



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

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Dated: 17<sup>th</sup> September 2026

## NOTICE OF A COUNCIL MEETING

**To all Members of Birchwood Town Council,**

Notice is hereby given that a meeting of the **Full Town Council** will be held on

**Tuesday 22<sup>nd</sup> September 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: *Mrs H. Thomas*

**Hannah Thomas**

**Deputy Clerk to the Council**

| COUNCIL MEMBERSHIP       |                                  |
|--------------------------|----------------------------------|
| Cllr David Ellis (Chair) | Cllr Julie Brereton (Vice-Chair) |
| Cllr Barry Allman        | Cllr Nigel Reeves                |
| Cllr David Ball          | Cllr Jacquie Sheridan            |
| Cllr Balbir Dhillon      | Cllr Mike Evans                  |
| Cllr Kuldeep Dhillon     | Cllr Tim Price                   |
| X1 Casual Vacancy        | 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 22<sup>nd</sup> September 2026

## A G E N D A

**1) Chair's Opening Remarks**

To receive the Chair's 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).

- Police Report & Updates
- Residents' questions on issues within the Parish (limited to 5 minutes per person)
- Presentation from Diane Warburton – Community Catalysts

**5) Borough Councillors Reports**

To receive updates from Warrington Borough Councillors representing Birchwood.

**6) Council Minutes**

To receive and approve the draft minutes of the Extraordinary Council Meeting held on the 25<sup>th</sup> August 2026.

**7) Committee Minutes**

To receive and note the minutes recent Personnel Committee held on 8<sup>th</sup> September 2026.

**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 including enforcement issues and meetings of the DMC.

**9) Deputy Clerk's Report and Progress**

To receive a report from the Deputy Clerk on matters arising and progress since the previous meeting, including a request from Birchwood Acts to utilise BTC's barn for storage.

**10) 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

### **11) Members Referral**

Councillor Julie Brereton – Nuisance parking around Birchwood Medical Centre.

### **12) Locking Stumps MUGA – Joint Use Agreement**

To discuss any updates regarding the Joint Use Agreement between BTC and OCT.

### **13) Financial Matters**

To receive and consider Financial Matters:

- a) To receive the Bank Reconciliation for August 2026 and Scribe Accounts Transaction Report.
- b) To consider and approve the latest Payments Schedule.
- c) To receive and approve the salary, pension and HMRC payments for the payroll period of August paid in accordance with the employment contracts. The pay date for employees is 7<sup>th</sup> of the month, covering the pay period for the whole month.
- d) To consider the purchase and associated costs of wreaths for Remembrance Day.
- e) To note that the 'Notice of Conclusion of Audit' has been received from the External Auditor and that the fee of £1,050 (+VAT), has been paid.

### **14) 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 (Consent form enclosed).

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.
- 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.

### **15) Notice of Election**

To receive and note that an election will be held for the casual vacancy in the Gorse Covert Ward.

### **16) Exclusion of 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.

### **17) Personnel Committee Updates & Employment Matters**

To receive any appropriate updates from the Personnel Committee including HR, Employment and Staffing updates.

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

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

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

To note the date of the next council meeting scheduled for Tuesday 27<sup>th</sup> October 2026 at 6.00pm, Parkers Farm, Birchwood, WA3 6AN.