



Walton Parish Council

Website - www.waltonparish.gov.uk

E: Clerk@waltonparish.gov.uk

Members of the public are cordially invited to attend and Councillors are summoned to The Council Meeting of Walton Parish Council to be held at St. John's Community Church Hall, Old Chester Road, Higher Walton on Thursday 6 October 2025 at 7:00pm.

Agenda

116 Apologies for absence

To receive and accept apologies for absence.

117 Declarations of Interest

Councillors are reminded of their responsibility to declare disposable pecuniary or non-pecuniary interests, which they have on any item on the agenda no later than when the item is reached. Declarations are a personal matter for each member to decide and the decision to declare, or not, is the responsibility of the councillor.

118 Public Participation

In accordance with Standing Orders, members of the public and any visitors in attendance may address the meeting.

118.1 PCSO Report

118.2 Members of the Public

118.2.2 Reverend Jo Mackriell Vicar of All Saints' Daresbury and St John's Walton

118.4 Borough Councillors. Cllr Harris update on Questions to Council.

119 Approval of Minutes

The Minutes are circulated and will be taken as read.

The minutes of the Parish Council meeting held on 2 October 2025 to be confirmed as a true record and signed by the Chair.

220 Minutes of the Meeting

220.1 Discussion on the current distribution of Minutes.

220.2 To consider the current minuting of discussions of Parish Matters.

221 Co-Option

To note that the Returning Officer has confirmed no election requests were received, so the Council may now proceed to fill the causal vacancy by Co-option, and to agree the process and timeline for co-option.

222 Policies

222.1 To consider, and if thought fit approve the draft FOI Policy. Issued in the agenda pack.

222.2 To consider, and if thought fit approve the draft SAR Policy. Issued in the agenda pack.

222.3 To consider, and if thought fit approve the draft Publication Scheme. Issued in the agenda pack.

223 Training

223.1 To consider retrospective approval for Cllr Hardie's attendance at the "Planning for the Future: Navigating the new Planning Framework" training held by NALC attended 28 October 2025 at a cost of £42.

223.2 To consider approval for the Clerk Training on "Subject Access Requests" held by Breakthrough Communications via webinar on 5 December 2025 at a cost of £30

223.3 To consider approval for the Clerk Training on "Freedom of Information Requests", held by Breakthrough Communications via webinar on 12 December 2025 at a cost of £30

223.4 To review training need for the remainder of 2025/26.

224 Finance (Clerk)

224.1 To note that the spending budgets are needed from working groups, in order for the presentation of the budget at Decembers Meeting.

224.2 Financial Report issued in agenda pack.

Proposed Payments:

Gardenia Gardens Invoice 10740- £234.00

NALC R.Hardie Planning Training Invoice- £42.00

St John Hall Hire Invoice 15/2025 - £365.00

PFK Little John Invoice- £252.00

ThenMedia Invoice 19186- £349.20

HMRC PAYE- £20.88

Clerk Salary- £433.20

Clerk Reimbursement for Printer Ink (Black only)- £20.25

Clerk Reimbursement for Postage -£5.10

Ace of Spades Invoice- £1,080.00

Yanthia Balloon Modeler- £90.00

Lo Ki Leung Face Painter- £120.00

Cllr Williams Reimbursement for Poppy Wreath- £29.49

Cllr Williams Reimbursement for Remembrance Day Lamp Post Signs- £93.90

Cllr Williams Reimbursement for Horticultural Grit- £35.98

Cllr Allision Reimbursement for Winter bedding Plants- £117.24

Proposal to accept the Clerk's report and pay cheques as above

225 Parish Council Laptop

To consider the proposal that delegated authority is conferred on the Clerk to spend up to £300 on a replacement laptop if the event that the functionality of the current laptop is compromised.

226 External Audit 2024/25

To note the external audit has been carried out by PKF Littlejohn LLP and has concluded and reported that:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our

attention giving cause for concern that relevant legislation and regulatory requirements have not been met

Other matters not affecting our opinion which we draw to the attention of the authority: In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to the level of general reserves and accounting for cash events. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

227 Creamfields

Update on the Residents de-brief meeting and process for receiving resident feedback following the 2025 Creamfields event.

228 Grassed Triangle, War Memorial and Risk Assessment Working Groups

To consider the future of the Grassed Triangle, War Memorial and Risk Assessment working groups, and to agree whether the group should be dissolved.

229 Homeworking of the Clerk

To consider H&S matters relating to Home Working of the Clerk.

230 Strategic Plan

Update on progress.

231 Walton Parish Playground Trust

To receive and consider an update from the Trust.

232 Walton Roads and Bridges

Update from Councillor Harris following meeting with Mark Tune (WBC).

233 Reports from Advisor Groups

233.1 Planning Advisory Group

233.1.1 Update on Terms of Reference and Chair Election

233.1.2 To discuss expansion of Peel Ports activity at Port Warrington

233.1.3 To discuss the following applications:

2025/01182/FULH - 148 Walton Road, Warrington, WA4 6NS- Proposed removal of the existing garage and lean-to, reinstatement of boundary walls, construction of single and two-storey extensions.

with a winged balcony to first floor rear elevation and a covered seating area beneath.

2025/01405/TPOCA- 110 Old Chester Road, Walton, Warrington, WA4 6TG- Fell 1nr Tree.

2025/01152/FULH- 6 Melton Avenue, Walton, Warrington, WA4 6PQ- Reduction of Existing outbuilding and Construction of Single Storey Rear Extension with Existing Roof Alterations.

233.2 Betterment Advisory Group

233.2.1 To consider the Draft Terms of Reference for the group.

233.2.2 To note and discuss the report of the meeting held 28th October, 2025.

233.2.3 To note Village Grassed Triangle Report following 22 October, 2025 meeting with Neil Simpson and Community Pay Back Coordinators.

233.2.4 To note the date of the next meeting 6th December 2025.

233.3 Events Advisory Group

233.3.1 To consider the Draft Terms of Reference for the group.

233.3.2 To note and discuss the report of the meeting held 28th October, 2025.

233.3.3 To note alternative time arrangements for the Remembrance Day Service at the War Memorial on Sunday 9 November 9:30am.

233.3.4 To consider the groups proposal to spend £50 for a Father Christmas Visit at the Christmas Event

233.3.5 To consider the groups proposal to spend up to £65.89 on named H-Viz Vest for Councillors.

233.3.6 To consider the groups proposal to purchase a First Aid Kit for £22.08

233.3.7 To consider the groups proposal to spend £150 on 4 new flood lights for the Christmas Event

233.3.8 To consider the groups proposal to spend £995 on Catering for the Christmas Event

233.3.9 To consider the groups proposal to spend up to £600 on Security for the Christmas Event

233.3.10 To consider the groups proposal to spend up to £30 on mince pies for the Christmas Event

233.3.11 To consider the groups proposal to spend up to £250 on new Christmas Lights and Decorations.

233.3.12 To consider the groups proposal to spend £40 on a Reindeer cut out Decoration for the Christmas Event.

233.3.13 To consider retrospective approval for the group to spend an additional £4.49 on a Remembrance Day wreath from the Royal British Legion, due to delivery costs.

233.4 Donations Group

233.4.1 Update on Terms of Reference and Chair Election.

233.4.2 To consider a donation request from Warrington Open Doors at Christmas (WODAC).

234 Reports from Portfolio Holders and Outside Body Representatives

234.1 Footpaths/Towpaths

To note matters that have been reported to Warrington Borough Council by Councillors. Update issued in agenda pack.

234.2 Highways, Vegetation & Street Lighting

To note written reports and verbal reports on matters that have been reported to Warrington Borough Council by Councillors.

234.3 Walton Hall Estate

To review any updates received.

235 Report on Actions taken and correspondence received since the previous meeting

To review and consider correspondence received.

236 Items for inclusion on the next agenda

237 Matters to be considered with the exclusion of the press and public

[using Public Bodies (Admission to Meetings) Act 1960 s. 2]

To consider if any items on the agenda should be considered in closed session because of the nature of the information to be disclosed, whether pertaining to an individual, a contract or legal advice.

- Item 235 Report on Actions taken and correspondence received since the previous meeting.

238 Set date and time of next meeting

To set the date and time of the next Parish Council Meeting as Thursday 4 December 2025 at St. John's Community Church Hall, Old Chester Road, Walton commencing at 7.00pm.