
Minutes from the Ordinary Meeting of Frodsham Town Council to be held in Castle Park Arts Centre Castle Park, Frodsham WA6 6SE held on Monday 28th September at 7pm

Attended by: Cllrs J Critchley (Chair), D Critchley, R Drapeur, A Holman, J Hook, C Hughes, R Lofts, P Lowrie, J Moorcroft, M Nield, M Sadler, B Wade, G Wood (Vice Chair), J O'Donoghue (Town Clerk) & C Bower (Cemetery Clerk and Admin Officer)

Also attended by: 7 members of the public, Cllr M Garvey & PCSO N Flanagan

TOWN COUNCIL MEETING MINUTES

MEETING 4

1. Apologies for absence

To approve apologies for absence: <https://frodsham.gov.uk/wp-content/uploads/2024/02/Absence-Apologies-Policy-2024.pdf>

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

2. Approval of the reason for non-attendance

To resolve, pursuant to Section 85(1) of the Local Government Act 1972, to approve the reason for Cllr F Pennington's failure to attend meetings of Frodsham Town Council and to approve their absence until the Annual Town Council Meeting in May 2027.

RESOLVED: It was agreed to approve the reason for Cllr F Pennington's failure to attend meetings of Frodsham Town Council and to approve their absence until the Annual Town Council Meeting in May 2027 (10-2 in favour with 1 abstention).

ACTION: JO

3. Declarations of interest

To note any declarations of interest: <https://frodsham.gov.uk/wp-content/uploads/2025/02/DECLARING-INTERESTS-FLOWCHART—QUESTIONS-TO-ASK-YOURSELF-output.pdf>

NOTED: There were no declarations of interest.

4. Public Open Forum

To invite members of the public to speak on items on the agenda: <https://frodsham.gov.uk/wp-content/uploads/2023/10/Public-speaking-at-meetings-2023.pdf>

NOTED: Three residents spoke regarding the proposed Twilight Markets.

It was noted that the proposed Twilight Markets have been instigated by the owner of the Royal Market Charter and are not a Frodsham Town Council initiative or event. They are proposed to be operated by D&D Markets under licence from Thursday Markets under the Royal Market Charter, commencing on Thursday 12 November 2026 and operating on 6 consecutive Thursday evenings from 4pm to 8pm.

Residents expressed concerns regarding:

- the potential impact of proposed live music and entertainment on nearby residents;
- the lack of consultation with residents, particularly those who pay for residents' parking permits;
- potential disturbance to families with young children;
- the absence of identified provision for residents' parking during the markets;
- the possibility that residents returning from work may be unable to park near their homes;
- the potential impact on existing hospitality businesses if their customers experience difficulty parking;
- the potential impact on other shops and businesses;
- road safety, given the volume of traffic using Main Street and its use as an alternative route when incidents affect the M56; and
- waste management, with residents referring to concerns they have experienced following the existing weekly Thursday Market.

Cllr Garvey (Cheshire West and Chester Council) requested that the concerns raised by residents be forwarded to him so that he could raise them with the relevant CWAC officers.

Two members of the public attended the meeting in relation to Planning Application 26/02915/PIP – Land off Hawthorne Road, Frodsham, Cheshire, which proposes 7 residential pitches for a transit traveller site. It was noted that the application is due to be formally considered by the Amenities & Planning Committee at its meeting on 19 October 2026 and was therefore not considered by Full Council; however, Cllr M Garvey addressed the application under Item 6a.

5. PCSO

To note the report provided by PCSO N Flanagan.

NOTED: The report was noted, together with a request from Cllr Sadler that PCSO Flanagan raise awareness of litter picking and responsible disposal of litter with pupils during his visits to local schools.

6. Cheshire West and Chester Council

a) To note the report provided by Cllrs Garvey and Sumner.

NOTED: The report was noted. Cllr Garvey explained the Permission in Principle (PiP) process and advised that CWAC, as the Local Planning Authority (LPA), can only take material planning considerations into account when determining the application. Cllr Garvey reported that he had submitted an objection to Planning Application 26/02915/PIP on the grounds of highway impacts, ecological impacts and flood risk. He advised that he would arrange a meeting to which concerned residents would be invited and emphasised the importance of FTC referring, in any representation submitted to the LPA, to the relevant policies of the Frodsham Neighbourhood Plan, which forms part of the statutory development plan and is therefore relevant to the determination of the application.

b) To agree any action to be taken.

NOTED: Residents meeting to be arranged by Cllr Garvey as per item 6a.

7. Approval of minutes

To approve the minutes from the Town Council Meeting held on 27/07/2026.

RESOLVED: The minutes were approved.

8. Community Governance Review

To note the report provided by the Town Clerk and agree response.

Standing orders were suspended to allow Cllr Garvey to take part in the discussion where he advised interested Councillor to attend the Governance Review Committee to attend and register their wish to speak at the meeting to be held on 12/10/2026.

RESOLVED: that Frodsham Town Council's formal response to the Cheshire West and Chester Council Community Governance Review consultation reflect the following two separate decisions.

At the request of Cllr J Critchley, a named vote was recorded.

i) Number of Councillors

Members considered the proposal to reduce the number of Frodsham Town Councillors from 16 to 12.

Cllrs D Critchley, R Drapeur, A Holman, J Hook, C Hughes, R Lofts, P Lowrie, M Nield, M Sadler, B Wade and G Wood voted in favour of retaining the existing 16 councillors.

Cllrs J Critchley and H Moorcroft voted in favour of reducing the number of councillors from 16 to 12.

Voting result: 11 votes to retain 16 councillors and 2 votes to reduce the number to 12.

RESOLVED: by 11 votes to 2, that Frodsham Town Council supports the retention of 16 councillors and does not support the proposed reduction to 12 councillors.

ii) Retention or Removal of the Four Wards

Members separately considered the proposal to remove the existing four wards and elect councillors to represent Frodsham as a whole.

Cllrs D Critchley, R Drapeur, J Hook, C Hughes, R Lofts, M Nield, B Wade and G Wood voted in favour of retaining the existing four wards.

Cllrs J Critchley, A Holman, P Lowrie and H Moorcroft voted in favour of removing the existing four wards. Cllr M Sadler abstained.

Voting result: 8 votes to retain the four wards, 4 votes to remove the four wards and 1 abstention.

RESOLVED: by 8 votes to 4, with 1 abstention, that Frodsham Town Council supports the retention of the existing four wards and does not support the proposal to remove the ward structure.

iii) Representation at CWAC

It was further RESOLVED that Cllr G Wood, Vice Chair of Frodsham Town Council, and Cllr M Nield attend the Cheshire West and Chester Council Governance Review Committee meeting on 12 October 2026 to represent Frodsham Town Council and speak in support of the Council's agreed position.

The Town Clerk was authorised to submit the Council's formal consultation response to Cheshire West and Chester Council and to obtain details of the arrangements for Cllrs Wood and Nield to register to attend and speak at the Governance Review Committee meeting.

ACTION: JO

Standing Orders were re-instated

9. Chair's report

To receive a report from the Chair and Vice Chair on events attended on behalf of the Council.

NOTED: Cllr J Critchley provided a list of dates of meetings attended which is appended to the minutes (Appendix A).

RESOLVED: It was agreed that all councillors would be notified of any future meetings with the holder of the Royal Market Charter and given the opportunity to attend.

10. Finance

- a) To approve the Finance Report for August 2026.

RESOLVED: The report was approved.

- b) To note that £150,000 was transferred to the CCLA investment account on 15/07/2026.

NOTED

- c) To note that £20,000 was transferred from the CCLA investment account to the Co-operative current account on 22/09/2026.

NOTED

- d) To appoint a councillor to carry out the bank reconciliation checks as at 31st August 2026.

RESOLVED: It was agreed to appoint Cllr Wood to carry out the bank reconciliations checks.

11. NJC Pay Award 2026–27

To note that the National Joint Council for Local Government Services (NJC) has agreed the revised pay scales for 2026–27, effective from 1 April 2026. The pay award represents a 3.3% increase on the 2025–26 pay

scales and has been applied, with effect from 1 April 2026, to all eligible members of staff in accordance with their contractual terms and conditions of employment.

NOTED

12. Frodsham Community Association

- a) To note that Frodsham Community Association has notified the Council of its intention to install an access ramp to the rear of the building at a cost of £3,110 and has requested a contribution from FTC as landlord. Under the terms of the lease, responsibility for alterations rests with the Association.

Standing Orders were suspended to enable a representative of Frodsham Community Association to speak

NOTED

- b) To consider whether FTC wishes to make a financial contribution towards the works.

NOTED: It was suggested that Frodsham Community Association makes a grant application to outside organisations and also through the FTC Grants Scheme 2026.

Standing Orders were re-instated

13. Twilight Markets

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

NOTED

- b) To agree any action to be taken.

NOTED: No further action to be taken at the present time.

14. Artisan Market

- a) To note the report provided by the Town Clerk regarding the TROs and expiry of the current licence agreement.

NOTED: The Clerk provided a verbal update and a report is appended to the minutes (Appendix B).

- b) To consider the proposed 2027 market dates and arrangements for issuing a new licence agreement.

RESOLVED: The decision was deferred pending receipt and consideration of the Business Survey report and further consideration at an Extraordinary Meeting of the Town Council on a date to be confirmed. Clerk to inform Independent Street Events Ltd.

ACTION: JO

15. Staffing Committee

To note that the Staffing Committee met on 2nd September and that the draft minutes from the meeting are available [online](#).

NOTED

16. External Audit

To note that the 2025/26 External Audit has been completed by PKF Littlejohn LLP, with no issues or matters arising, and that the statutory Notice of Conclusion of Audit has been published on the Council's website.

NOTED

17. Working Groups

- a) To note that Frodsham Town Council has been invited to attend the next meeting of the Cheshire West and Chester Council Market Towns Joint Members Working Group, and to nominate and agree the Council's representatives to attend.

Standing orders were suspended to allow Cllr Garvey to take part in the discussion

RESOLVED: Cllrs J Critchley (Chair) and Cllr G Wood (Vice Chair) were appointed to attend future meetings of Cheshire West and Chester Council Market Towns Joint Members Working Group.

- b) To consider re-establishing the Promoting Frodsham Working Group, to agree its purpose and appoint members.

RESOLVED: Councillors to put themselves forward to represent this group via the Town Clerk.

ACTION: JO

- c) To consider the potential overlap between the Council's Civic Pride activities and the Cheshire West and Chester Council Highways Volunteer Scheme, and to agree the appropriate way forward.

RESOLVED: To defer to a future meeting of full council to enable Cllr Hayes to take part in the discussion.

ACTION: JO

- d) To consider establishing a Brio Working Group to explore potential funding options, and to agree its membership and remit.

RESOLVED: Councillors to put themselves forward to represent this group via the Town Clerk. Cllr J Critchley (Chair) agreed to attend the working group and produce notes from the meeting.

ACTION: JO/JC

18. Royal Death Protocol

To approve the protocol for marking the death of the sovereign or a senior member of the royal family.

RESOLVED: The protocol was unanimously approved.

19. Meeting with Find it in Frodsham

To note the report provided by the Town Clerk.

Standing Orders were suspended to enable Cllr Garvey to participate in the discussion. Cllr Garvey advised that he would raise with Cheshire West and Chester Council Highways the possibility of extending the permitted parking period on Main Street from two hours to three hours.

NOTED

Standing Orders were re-instated

20. Co-option

To consider the two applications for the one vacant position of Councillor for Waterside Ward and agree co-option.

NOTED: One candidate withdrew from the process and one candidate did not attend the meeting. No co-option was approved.

RESOLVED: It was agreed not to proceed with co-option pending result of the Community Governance Review currently being conducted by Cheshire West and Chester Council.

21. Close of meeting

The meeting closed at 20:15

**APPENDIX A
CHAIR'S REPORT**

List of meetings attended by Cllr J Critchley

28 July	CWAC Community Governance Review Committee
29 July	Catch up meeting with Mike Garvey + Will Cook
3 Aug	FTC Events Committee
6 Aug	CHALC Finance Committee
10 Aug	Food & Drink Event debrief meeting
10 Aug	FTC Amenities and Planning Committee
11 Aug	Meeting with Town Clerk – Finance Regulations
12 Aug	Catch up meeting with Mike Garvey + Will Cook
17 Aug	Catch up meeting with Mike Garvey + Will Cook

24Aug	Catch up meeting with Mike Garvey + Will Cook
26 Aug	FTC Staffing Committee
2 Sept	FTC Staffing Committee
2 Sept	FTC/Find it in Frodsham meeting
3 Sept	CHALC Board meeting – presentation from the Labour Candidate for Combined Authority Mayor
5 Sept	Residents meeting – Manley Road Traffic issues
7 Sept	FTC Events Committee
10 Sept	CHALC Training: Roles and Responsibilities
14 Sept	FTC Amenities and Planning Committee
15 Sept	CHALC Training: Staff Appraisals
15 Sept	Seminar on Managing Tree-related liability
22 Sept	CHALC Training: Finance for Councillors
23 Sept	CWAC Market Towns Regeneration Working Group: Frodsham Sub-group

APPENDIX B ARTISAN MARKET REPORT

Artisan Market – 2027 TROs and Licence Agreement

To note that the current Traffic Regulation Orders (TROs) expire following the December 2026 Artisan Market. The Town Clerk has previously submitted the TRO applications on behalf of Frodsham Town Council, as the Council licenses the market, with all associated costs met by Independent Street.

To note the proposed 2027 Artisan Market dates as follows: 30 January; 27 February; 27 March; 24 April; 29 May; 26 June; 31 July; 28 August; 25 September; 30 October; 27 November; and 18 December 2027 (third Saturday to avoid the Christmas period).

To further note that the current licence agreement expires on 28 February 2027 and that a new licence agreement will need to be considered and issued shortly to provide sufficient certainty for Independent Street to plan the 2027 market programme, including staffing, entertainment, TROs and arrangements with Cheshire West and Chester Council for waste management and other operational requirements.