

Minutes from the Town Council Meeting held on 28th July 2025 at 7pm in Gallery 1, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE

Attended by: Cllr D Critchley, Cllr J Critchley, Cllr R Drapeur, Cllr R Lofts (Vice Chair), Cllr P Lowrie, Cllr J Moorcroft, Cllr M Nield, Cllr F Pennington, Cllr B Wade, Cllr G Wood & J O'Donoghue (Town Clerk)

Also attended by: Cllr M Garvey (CWAC), PCSO N Flanagan and 2 members of the public

Meeting 2

1. Apologies and reasons for absence

To receive apologies and approve reasons for absence from members.

RESOLVED: Apologies were received and accepted from Cllr Hayes (personal) and Cllr Holman (personal).

2. Declarations of interest

To note any declarations of interest on items which are on the agenda.

NOTED: Cllr Wade declared an interest in item 11 as a member of Green Gates Community Group.

3. PCSO

To note the report from PCSO N Flanagan.

NOTED: The report was noted together with changes to the Ward Walks as follows: 2pm on 10th August Waterside Ward (meet at Saltworks); 4pm on 10th August Castle Ward (meet at Castle Park car park); 1pm on 16th August Lakes Ward (meet at Community Centre); 3pm on 16th August Overton & Five Crosses Ward (meet at Methodist Church). It was further noted that the Fire Station will be closed for refurbishment for an estimated 7 months and that the PCSO would have the temporary use of a shipping container onsite however there would be no access to members of the public.

At this point in the meeting item 16 was brought forward to receive a report from PCSO N Flanagan however for the purposes of clarity and continuity this will be recorded under item 16 in the minutes.

4. Public participation

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings.

NOTED: 1 member of the public objected to the proposed art installation in Hob Hey Wood, raised concerns regarding the design of Green Gates Community Park and holding a Governance Review.

5. Cheshire West and Chester Councillors

To note the report from Cllr M Garvey and Cllr L Sumner.

NOTED: Cllr Garvey attended the meeting and urged Frodsham Town Council to submit a response to the Local Plan. He noted that the call for development sites was issued 12 months ago and that the current document reflects the outcomes of that process. It was also highlighted that pupil admission numbers are declining, and the council was encouraged to invite Rob Charnley, Head of Planning and Placemaking at CWAC, to a future meeting to discuss any planning related concerns.

6. Approval of minutes

To approve the minutes from the Annual Town Council Meeting held on 19th May 2025

RESOLVED: The minutes from the Annual Town Council Meeting held on 19th May 2025 were approved and signed.

7. Councillor vacancy

To note that: the current casual vacancy was notified to Democratic Services on 26th June 2025; the vacancy notice was published on 30th June 2025; FTC has been informed by CWAC that no election has been called by Waterside Ward electors; a co-option notice will be published following this meeting.

NOTED

8. Finance

(a) To approve the Finance Report for the period 1st June 2025 to 30th June 2025 which includes a Qtr1 summary report and commentary.

RESOLVED: The Finance Report for the period 1st June 2025 to 30th June 2025 was approved and signed.

(b) To note that the sum of all bank accounts as at 30th June 2025 was £554,935.

NOTED

(c) To note that Councillor Holman reviewed and signed the bank reconciliation against the bank statement and cashbook on 22nd July 2025.

NOTED

(d) To nominate a councillor to check and sign the bank reconciliation reports for month ending 31st July 2025.

(e) **RESOLVED:** It was agreed to appoint Cllr Wood to check and sign the bank reconciliation reports for month ending 31st July 2025.

(f) To agree to rename budget code 5112 (Promoting Frodsham) to Civic Pride.

9. Budget review

(a) To note that there are no material variances within budget items for the period 1st April 2025 to 30th June 2025 in excess of £100 or 15% of the budget.

NOTED

10. To receive policy updates from the Town Clerk

(a) To resolve to adopt the Finance Regulations as amended by the Finance & General Purposes Committee at its meeting held on 30 June 2025. These amendments align with the model regulations issued by NALC in March 2025 (Section 5.4), reflecting updates required under the Procurement Act 2023 and the Procurement Regulations 2024.

RESOLVED: The Finance Regulations, as amended by the Finance & General Purposes Committee at its meeting held on 30 June 2025, were approved and will be added to the website.

ACTION: JO

(b) To resolve to adopt the Standing Orders as recommended by the Finance & General Purposes Committee at its meeting held on 30 June 2025.

RESOLVED: The Standing Orders, as amended by the Finance & General Purposes Committee at its meeting held on 30 June 2025, were approved and will be added to the website.

ACTION: JO

(c) To note that the Finance & General Purposes Committee approved the policies on the recording of meetings under GDPR regulations at its meeting on 30th June 2025, and that these policies have been published on the website.

NOTED

(d) To approve the Safeguarding Policy 2025-2026.

RESOLVED: The Safeguarding Policy was approved and will be added to the website.

ACTION: JO

11. Green Gates Community Park

- (a) To note that the Grounds Maintenance SLA contains provision for rotary mowing, strimming around trees, play equipment, and street furniture based on 14 scheduled visits. Litter bin emptying, site inspections, and litter picking is carried out weekly, based on 52 visits per year. There is no provision for any other maintenance.

NOTED

- (b) To receive a verbal report from the Town Clerk following a site meeting held on 24th July 2025. The meeting was attended by Chris Shaw (Chief Officer, Northwich Town Council), Cllr Lofts, Cllr Holman, Cllr Wade, Cllr J Critchley, Cllr D Critchley and J O'Donoghue (Town Clerk). The purpose of the meeting was to discuss the ongoing maintenance of the play area, beyond routine grass cutting and waste disposal.

NOTED: It was noted that certain design issues need to be addressed to reduce ongoing maintenance of the play area. Northwich Town Council will submit quotes and proposals aimed at minimising future maintenance.

12. To agree action to be taken.

RESOLVED: It was agreed that the Amenities Committee will consider the quotes and proposals once they have been received.

13. Art installation – Hob Hey Wood

To consider proposal from a local artist to install temporary art works in Hob Hey Wood and note that the Friends of Hob Hey Wood have no objections.

RESOLVED: It was agreed to refuse permission for the temporary art installation.

14. FTC/FYA/FCA lease update

- (a) To note that a meeting took place between Frodsham Youth Association and Frodsham Community Association and that the solicitor representing FYA is progressing any outstanding issues with the solicitor representing FCA.

NOTED

- (b) To note that a copy of the current insurance document held by FCA has been requested in order to obtain a comparative quote from Zurich; however, it has not yet been received. FTC's solicitor has also requested a copy from FCA's solicitor, but this has likewise not been provided to date (23rd July 2025).

NOTED

- (c) To consider any action to be taken.

NOTED: Cllr Pennington requested that a letter be sent to both organisations requesting that the matter be concluded.

15. Frodsham Solar

- (a) To note that the Planning Inspectorate (PINS), acting on behalf of the Secretary of State, has accepted the Development Consent Order (DCO) Application for Frodsham Solar.

NOTED

- (b) To note that there is an update available on the project's website: [Frodsham-Solar Pre-Examination-Project-Update-Newsletter July-2025.pdf](#)

NOTED

- (c) To note that Until 28 August 2025, the Frodsham Solar team is inviting members of the public and any interested stakeholders to consider whether they would like to submit a Relevant Representation to PINS. By submitting a Relevant Representation (a written summary of a person's views on the Application), the person (or organisation) will then become an 'Interested Party' to the Examination. Interested Parties will receive ongoing correspondence from PINS on how to get

- (d) further involved and have the opportunity to submit detailed written representations and attend and participate in the Examination hearings.

NOTED

- (e) To note that Members of the public have until 28 August 2025 to register as an Interested Party and submit their Relevant Representation to PINS, via this link: <https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN010153/register/register-have-your-say>

NOTED

Chair suspended Standing Orders to allow Cllr M Garvey (CWAC) to take place in the discussion.

- (f) To agree any action to be taken

RESOLVED: It was agreed to ask Frodsham Neighbourhood Plan Group to register as an Interested Party on behalf of Frodsham Town Council.

ACTION: JO

The Chair reinstated Standing Orders.

16. Governance Review

- (a) To note the report provided by the Town Clerk.

NOTED

Chair suspended Standing Orders to allow Cllr M Garvey (CWAC) and a member of the public to take place in the discussion.

- (b) To consider requesting a Community Governance Review with the aim of reducing the number of Town Councillors from 16 to 12, and to note that Cllr Garvey has offered to assist with the process should the Council decide to proceed.

RESOLVED: It was agreed not to request a Community Governance Review.

The Chair reinstated Standing Orders.

17. Pubwatch

- (a) To receive a report from Cllr Wood.

NOTED: PCSO N. Flanagan provided a report confirming that funding for the radios connected to Cheshire Police for the 2025–26 year has been secured. The date for the next meeting will be confirmed in August 2025. Cllr Wood had no further updates.

- (b) To agree any action to be taken.

NOTED: Cllr Wood will attend the next meeting as representative of Frodsham Town Council.

18. Cheshire West & Chester Council Highways Volunteer Scheme

- (a) To note the information report provided.

NOTED

- (b) To consider whether to enter into the Scheme and if so (a) appoint a Self-Help Officer and (b) who will attend an induction and programme of training, including health and safety training.

RESOLVED: It was agreed to appoint Cllrs Moorcroft and Wood as joint Self-Help Officers. Both councillors confirmed their willingness to attend an induction and a full programme of training, including health and safety. The Town Clerk advised that there is currently insufficient administrative capacity for FTC Officers to support the administration of the Scheme, and this was acknowledged by the Council.

19. Close of Meeting

The meeting closed at 20:45.