



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

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Dated: 22<sup>nd</sup> April 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 28<sup>th</sup> April 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**

<b>COUNCIL MEMBERSHIP</b>	
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 28<sup>th</sup> April 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)

**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 24<sup>th</sup> March 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  
Any new applications to be tabled at the meeting (report enclosed).
- c) To note any other planning related matters and any enforcement issues.
  - Latest updates Development Management Committee

**7) Town Council Maintenance Team Update**

To receive and consider the Senior Maintenance Officers Report on recent activities.

**8) Abandoned Trolleys**

To receive any further updates related to the abandoned trolleys issue following the resolution from the previous meeting.

**9) BTC & Birchwood Youth & Community Centre**

To receive a progress update on the review of the legal agreement between BTC and the Youth & Community Centre.

## 10) Birchwood Carnival

To receive an update on the event planning in conjunction with Warrington Borough Council and to resolve any further actions, inclusive of costs to contribute towards the event.

- Contribution / Portaloos and the marquee, tables and chairs
- Town Council stall at the Event
- Request for Volunteers and Scheduled support from the Maintenance Team, including car park attendee

## 11) Members Referrals

To consider the items brought forward by Cllr David Ellis.

- a) Seek agreement in principle from councillors to some minor work at the front of the community centre. This would be to increase the block paved area at the front. This would be done in two ways - widening the strip and adding some extra length - about 8 feet. The former is to avoid cars from going onto the grass and churning up mud. The latter is to provide a little more space. We also want to change the disabled access ramping as well. Before any work is done, we would ensure the council is in possession of a method statement and risk assessment from the contractor and if any planning permission is needed this would be sought and approved. (We don't believe this is the case).
- b) To seek agreement in principle from councillors to the possible use of the storeroom in the barns to operate a library of things for the benefit of the community. ( this would be a very low cost rental service of tools and similar items). At this stage, a lot of work would be required, but there is no point in the community centre looking into it further unless councillors believe this would be a good use of the space. As an activity it would fit in very nicely with our Repair Cafe which has been an enormous success.

## 12) Finance

- a) To receive and consider the Locum Responsible Financial Officer Report (enclosed).
- b) To receive and approve the receipts and payments for March and April 2026 (enclosed).
- c) To receive and approve the schedule of direct debits, standing orders, and other pre-authorised payments arising from ongoing contractual commitments or obligations for the 2026/2027 financial year (enclosed).
- d) To receive and approve the annual CHALC membership fee of £1,631.80 for the 2026/2027 financial year.

## 13) Review of IT Equipment

To receive and consider the enclosed report following the review of existing IT equipment, and to authorise expenditure for the necessary upgrades, including the purchase of a laptop (enclosed).

## 14) Parkers Farm Building Maintenance Update

To receive and consider any building maintenance matters and to determine any required actions, including associated costs, in relation to:

- Annual Legionella testing
- Replacement of carpet in the Clerk's Office
- Painting works in the Clerk's Office and the Wet Room

## 15) Defibrillator

To consider the purchase of a new defibrillator to replace the existing one due to the model being discontinued some time ago making it difficult for the replacement of consumable pads to be replaced. The adult pads and battery expire on 8<sup>th</sup> June 2026. The existing defibrillator and cabinet was purchased in 2015 at a cost of £2,000.

- Company 1 – have offered a trade in option which includes the removal of the existing one and a replacement of a new one at a discounted price. Option 1 £1,145 + VAT; Option 2 £775.00 + VAT.
- Company 2 – Online Quote of £895.00 + VAT
- Company 3 – Online quote of £795.00 + VAT

## **16) Standing Orders and Financial Regulations**

To consider delegating responsibility to the Locum Clerk to update the Standing Orders and Financial Regulations based on the latest NALC model documents and to tailor these to the councils requirements. Copies of the current Standing Orders and Model documents enclosed.

## **17) Clerks Correspondence**

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

## **18) Annual Town Meeting**

To consider the format for the Annual Town Meeting and to consider inviting any guest speakers.

## **19) 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.

## **20) Confidential Notes**

To receive and approve the confidential notes from the Full Town Council meeting held on the 24<sup>th</sup> March 2026 (enclosed).

## **21) Employment**

- a) To receive and note the revised employer contribution rate for the Cheshire Pension Fund for the 2026/2027 financial year (information enclosed).
- b) To receive and approve the salary, pension and HMRC payments for the payroll period of April paid in accordance with the employment contracts. The pay date for employees is 07<sup>th</sup> of the month, covering the pay period for the whole month (payroll summary enclosed).
- c) To receive and consider the staffing report from the Locum Clerk and ratify any costs.
  - PPE / Workwear – Maintenance Team
  - New SSP Rules & Employee Absence
  - Parental Leave Request
  - Contracts of Employment
  - Welfare Issues
- d) To receive and consider updates relating to ongoing confidential employment matters and resolve any further actions.

## **22) Items for a Future Agenda**

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

## **23) Date of the Next Meeting**

To note the date of the Annual Town Council meeting scheduled for Tuesday 26<sup>th</sup> May 2026 at 6.00pm.