



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

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Dated: 23rd July 2026

NOTICE OF A COUNCIL MEETING

To all Members of Birchwood Town Council,

You are respectfully summoned to attend a meeting of the **Full Town Council** to be held on **Tuesday 28th July 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 David Ellis (Chairman)	Cllr Julie Brereton (Vice Chair)
Cllr Barry Allman	Cllr Nigel Reeves
Cllr Ian Atkin	Cllr Jacquie Sheridan
Cllr David Ball	Cllr Mike Evans
Cllr Balbir Dhillon	Cllr Tim Price
Cllr Kuldeep 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 28th July 2026

A G E N D A

1) Chairmans Openings Remarks

To receive the Chairmans Opening Remarks.

2) Apologies

To receive and note apologies and reasons for absence.

3) 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.

4) Public Participation

To convene a public participation session that shall not exceed 30 minutes (restricted to a time limit of 5 minutes per person).

- a) Police Reports & Updates
- b) Residents questions on issues within the Parish (restricted to a time limit of 5 minutes per person)

5) Borough Councillors Ward Reports

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

6) Council Minutes

To receive and approve the draft minutes of the Full Council Meeting held on the 23rd June 2026 (enclosed).

7) Committee Minutes

To receive and note the minutes of recent Personnel Committee meetings (enclosed):

- Personnel Committee 23 June 2026
- Reconvened Personnel 07 July 2026
- Personnel Committee 14 July 2026

Note: The Chair of the Personnel Committee may wish to speak to the minutes. Any confidential matters arising from the minutes must be reported under the exclusion of the press and public.

8) 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

9) Financial Matters

To receive and consider Financial Matters:

- a) To receive the Bank Reconciliation for June 2026 and Scribe Accounts Transaction Report (enclosed).
- b) To consider and approve the latest Payments Schedule (to be tabled).
- c) To receive the Budget Monitoring Report as at 30 June 2026 (enclosed).
- d) To note the submission of the VAT Reclaim for Quarter 1, ending 30 June 2026.
- e) To receive an update on the CCLA Deposit Account.
- f) To receive an update regarding the invoice issued to the Shopping Centre for the hanging baskets.

10) Town Council Maintenance Team & WBC Open Spaces Maintenance

- 1) To receive an update on discussions between Birchwood Town Council and Warrington Borough Council regarding the maintenance of green spaces within the Parish and to consider any actions arising.

Note: Members are advised that Warrington Borough Council officers have confirmed that they are awaiting information from their Vehicle and Plant Team regarding indicative costs for the purchase of commercial grass-cutting equipment, including a tractor and cutting head. Further information is expected once these cost estimates have been received.

- 2) To receive and consider the Senior Maintenance Officer's report on recent maintenance activities (enclosed).

11) Vehicle Damage Incidents and Associated Repair Costs

To receive an update on recent vehicle damage incidents involving Town Council vehicles and to consider associated repair costs. Members are advised that the incidents relate to two separate vehicles. Further quotations for repair works arising from the 15 June 2026 incident will be tabled at the meeting for consideration.

Members are advised of the following incidents:

- On 29 May 2026, a Town Council van sustained damage whilst travelling along Heather Close, Locking Stumps. The side of the vehicle was scraped against a wooden bollard/stump whilst giving way to an oncoming vehicle. A photograph of the damage is enclosed for Members' information.
- On 15 June 2026, a separate incident occurred at the Birchwood Centre, adjacent to the Vets, involving the Town Council's watering vehicle. Due to the size and weight of the vehicle, the rear bumper caught an obstruction, resulting in the bumper being cracked.

12) MUGA Joint Use Agreement with One Community Trust

To receive and consider an update regarding the Joint Use Agreement for the Multi-Use Games Area (MUGA) at Locking Stumps Community Primary School (enclosed).

Note:

- Members are advised that One Community Trust has now returned the agreement incorporating its proposed amendments and has requested a meeting with representatives of Birchwood Town Council to discuss the agreement and progress the matter.

13) Grant Application

To receive and consider the grant application from Birchwood Acts (enclosed).

14) Parkers Farm Building Maintenance Update & Health & Safety Visit

- a) To receive an update on the Replacement of Carpet in the Clerk's Office and Internal Improvements carried out by the Maintenance Team.
- b) To receive and note an update regarding Health and Safety matters. Members are advised that WorkNest undertook a Health and Safety visit to Parkers Farm and Council operations on 14 July 2026. A detailed update will be presented to the Personnel committee who are scheduled to meet on the 04 August 2026.

15) Employment

- a) To receive and approve the salary, pension and HMRC payments for the payroll period of July 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 (enclosed).
- b) To consider the implementation of a £1,000 salary increment for an employee following the successful completion of the Introduction to Local Council Administration (ILCA) qualification, in accordance with Minute No. 327/25-26(a)(v) of the Council meeting held on 24 February 2026. This item relates to an individual employee and may be considered under the exclusion of the press and public pursuant to the Public Bodies (Admission to Meetings) Act 1960.

16) Electronic Service of Summons & Meeting Papers

To consider arrangements for the electronic service of Council summons and meeting papers. Members are reminded that, pursuant to the Council's Standing Orders, the Proper Officer may serve summons on Councillors by delivery, post or email, provided that the Councillor has consented to service by email.

Note: In order to support efficient administration, reduce printing and distribution costs, and minimise paper usage, Members are invited to consider consenting to the receipt of summons, agendas and associated meeting papers electronically. Members are advised that:

- Councillors consenting to electronic service will receive summons and meeting papers via email.
- Councillors may access papers on their own electronic devices during meetings.
- Hard copies of meeting papers can be made available at meetings upon request.
- Councillors who do not consent to electronic service will continue to receive hard copy summons and meeting packs in accordance with the Council's Standing Orders.
- The Council may also wish to consider, subject to budget provision and future approval, the purchase of electronic devices for Councillors to facilitate the receipt and review of electronic meeting papers.
- Should Members support greater use of electronic documentation, the Council will also need to consider and adopt an appropriate Bring Your Own Device (BYOD) Policy to ensure the secure handling, storage and access of Council information when personal devices are used for Council business.

17) Clerks Correspondence Report

To receive and consider any correspondence brought forward by the Clerk (report enclosed).

18) Reports from Outside Bodies

To receive any updates or reports from Councillors appointed to outside bodies.

- Your Housing Group
- Police Representative
- Birchwood Carnival Committee
- Friends of Birchwood Forest Park
- Risley Moss

19) Items for a Future Agenda

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

20) Date of the Next Meeting

To note the date of the next council meeting scheduled for Tuesday 22nd September 2026 at 6.00pm, Parkers Farm, Birchwood.