



Walton Parish Council

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Minutes of the Parish Council Meeting held at St John's Church Community Hall, Old Chester Road, Higher Walton, on Thursday 6 November, 2025.

Present Councillor S Harris – Deputy Chair (acting as Chair for the meeting)

Councillors: V Lacey, R Hardie, D Hazeldine, A Williams, J Cooke, R Bennett (arrived 19:09), Borough Councillor Matt Scott (arrived 19:06)

1 Member of the Public (arrived 19:05).

Attending Clerk- Madison Brotherton-Baker.

In the absence of the Chair, the Deputy Chair, Councillor Harris took the Chair for the duration of the meeting and is referred to as *the Chair* for the purposes of these minutes

The Chair opened the meeting at 19:00 and welcomed everyone.

116 Apologies for absence

The Chair advised apologies were received from Cllr Hewitt (Chair) and Cllr Saberi.

117 Declarations of Interest

No declarations of interest were made at this point in the meeting.

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 – No Report Received. (Cllr Bennett Arrived).

118.2 Members of the Public- One member of the public was in attendance.

118.2.1 Invited guest Reverend Jo Mackriell Vicar of the Parish of Walton and Priest in charge of the Parish of Daresbury introduced herself to the Parish Council and gave an update on developments at St Johns Church. Reverend Jo advised the group that St Johns Church Hall is looking into fundraising and additional lettings for the church hall. It was noted the Council are keen to support the Church on this where possible. The Council thanked Reverend Jo for attending the meeting, and she left the meeting at 19:14.

118.3 Borough Councillors – Cllr Harris gave a verbal update on SEWUE, noting the development has moved to consultation stage. Feedback can be submitted via the SEWUE website: <https://southeastwarrington.commonplace.is/en-GB/>

The Chair noted she has raised concerns with Homes England regarding sewage capacity for the new homes getting build locally and will update in due course. It has been previously noted that the sewage works run through Walton.

The Chair updated the group following her meeting with Mark Tune, regarding traffic on Walton's Roads and Bridges. It was noted Warrington Road Bridge would remain closed until at least after the A56 roadworks are completed. Further updates are to

follow. It was noted that in relation to Residents Parking Permits, Mark Tune will be contacting residents directly.

The Chair advised she would continue to chase the A56 Pedestrian Crossing with Mark Tune.

119 Approval of Minutes

Wording on the minutes of the meeting held on Thursday 4 September 2025 was discussed.

Item 98.2 – the word “agreed” was changed to “approved”.

Item 111.1.2 – “Walton Road” corrected to “Walton Lea Road”.

Following these amendments, the minutes were **Resolved** to be a true record and signed by the Chair

220 Minutes of the Meeting

220.1 It was noted that the Clerk sends draft minutes of the meeting to the Chair prior to sending out to all Councillors for a quick review and sense check. It was agreed that this process should continue. It was noted Section 12 of the Standing Orders details Draft Minute distribution, accuracy and approval procedures.

220.2 The Chair advised that the Clerk produces minutes of the meeting as per the Standing Orders Section 3 item (t) page 7.

221 Co-Option

It was noted the Council could now proceed to fill the casual Vacancy by Cooption as no election requests had been received. The vacancy has been advertised as per the Council’s Cooption Policy. One expression of interest from a resident had been received, Clerk to invite the applicant to the next council meeting.

222 Policies

222.1 It was **Resolved** to adopt the new FOI Policy. Clerk to date the Policy and upload to the WPC Website.

222.2 It was **Resolved** to adopt the new SAR Policy. Clerk to date the Policy and upload to the WPC Website.

222.3 It was **Resolved** to adopt the new Publication Scheme. Clerk to date the Policy and upload to the WPC Website.

223 Training

223.1 Retrospective approval was **Resolved** for Cllr Hardie’s attendance at NALC’s Planning for the Future Training at the cost of £42.

223.2 It was **Resolved** for the Clerk to book and attend training on Subject Access Requests at a cost of £30.

223.3 It was **Resolved** for the Clerk to book and attend training on Freedom of Information Request at a cost of £30.

223.4 The Clerk advised that any new training schedules issued by CHALC would be sent to all for consideration of any training needs.

224 Finance

224.1 The Clerk asked the Chairs of Working Groups to send in spending budgets ready for presentation of the Precept at Decembers meeting.

224.2 The Finance Report was issued to the group prior to the meeting. The Clerk noted there was an error in the report, the proposed payment for the winter bedding plants (£117.24) should be for Walkers Nurseries Chester Limited and not a reimbursement for Cllr Allison as noted in the Financial Report.

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

Cllr Hazeldine noted that the Microsoft Office 365 cloud based storage is up for renewal, Clerk to review.

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

Clerk Reimbursement for Postage - £5.10

Ace of Spades Invoice Tree Surgeon- £1,080.00

Yanthia Balloon Modeller- £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

Walkers Nurseries Chester Limited- £117.24

It was **Resolved** to accept the report and for the Clerk to write and send cheques for the payments.

225 Parish Council Laptop

It was **Resolved** for the Clerk to spend up to £300 by delegated authority on a new laptop in the event of compromised functionality of the existing laptop.

It was agreed that the Clerk should act preemptively rather than wait until the laptop no longer being useable. Clerk to liaise with Cllr Hazeldine.

Cllr Hazeldine noted that the Microsoft 365 cloud based storage for the Council was up for renewal, Clerk to review and action.

226 External Audit 2024/25

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

Cllr. Bennett declared his interest in Creamfields due to being the landowner but remained in the room as the 2025 event had already taken place.

The Chair noted planned Creamfields resident debrief meeting would not be happening in November, due to being too close to the Remembrance Day Service. It was advised an anonymous online survey would be formed to gather resident feedback instead, and be inclusive to all. Survey questions to be completed by March 2026.

228 Grassed Triangle, War Memorial and Risk Assessment Working Group

It was **Resolved** for the Grassed Triangle, War Memorial, and Risk Assessment Groups to be dissolved due to the council not having the capacity for the large number of working groups. It was agreed for War Memorial and Grassed Triangle issues to be discussed by the Betterment Working Group. It was agreed for Risk Assessments to be taken on by the Events Groups.

229 Homeworking of the Clerk

It was noted that the adopted Homeworking Policy, is available on the WPC Website, which covers the Clerks Homeworking. Clerk action to look in to CHALC H&S Homeworking Checklist and circulate for review. Clerk to also look into Display Screen Equipment Training and report back to the group.

230 Strategic Plan

Cllr Williams noted the Betterment Plan of competed works had been sent for inclusion into the Strategic Plan draft.

231 Walton Parish Playground Trust.

Report issued prior to the meeting, dated 04 November 2025, was noted. It was noted that the charity, which is separate the Parish Council, meets the needs of the same community. The Trustees will be meeting up to review the Charities new name and update its constitution.

It was noted that future reports for the group would be discussed under “Outside Bodies” of the meeting agenda.

232 Walton Roads and Bridges

Discussed under agenda item 118.3 Borough Councillors.

233 Reports from Advisory Groups

233.1 Planning

233.1.1 It was noted that the Planning Group had not yet elected a chair, or updated Terms of Reference. The Chair of the meeting asked for this to be done as soon as possible.

233.1.2 It was noted that the Council had received no pre-application or information on the Peel Ports expansion. The Council is keen to find out more due to the potential effects on Walton Parish road transport. Cllr Harris and Cllr Matt Scott to liaise with the Planning group to find out further information.

233.1.3 The following planning applications were discussed:

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.

WPC to make no comment on this application.

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

WPC to make no comment on this application.

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.

WPC to make no comment on this application.

233.2 Betterment Advisory Group

233.2.1 The Terms of Reference of the Group were considered. Resolved to adopt the Terms of reference as presented.

233.2.2 The contents of the report circulated to the group prior to the meeting were noted, following the Betterment Group meetings held 28 October 2025.

It was noted that Cllr Matt Scott would chase up gaining permission from WBC to cut back the overhanging branches on the tree behind the War Memorial which are causing damage.

It was noted that the group is looking into potential costings to professionally clean the plaque on the War Memorial.

Cllr Hardie noted the 3 grit bins have not yet been filled. Clerk to liaise with Cllr Hardie to check that the filling on the bins is completed.

233.2.3 The contents of the meeting notes for the meeting between, Cllr Harris, Cllr Hewitt, Neil Simpson and the Community Pay Back Coordinators on 22 October, were

noted. It was noted that the Council is keen to work with the group and job specification will be formed for the works.

Action for the Clerk to check for Utilities and Services in the area. Clerk to liaise with Neil Simpson.

233.2.4 The next meeting for the Betterment group will be 6 December 2025 venue TBC.

233.3 Events Advisory Group

233.3.1 The Terms of Reference of the Group were considered. Resolved to adopt the Terms of reference as presented

233.3.2 The contents of the report circulated to the group prior to the meeting were noted, following the Events Group meetings held on 28 October, 25.

It was noted that posters for the Christmas Event were still required. Cllr Hazeldine to action.

233.3.2 It was noted that Reverend Jo, St. John's Church, will be leading the Remembrance Day service at the Walton War Memorial 9:30am Sunday 9 November, 2025. Refreshments from the Stag Pub will be available after the service.

233.3.3 It was **Resolved** for the Events Group to spend up to £50 on a Father Christmas Visit at the Christmas Event.

233.3.4 It was **Resolved** for the Events Group to spend up to £65.89 to purchase named Hi-Viz Vest for Councillors.

233.3.5 It was **Resolved** for the Events Group to spend to £22.08 on a first aid kit.

233.3.6 It was **Resolved** for the Events Group to spend up to £150 for 4 new floodlights for the Christmas Event.

233.3.7 It was **Resolved** for the Events Group to spend £995 on Catering for the Christmas Event.

233.3.9 It was **Resolved** for the Events Group to spend £600 on Security for the Christmas Event.

233.3.10 It was **Resolved** for the Events Group to spend up to £30 on mince pies for the Christmas Event.

233.3.11 It was **Resolved** for the Events Group to spend up to £250 on new Christmas Lights and Decorations.

233.3.12 It was **Resolved** for the Events Group to spend up to 40 on a Reindeer cut out decoration for the Christmas Event.

233.3.13 Retrospective approval was **Resolved** for the Events Group to spend an additional £4.49 on a Remembrance Day wreath, due to delivery costs.

Clerk to prepare a report on the use of Creamfields donation funding

233.4 Donations

233.4.1 It was noted that the Donations Group had not yet elected a Chair, or updated Terms of Reference. Cllr Harris noted that organising a meeting for the group had been logistically difficult.

233.4.2 The Council considered the Warrington Open Doors at Christmas (WODAC) donation request. The Council discussed and agreed the donation amount, and it was **Resolved** for WPC to Donate £150.

234 Reports from Portfolio Holders and Outside Representatives.

234.1 Footpaths/Towpaths

The Councillor Contact tracker was noted. Cllr Hazeldine noted the unsatisfactory response from WBC regarding weeds on the A56 Traffic lights junction. Clerk to continue to monitor and log reports for record keeping.

234.2 Highways, Vegetation and Street Lighting

Verbal Report from Cllr Bennett.

Cllr Bennett noted the drain issue on Park Lane. Cllr Bennett to send picture to Clerk for reporting to WBC.

Cllr Allison noted that WBC had agreed to undertake some works on Hobb lane to cut back vegetation, but unsure to what extent the vegetation will be taken back, Cllr Allison to check and report back.

234.3 Walton Hall Estate

No report.

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

The Clerk noted the correspondence tracker sent in the agenda pack.

236 Items for inclusion on the next agenda

No items were raised at the meeting. The chair of the meeting noted any suggested agenda items to be sent to the Clerk.

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.

The Clerk advised in accordance with Section 100A(4) of the Local Government Act 1972 and Schedule 12A Paragraphs 1 and 4, the business to be discussed involved the likely disclosure of personal data which could identify the sender of correspondence and matters relating to potential legal action and legal professional privilege.

Cllr Scott left the meeting at 20:58, the Council thanked him for his attendance.

The meeting then moved into Part 2 (closed session).

238 Set date and time of next meeting

The next meeting will be held on **Thursday 4 December 2025** at St. John's Community Church Hall, Old Chester Road, Walton commencing at 7.00pm.

The Meeting closed at 21:24.

DRAFT