BIRCHWOOD TOWN COUNCIL

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

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Dated: 19th November 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 24th November 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 F. McDonald*

Fiona McDonald
Clerk to the Council

COUNCIL MEMBERSHIP	
Cllr David Ellis (Chair)	Cllr Julie Brereton (Vice-Chair)
Cllr Barry Allman	Cllr Nigel Reeves
Cllr Nigel Balding	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 24th November 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)

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 Council Meeting held on the 27th October 2026.

7) **Committee Minutes**
   To receive and note the minutes recent Personnel Committee held on 27th October 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) **Clerk's Report and Progress**
   To receive a report from the Deputy Clerk on matters arising and progress since the previous meeting.

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 Referrals

a) **Survey -** To receive and consider the resident survey prepared by Cllr David Ellis, discuss and agree any proposed amendments, and decide whether the final survey should be circulated to residents ahead of the preparation of the budget.

b) **BYCC -** Report from Cllr Ellis regarding grant application from the Mayors Fund for the BYCC. Application for improvements requires approval from the lessee which is BTC. Cllrs to consider.

c) **WBC –** to discuss means of communication with WBC.

12) Locking Stumps MUGA – Joint Use Agreement

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

13) Grant Applications

a) **Birchwood Acts** – To review the amended information and confirm that the conditions attached to the grant approval have been met.

b) **Warrington Open Door at Christmas (WODAC)** – To consider the grant application received by WODAC for the amount of £400.00.

14) Financial Matters

To receive and consider Financial Matters:

a) To receive the Bank Reconciliation for October 2026 and Scribe Accounts Transaction Report.

b) To consider and approve the latest Payments Schedule (to be tabled at the meeting).

c) To receive and approve the salary, pension and HMRC payments for the payroll period of November paid in accordance with the employment contracts. The pay date for employees is 7th of the month, covering the pay period for the whole month.

d) To report that BTC has received £8,160 from its insurer following a claim relating to an employee's absence from work due to an injury sustained outside the workplace.

e) To report that an invoice has been received from Worknest in the sum of £4,353.24 + VAT, covering the annual provision of HR, Employment Law and E-Learning services. Officers queried the charges, following which a credit note of £114.00 + VAT was issued. Members are also advised that a break clause was incorporated into the contract, which will become available next year should Members wish to explore alternative providers for HR services.

f) To report that official notification has now been received from Warrington Borough Council of the Tax Base for the Parish Precept 2027-28.

g) To consider and resolve the purchase of horticultural equipment for the maintenance team at an estimated cost of £1500 and there are several pieces of equipment that require servicing. The cost of this is approximately £95 per item.

h) To report that quotes from a couple of suppliers have been requested regarding mowing equipment.

i) To report that the letter of engagement has been signed and returned to James Todd (payroll).

j) To report that the agreement has been signed on behalf of the council ref: locum RFO services (ref Personnel Committee Meeting 27th October 2026 087/26-27 (P)) and also report that the accountant and locum RFO will need access to the Town Council's Scribe platform in order to review records (ref: Personnel Committee Meeting 27th October 2026 087/26-27 (P)).

k) Vehicles - To report that the two electric vehicles have been taxed and are booked in for a service and MOT and that the two tipper vehicles require some maintenance. One has an issue with the locking mechanism and the other an issue with the clutch. Both are booked into the garage for

essential repairs next week. The extent of the issue with the clutch is unknown until such time as it is investigated but the vehicle is essential for maintenance operations.

l) To report that Black Box attended site to repair a faulty call point on the fire alarm system.

m) To receive a report from the Locum RFO.

15) 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.

16) Personnel Committee Updates

To report to the Council, any Personnel Committee updates.

17) Items for a Future Agenda

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

18) Date of the Next Meeting

To note the date of the next council meeting scheduled for Tuesday 15th December 2026 at 6.00pm, Parkers Farm, Birchwood, WA3 6AN.