

October 2025 Birchwood Town Council Meeting:

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

(4) The approval of the September 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 September 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 September 2025 Meeting (progress). **(12)** New items received since the September 2025 Meeting. **(13)** Part II Finance, Audit and Personnel, including approval of September 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 – a response from the Operations and Commercial Services Manager regarding ideas put forward about limiting access to Silver Lane.
- (c) Received – information about WBC's 2025 Christmas Appeal.
- (d) Received – an email for Community Groups to get involved with the Community Resilience Maturity Index (CRMI) which aims to help communities assess and strengthen their resilience to emergency situations.

6.2 Your Housing Group (YHG)

- (a) Sent/received – emails/reports following queries/contact from residents regarding various issues including landscaping and flytipping.
- (b) Sent – an email to YHG on behalf of a resident of Lyster Close regarding cat litter being improperly disposed of.
- (c) Sent – and email to YHG on behalf of a resident who reported an alleged 'illegal fence' on Heather Close.
- (d) Sent – multiple emails to YHG regarding benches on Ainscough Common which had been vandalised by graffiti and structural breakage. After several reports made within YHG to remove the broken bench, the BTC Maintenance Team removed it due to the immediate health and safety risk posed by exposed rusty nails.

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

- (a) Received/sent – various emails regarding 'day-to-day' queries from residents, including questions about trees, grass cutting, housing, alleged abandoned vehicles, parking, etc.
- (b) Received – an email from Birchwood Fire Station/Cheshire Fire Service enquiring if BTC would like to get involved with their local event 'One Tonne Waste Challenge' which focuses on collecting waste from public spaces. Officers have responded asking for more information.
- (c) Received – a Freedom of Information request regarding precept figures, council costs, events, and councillor details. Whilst most of the information was freely available on our website, the Clerk responded and provided all relevant details.
- (d) Received – an email from a resident regarding road safety management on Strawberry Close, Locking Stumps.
- (e) Received – an invitation from Birchwood Lions to attend the Annual Remembrance Service held outside Birchwood Shopping Centre. This year the event will be held on Saturday, 8th November 2025 at 11am.

6.4 Cheshire Police

- (a) Various Neighbourhood Alerts received (already circulated).
- (b) Received – a letter from Dan Price, the Cheshire Police and Crime Commissioner, to thank the Clerk for taking part in a recent survey and informing that he will be sending out regular e-newsletters and has provided flyers for information to residents which has been shared via our Facebook page and on our noticeboard.

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 that 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)

There was a meeting of the DMC held on 15th October 2025, there were no items specific to Birchwood on the agenda. The next DMC meeting is scheduled for 6th November 2025.

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

8.2 Planning Decisions

- (a) **Application No. 2025/00636/DISCON** Land at Junction 11 of the M62 Motorway, Warrington. Discharge of Condition 36 B (remediation and verification strategy) on application 2023/00333/VARC. Attached to Outline Planning Permission Reference no. 2019/35726. **Condition Part Discharged/Part Not Discharged.**

- (b) **Application No. 2025/00848/FUL** Unit C3, Trident Business Park Daten Avenue, Birchwood, Warrington. Change of use Class B2/B8 to a Sui Generis use for the operation of a dog day-care facility, including associated grooming services. **Granted.**

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. 2025/01365/FUL** Heron Foods, Unit Nu2, Birchwood Shopping Centre Dewhurst Road, Birchwood, Warrington, WA3 7PG Proposal: Proposed Change of Use of a vacant retail unit (Class E) to an indoor swimming pool (Class F).

- (b) **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.

- (c) **Application No. 2025/01353/DISCON** Land at Junction 11 of the M62 Motorway, Warrington. Discharge of conditions 13 (Construction, Highways & Environmental Management Plan) and 18 (Construction plan working method statement) attached to planning permission 2023/00333/VARC.

- (d) **Application No. 2025/01350/DISCON** Land at Junction 11 of the M62 Motorway, Warrington. Discharge of condition 31 (Biodiversity Construction Environmental Management Plan) attached to planning permission 2023/00333/VARC.

- (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.
- (f) **Application No. 2025/01355/NMA** Land at Junction 11 of the M62 Motorway, Warrington. Non-material amendment of planning permission 2024/00963/REMM to amend Condition 1 (approved drawings) to allow for changes to drainage layout.
- (g) **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.
- (h) **Application No. 2025/01352/DISCON** Land at Junction 11 of the M62 Motorway, Warrington. Discharge of Condition No. 22 (Surface Water Drainage and Oil and Petrol Inceptors) attached to planning permission 2023/00333/VARC.
- (i) **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
- (j) **Application No. 2025/01297/FULH** 24 Ringwood Close, Birchwood, Warrington, WA3 6TQ Single storey extension to the front of the property.
- (k) **Application No: /2025/01250/FULM** Washington House Birchwood Park Avenue, Birchwood, Warrington, WA3 6GR
Proposal: Demolition of existing building and erection of one unit for B8 use, with ancillary office space (use class E(g)(i)), parking, service yards, landscaping, and associated infrastructure.

PART I FINANCE

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

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- (a) **To receive the Minutes and recommendations of the Part I Finance, Audit and Personnel Meeting held on 23rd September 2025: for formal ratification/approval.**
- (b) **To receive the notes and recommendations of the Working Party Meeting that was held on 14th October 2025.**
- (c) **To consider the recommendations within the notes for formal ratification/approval; and to resolve to incorporate the notes into tonight's Minutes**

11 Progress - Finance, Audit & Personnel Items

11.1 Training

To ask Members whether they have completed the 'Prevention of Sexual Harassment at Work' and if so, to ask them to sign the sheet to confirm that they have undertaken the training and the date they completed it. **This mandatory training is time limited.**

11.2 End of Year Accounts

To inform Members that we have received a clean report from the external auditor.

11.3 Assertion 10

To note that work is continuing regarding this upcoming new Assertion, to ensure that we will be compliant. Part of the compliance relies on Councillors undertaking regular GDPR and Data Protection training.

11.4 Cameras for BTC Vehicles

To note that the cameras for the vehicles have been received and that they will be installed in the electric vehicles on 27th October, and in the tippers on 4th November 2025.

11.5 Replacement Planters

To note that the new planters for Warrington Road, Risley Village have been ordered. There is a 'lead time' of between six to eight weeks. It is planned to install them when the spring plants are ready for planting.

11.6 Tree Survey

To note that YHG has been informed that we would like them to survey the trees on BTC land and to provide a report following the survey. We are awaiting a date from them for the survey to be undertaken.

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 ordered to be laid on behalf of the community, as resolved at the September 2025 meeting. They have been received.
- (c) To note that the new desktop PC for the downstairs office has been received and set-up. We have made an insurance claim for the damage to the old machine, which is currently being processed.
- (d) To note that the draft lease agreement between BTC and BYCC is in the process of being 'tweaked', prior to trying to get a formal legal overview.

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 – 30th September 2025.
- (b) To note that the payroll figure for August 2025 was £15,608.93 (9 staff). The figure for September 2025 was £15,448.35 (9 staff).

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

12.2 Draft Information Technology (IT) Policy

To ask Members to consider, for approval, the draft IT Policy included in their papers.

12.3 Information and Data Protection Policy

To ask Members to consider, for reapproval, the Information and Data Protection Policy included in their papers.

12.4 Publication Scheme

To ask Members to consider, for reapproval, the Publication Scheme included in their papers.

12.5 General Privacy Policy

To ask Members to consider, for reapproval, the General Privacy Policy included in their papers.

12.6 Grant Aid Application

Birchwood Lions – to receive a grant aid application in the amount of £150.00 for consideration. The application is for funding to support the annual Community Service of Remembrance.

12.7 General Items for Noting/Reporting

To note that the Business Instant Saver Issue 9 interest rates for the Nationwide account was decreased from 18th September 2025 from Gross 1.65% to Gross 1.50% and AER 1.66 % to AER 1.51 %.

12.8 Action Plan

To receive the updated Action Plan from the Strategy Document.

12.9 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.