



Parkers Farm Community Centre
Delenty Drive, Birchwood, Warrington, WA3, 6AN

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Dated: 18th March 2026

NOTICE OF A COUNCIL MEETING

To all Members of Birchwood Town Council,
You are respectfully summoned to attend the **Full Town Council** meeting of Birchwood Town Council to be held on **Tuesday 24th March 2026 at 6.00pm** at Parkers Farm, Delenty Drive, Birchwood, WA3 6AN for the purpose of transacting the business set out in the attached agenda.

Signed: *S. Kauser*

Ms Safia Kauser
Locum Proper Officer - Town Clerk/RFO

COUNCIL MEMBERSHIP	
Cllr Nigel Reeves (Chairman)	Cllr Jacquie Sheridan (Vice-Chair)
Cllr Barry Allman	Cllr Kuldeep Dhillon
Cllr Ian Atkin	Cllr David Ellis
Cllr David Ball	Cllr Mike Evans
Cllr Julie Brereton	Cllr Tim Price
Cllr Balbir Dhillon	Cllr George Simcock

*Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

Birchwood Town Council

Full Town Council Meeting: Tuesday 24th March 2026

A G E N D A

1) Apologies

To receive and note apologies and reasons for absence.

2) Declarations of Pecuniary & Other Interests

To receive declarations of any disclosable pecuniary or other interests relating to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.

Note for Members: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct. Councillors may speak on the matter only if members of the public are also allowed to speak at the meeting.

3) Public Participation & Police Report

To convene a public participation session that shall not exceed 30 minutes:

- a) Police Reports & Updates
- b) Residents questions on issues within the Parish (restricted to a time limit of 5 minutes per person)
- c) Invited Guest – Energy Projects Plus (10 minutes)

4) Borough Councillors Ward Reports

To receive updates from Warrington Borough Councillors representing the Birchwood Parish.

5) Minutes

To receive and approve the draft minutes of the Full Town Council meeting held on the 24th February 2026 (enclosed).

6) Planning Matters

- a) To receive and note the planning decision notices (report enclosed)
- b) To receive the latest planning applications for comments within the statutory consultation period (report enclosed). Any new applications to be tabled at the meeting.
- c) To note any other planning related matters and any enforcement issues.
 - Latest updates Development Management Committee

7) Abandoned Trolleys

To receive and consider recommendations brought forward by the Deputy Clerk in consultation with Councillors Atkin, Simcock and Price who were tasked to explore the issue relating to the abandoned trolleys, liaise with the supermarkets, authorities and agencies and to bring forward recommendations for council consideration.

8) Wildflowers & Bulb Planting Scheme

- a) To note that a £600 order for wildflowers has been placed with Warrington Borough Council following the October 2025 council resolution. Due to staff challenges, additional work cannot be carried out to research the best locations and asking landowners permissions for bulb planting.
- b) To consider a trial of autumn bulb planting to be carried out by the Maintenance Team and to authorise any associated costs.

9) BTC & Birchwood Youth & Community Centre

To receive and authorise the estimated costs for a Solicitor to review the agreement for BTC and the Youth & Community Centre.

10) Finance

- a) To receive and consider the Locum Responsible Financial Officer Report (enclosed).
- b) To receive and approve the receipts and payments for January and February 2026 (to be tabled).
- c) To receive the latest bank reconciliation statement for all accounts (to be tabled).
- d) To consider adding the Locum Clerk/Responsible Financial Officer to the bank mandate to facilitate payments in the absence of the Town Clerk.

11) Parkers Farm Building Maintenance Update

To note that the six monthly fire alarm, emergency lighting, intruder alarm and fire extinguisher service was carried out on 27th February 2026 and no further issues were reported by Black Box Security Alarm systems.

12) Clerks Correspondence

To receive and consider any correspondence brought forward by the Clerk.

13) Exclusion of the Press and Public

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential business.

14) Confidential Notes

To receive and approve the confidential notes from the Full Town Council meeting held on the 24th February 2026 (enclosed).

15) Employment

- a) To receive and consider updates relating to ongoing confidential employment matters and resolve any further actions.
- b) To receive and approve the salary, pension and HMRC payments for payroll period February and March paid in accordance with the employment contracts. The pay date for employees is 07th of the month, covering the pay period for the whole month (payroll summary enclosed).
- c) To ratify the uplift in hourly pay rates in the national living wage from £12.60 to £13.45, effective from 01st April 2026 for all employees paid on this rate.
- d) To consider transferring the pay grade to an NJC pay point for the Senior Maintenance Operative.
- e) To note the renewal details for the Ill Health Liability Insurance – Cheshire Pension Fund – G74154-04 – Birchwood Town Council. All policyholders are required to submit membership data as of 1st April annually, as outlined in the 'Membership data' section. This data should be provided by 1 May 2026.

Note: This year's premium rate is still to be determined by Legal & General, so they've calculated the deposit invoice based on the previous rate of £1.18 per £100 of LGPS pensionable pay (i.e. 1.18% of pay). Confirmation of the 2026 premium rate to be received.

16) Items for a Future Agenda

To agree any additional items for consideration and inclusion at a future meeting.

17) Date of the Next Meeting

To note the date of the next council meeting scheduled for Tuesday 28th April at 6.00pm.