting

- (a) Litter Bins – at the time of publishing the Clerk's Report we are still awaiting a response from WBC's 'Technical Support' re: the proposed installation of new litter bins in the 2025/2026 financial year.
- (b) To note that the three poppy wreaths were laid on behalf of the community, as resolved at the September 2025 meeting.
- (c) To note that we are still awaiting the outcome of an insurance claim regarding accidental damage to a pc, which is currently being processed.
- (d) To note that the draft lease agreement between BTC and BYCC is still in the process of being 'tweaked'.

12 New Finance, Audit & Personnel Items

12.1 Bank Account Reconciliation

- (a) To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounting period 1st April 2025 – 31st October 2025.
- (b) To note that the payroll figure for September 2025 was £15,448.35 (9 staff). The figure for October 2025 was £16,236.61 (9 staff).

After consideration and approval by Members, the schedules will be signed by the Clerk or RFO, and the Chair.

12.2 **Grant Aid Application**

To ask Members to consider a Grant Aid Application received from Warrington Open Door at Christmas (WODAC). They are requesting financial assistance from all local parishes in Warrington to help fund WODAC in order for them to be able to provide various forms of support to people who are struggling, particularly those who are homeless over the Christmas period. Full details are in the application. WODAC helps people and families from all over Warrington, including Birchwood.

12.3 **Legionella Risk Assessment**

To inform Members that it has been almost two years since the previous Legionella Risk Assessment was undertaken. The next assessment is book to take place on 20th January 2026.

12.4 **2025/2026 Interim Internal Audit**

To note that the RFO has completed the 2025/2026 interim internal audit checklist and submitted it for review.

12.5 **General Items for Noting/Reporting**

- (a) Received – notification from WorkNest that from 1st May 2026 they will be increasing their annual fees by 6%. An explanation is included in Members’ papers.
- (b) **To ask Members for approval** to purchase the Fourteenth Edition of ‘Arnold-Baker on Local Council Administration’ - £144 for SLCC members. This will be a necessary publication for the Administrative Assistant to refer to during her ILCA training course, and for Officers, especially due to fast-evolving legal changes that are affecting local Town and Parish Councils.
- (c) To note that the payment on our Waterplus account xxxxxx8280 is increasing by £6.32 per month from 1st December 2025.

12.6 **Christmas/New Year Shutdown**

At the January 2025 meeting (Minute 271/24-25) Members, considered the arrangements for a potential Christmas/New Year 2025/2026 shutdown (as some staff had already raised holiday option queries). It was unanimously resolved at this meeting that the office and maintenance operations of BTC will close on 24th December 2025 and reopen on 5th January 2026 (as 2nd January 2026 falls on a Friday rather than recommencing maintenance and office services for a single day the previous week). Staff would take four days rather than three from their holiday entitlement for 2025/2026.

To ask Members to confirm that they remain happy with this arrangement.

If there is an emergency that cannot be dealt with by the relevant landowner or Warrington Borough Council, emergency staff cover will be arranged.

12.7 **Urgent /Time Sensitive Finance/Audit/Personnel Matters for Noting/Action**

To receive any urgent/time sensitive matters received since the publication of the Clerk’s Report.

13 Budget and Precept Considerations

13.1 To note that at the time of publishing the Clerk’s Report, the Band D Figures had not yet been received from WBC.

13.2 To ask Members to note that a discussion during Part II in relation to salaries, may have an effect on the estimated employment cost for 2026/2027, depending on the Council’s decision.

13.3 To ask Members to receive the updated Schedule A (Year-end Projected Outturn 2025/2026 and Financial Projections for 2026/2027 and 2027/2028).

13.4 To ask Members to received the updated draft SHEET 1 – Projection Year-end Balances and Precept Options 26-27. As (at the time of publishing the Clerk’s Report) the Band D figures have still not been received from WBC, it is likely that these figures will need further adjustment once they have been received.