To: **Full Town Council Members**

Meeting Date: **Tuesday 24th November 2026**

Agenda Item 9: **Deputy Clerk's Report**

Report Author: **Hannah Thomas – Deputy Clerk**

Updates/Progress Since Last Meeting

Warrington Borough Council (WBC)

- The Deputy Clerk is still waiting on an update from WBC regarding the potential mowing operations.
- Notifications from WBC regarding maintenance to Weighbridge and Christmas hours for School Brow Depot.
- Notification of the Parish Council Tax Base for Birchwood.

Correspondence Received since the last meeting:

Date	Details	Action Required
October 2026	Cheshire Police - Various Neighbourhood Alerts received.	None
November 2026	Email received from The Friends of Locking Stumps Village – several matters of concern.	ongoing
October/November 2026	ChALC Weekly Reports and notification of Code of Conduct Training – Warrington - Thursday 19th November at 6.30pm	Cllrs to notify if attending
November 2026	SLCC Weekly Reports	None
November 2026	Correspondence with the Business manager of Locking Stumps Primary to progress the L/S MUGA Agreement	Clerk's office
November 2026	Enquiry regarding the time lights operate in Birchwood Forest Park	None
November 2026	Notification from Cheshire Pension Fund regarding a series of Member webinars and notification of the Employer Meeting, which will take place on 23 February 2027 at 2:00pm.	Staff given details of webinars
November 2026	Enquiry from WBC regarding contact details for correspondence relating to Precept	Response sent
November 2026	WorkNest re: Legal Expenses Insurance – completion of the annual declaration required.	Response sent
November 2026	Reminder regarding annual gas service	Clerk's office to arrange
November 2026	Manchester Airport's Future Airspace Programme Important update – roadmap to public consultation	
November 2026	Email from resident regarding concerns near Copperfield Close bus stop	Maintenance Team

November 2026	Scribe's Data Processing Agreement (DPA)	Completed/returned
November 2026	Email from resident regarding footpath in L/Stumps & note of thanks	Maintenance Team
November 2026	Notification from a resident about street lights not working in L/S	Clerk's office
November 2026	Notification from Local Plan Team that the Local Plan Content and Evidence Consultation commences on 17 November 2026 and closes at 5pm on 11 January 2027	Circulated to Cllrs
November 2026	Email confirmation from ILHI regarding BTC EAP Provision	Given to staff

HR Matters

To report that an updated copy of the Employment Handbook incorporating the updated Harassment Policy has been given to all staff.