

Minutes from the Full Council Meeting held on 22nd September 2025 at 7pm on Monday 22nd September 2025 at 7pm.

Attended by: Cllr J Critchley, Cllr H Hayes (Chair), Cllr A Holman, 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) and PCSO N Flanagan

Meeting 4

1. Apologies and reasons for absence

To receive apologies and approve reasons for absence from membersⁱ.

RESOLVED: Apologies were received and accepted from Cllr D Critchley (personal) and Cllr R Drapeur (personal).

2. Declarations of interest

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

NOTED: There were no declarations of interest.

3. PCSO

To note the report from PCSO N Flanagan.

NOTED: It was noted that there is a beat manager for Frodsham & Helsby, illegal bikes have been seized in Chester which led to arrest for drug offences and it is illegal to set light to fireworks in a public place.

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 meetingsⁱⁱ.

NOTED: No member of the public attended the meeting.

5. Cheshire West and Chester Councillors

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

NOTED: Cllr L Sumner did not attend the meeting. It was noted that issues persist in the area concerning the use of electric bikes and drones. Concerns were also raised about the painting of zebra crossings, as the addition of non-approved paint can compromise safety for both children and adults. The crossings are originally coated with anti-slip paint, and any unauthorized paint reduces surface grip, increasing the risk of accidents. It was further noted that the deadline for responses to the emerging Local Plan has now passed. There was positive feedback from Frodsham residents, and it was emphasised that by actively engaging in consultations, both councils and residents have the opportunity to influence the final outcome.

6. Approval of minutes

(a) To approve the minutes from the Town Council Meeting held on 28/07/2025.

RESOLVED: The minutes from the meeting were approve and signed.

(b) To approve the minutes from the Town Council Meeting held on 1/09/2025.

RESOLVED: The minutes from the meeting were approve and signed.

7. Finance

(a) To approve and sign the Finance Report for the period 1st August 2025 to 31st August 2025.

RESOLVED: The Finance Report for the period 1st August 2025 to 31st August 2025 was unanimously approved and signed.

(b) To note that the sum of all bank accounts as at 31st August 2025 was £494,556.

NOTED

(c) To note that the August bank reconciliation has been signed against the bank statement and cashbook.

NOTED

(d) To nominate a councillor to check and sign the bank reconciliation reports for month ending 30th September 2025.

(e) **RESOLVED:** It was agreed to appoint Cllr Holman to check and sign the bank reconciliation reports for month ending 30th September 2025.

ACTION: AH/JO

8. To receive policy updates from the Town Clerk

To resolve to adopt the policy on publishing councillor contact information 2025-2028.

RESOLVED: The policy was unanimously approved and will be published on the website.

ACTION: JO

9. Festive lights

(a) To note that FTC has complied with the requirements of the Procurement Act 2023 by seeking quotations from three suppliers for the provision of replacement festive lighting.

NOTED

(b) To consider and agree that delegated authority be granted to the Amenities and Planning Committee to appoint the contractor for the provision of festive lighting upgrade 2025.

RESOLVED: It was agreed that delegated authority be granted to the Amenities and Planning Committee to appoint the contractor for the provision of festive lighting upgrade 2025.

10. Risk assessment 2025-2026

To approve the risk assessment 2025-2026.

RESOLVED: It was unanimously agreed to approve the risk assessment 2025-26 and publish on the website.

ACTION: JO

11. Business survey

(a) To note that the business survey (minute ref. 1/09/2025/4), designed to assess the impact of the monthly Artisan Market on existing Frodsham businesses, was deferred to allow councillors to contribute. Three councillors provided input, which has been incorporated into the revised survey.

NOTED

(b) To approve the revised survey and agree dates for publication.

RESOLVED: The survey was approved with an aim for publication of 13th October with a deadline for response of 31st October 2025.

ACTION: JO

(c) To note that the survey will be promoted on the Town Council's website, social media, and through the Frodsham Business Network and Pub Watch. It will be available to complete online via the Town Council's website, with hard copies provided on request.

NOTED

12. Office move

- (a) To note the updated report which includes 44 Main Street, Frodsham.

NOTED

- (b) To agree action to be taken.

RESOLVED: It was agreed to proceed with taking on the lease for the ground floor. The Clerk will contact the agent to make the necessary arrangements, following review and approval by the solicitor engaged by Frodsham Town Council.

ACTION: JO

13. FTC/FYA/FCA lease update

- (a) To note the report provided by the Town Clerk and agree any action to be taken.

NOTED

- (b) To consider whether Frodsham Town Council should determine a date by which the new lease agreement must be completed, and to note that if the new lease is not completed and approved by that date, the Council resolve to retain the existing lease, which remains valid for 99 years from 1968.

RESOLVED: It was agreed to write to both associations asking them to agree to a date of 31st October to agree the Heads of Terms.

ACTION: JO

14. Governance Review

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

NOTED

- (b) To consider a special motion received in accordance with Standing Order 7(a) (Previous Resolutions), supported by written notice from three councillors (per Standing Order 9), seeking to reverse the resolution of Council made on 28/07/2025 minute reference 28/07/2025/16b and request a Governance Review.

Standing Orders were suspended to allow Cllr Garvey to take part in the discussion and then reinstated prior to the vote

RESOLVED: It was resolved to request that Cheshire West and Chester Council undertake a Governance Review to consider reducing the number of councillors from 16 to 12 and to review the ward boundaries to ensure an equitable distribution of electors across all wards. The motion was carried, 9:1 in favour.

ACTION: JO

15. Volunteer recruitment

- (a) To receive a verbal report from Cllr Moorcroft following the recruitment event held on 20/09/2025.

NOTED: Cllr Moorcroft provided a report and noted that a number of residents had attended and agreed to support the Town Council as volunteers for Civic Pride activities. The event was also attended by Cllrs J Critchley, R Drapeur, M Garvey (CWAC), H Hayes, J Moorcroft and P Lowrie.

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

RESOLVED: Cllr Moorcroft agreed to co-ordinate the information received from residents. Cllrs M Garvey (CWAC), H Hayes and J Moorcroft agreed to hold another event in the new year.

ACTION: HH/JM

16. Police & Crime Commissioners Meeting

To appoint a representative, in addition to Cllr Hayes (appointed representative to the PCC), to attend the Police and Crime Commissioner Borough, Town and Parish Council meeting on Tuesday 7th October 2025, 18:00–19:30, at Cheshire Police HQ, Winsford.

NOTED: No other councillor was available to attend.

17. Connections Locality Meeting (CWAC)

To agree additional representation, alongside Cllr Wood, at the meeting on Tuesday 14 October 2025 at 5:30pm at Forest Hills Hotel, Overton Drive, Frodsham, WA6 6HH, hosted by Del Curtis (Chief Executive), Amanda Perraton (Executive Director of Children and Families), and Vanessa Whiting (Director of Governance).

RESOLVED: The Town Clerk agreed to attend with Cllr Wood.

ACTION: GW/JO

18. Castle Park House

- (a) To consider the purchase of a plaque, discovered in a property in Kent, which was originally presented in 1878 to a trustee of Castle Park House following a court case, and to note the recommendation of Frodsham & District History Society that it be acquired for inclusion in the Castle Park House archives.

RESOLVED: It was agreed to forward the information to Cllr M Garvey (Chair Castle Park Trust) as custodians of the house.

- (b) To note that FTC has received correspondence from Frodsham & District History Society regarding their enquiry to the National Archives about the court case between the executors of Henry Berry's will. (Henry Berry was the father of Mrs Mary Wright and grandfather of the Wright children, the last residents and owners of Castle Park).

NOTED

- (c) To consider covering the cost of up to £109.85 for National Archives documents on the Henry Berry court case, as requested by Frodsham & District History Society, with an order deadline of 2 October 2025.

RESOLVED: It was agreed that FTC would cover the £109.85 fee for the National Archives.

ACTION: JO

19. Co-option

- (a) To note there is 1 applicant for the Overton & Five Crosses Ward.

NOTED

- (b) To consider co-opting the applicant for the Overton & Five Crosses Ward.

RESOLVED: It was agreed to appoint Cliff Hughes as Councillor for the Overton & Five Crosses Ward. Clerk to arrange induction.

ACTION: JO

20. Exclusion of press and public

- (a) To consider that, in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transactedⁱⁱⁱ (items 14b and 14c).

RESOLVED: It was agreed to exclude members of the public from the meeting due to the confidential nature of agenda items 20b and 20c.

- (b) To receive an updated confidential market report reference WM/17/09/2025 (i) and agree actions to be taken (ii).

RESOLVED: (i) The report was noted and no further action will be taken in respect of the report and (ii) a licence will be issued to the provider of the artisan market limiting the number of stalls.

ACTION: JO

- (c) To receive a confidential land report and agree actions to be taken.

RESOLVED: It was agreed to hold a meeting with residents to be attended by Cllrs Hayes, Neild and Wood together with the Clerk.

21. Close of Meeting

The meeting closed at 9.45pm

ⁱ <https://frodsham.gov.uk/wp-content/uploads/2024/02/Absence-Apologies-Policy-2024.pdf>

ⁱⁱ <https://frodsham.gov.uk/wp-content/uploads/2023/10/Public-speaking-at-meetings-2023.pdf>

ⁱⁱⁱ <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>