

# GREAT SANKEY PARISH COUNCIL

Minutes of meeting: Wednesday 12<sup>th</sup> November 2025  
Tim Parry Community Centre

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<b>Chair:</b>	P. Watson		
<b>Councillors:</b>	B Simpson	S Pennington	A Muqeem
	N Catlow	A Morley	S Parish
	T Williams	L Hussain	H Cooksey
	M Hussain	N Cotter	

**1. To receive apologies for unavoidable absence.**

Apologies were received from Cllrs Wren & Lynas.

**2. To approve the minutes of the meeting held on Wednesday 8<sup>th</sup> October 2025.**

*PARISH/2025/89: To approve minutes of the meeting held on Wednesday 8<sup>th</sup> October 2025 as a true and accurate record (LGA 1972, Sch 12, para41(1)).*

**3. To receive any declarations of interest.**

None.

**4. Police Liaison & PCSO report.**

The report was noted. Thanks were given to PCSO Matt Kirkham for his help to prevent unauthorised firework displays on Parish Council land both leading up to the event and for the patrols on 5<sup>th</sup> November. Councillors Watson, Wren and Pennington also checked Tim Parry Recreation Ground and Vicarage Community Park for signs of set-up during the early evening. No displays were attempted on GSPC sites due to the notices posted prior to the day; it was understood that a display did take place on Stocks Lane field which is being investigated further by Police and WBC.

**5. Community Projects Committee: to receive the draft minutes of the meeting held on 16.10.25**

The draft minutes had been circulated. There were no recommendations for discussion; it was explained that the discussions had related to options for Sankey Fun Day and the Committee will continue these once additional information has been received. Councillors were encouraged to forward any comments to Cllr Morley, Chair of the Community Projects Committee.

**6. Finance Committee:**

**6.1 to receive the approved minutes of the meeting held on 21.10.25.**

Received and noted.

**6.2 to receive the draft minutes of the meeting held on 4.11.25 and note decisions made under delegated authority**

Received; the decisions authorised by the Finance Committee under delegated authority were:

FC/2025/97: not to proceed with a Christmas Tree for 2025. Quotes received were prohibitively high and because of the short timeframe there had not been time to consider alternative options. The Community Projects Committee will discuss options for Christmas trees, decorations and/or lights for 2026.

Several donations were also authorised (*note*, the Finance Committee is authorised to give donations of up to £100 without further reference to full Council): Whittle Hall Toddler

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Group, £50; Hood Manor Bingo Group, £50; GNWA5, free use of Hood Lane Community Centre for Christmas food donation parcels and £100.

## 6.3 to consider any recommendations requiring full council approval.

The following recommendations were approved from the Finance Committee meeting of 21 Oct, which was an initial discussion on the 2026/27 budget,

**PARISH/2025/90:** *To build up earmarked reserves for the development of community gardens at Childs Wood Field, and to create a reserve pot for the future replacement of play equipment.*

**PARISH/2025/91:** *To increase the General Reserve by £10k per year over the next 3 years.*

**PARISH/2025/92:** *To set a maximum subsidy level for community centres with phased increases in hire rates implemented to meet this level and a framework drawn up to link hire rates to the CPI.*

Decisions on two of the recommendations from the Finance Committee were deferred until the December Parish Council meeting. These were FC/2025/91 regarding the potential start date for a second apprentice pending comment from the Parish Estates Committee meeting to be held on 19.11.25, and FC/2025/92 regarding a suggested donation amount for Warrington Armed Forces Day pending information from the organisers.

**PARISH/2025/93:** *To defer final decision on recommendation FC/2025/91 regarding the start date for a second Horticultural Apprentice pending comment from the Parish Estates Committee.*

(approved by majority, Cllrs Simpson & Catlow against)

**PARISH/2025/94:** *To defer final decision on recommendation FC/2025/92 (donation for Warrington Armed Forces Day) to the December Parish Council meeting pending information from the organisers.*

(approved by majority, Cllrs Simpson & Watson against)

Recommendations from the Finance Committee meeting of 4 Nov were approved as follows:

**PARISH/2025/95:** *To purchase for an intercom access control system for the Parish Office, £2247.59 +VAT (LG (Misc. Prov.) Act 1976 s19)*

**PARISH/2025/96:** *To purchase, including installation, a mezzanine floor for the unit on Penketh Business Park, £6,500 + VAT (LGA 1972 s111)*

**PARISH/2025/97:** *To purchase a laser level with tripod; staff to make final decision on the item, c. £600 + VAT (LGA 1972 s111)*

**PARISH/2025/98:** *To give donations to,*  
Mature Movers, £150  
Cheshire Search & Rescue, £250  
Warrington Open Doors at Christmas, £250  
Sankey Seniors, £200

(LGA 1972 s137)

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**PARISH/2025/99:** *To assign the Parish Estates Committee to consider an Operations Strategy for organised sports for the Parish Playing Field and Tim Parry Recreation Ground.*

## 7. Employment Committee

### 7.1 to receive the draft minutes of the meeting held on 29.10.25 and note decisions made under delegated authority

The minutes were noted. Councillors wished to express their pride in the achievement of the Horticulture Apprentice in gaining a place in the final of the UK WorldSkills Landscape Gardening competition which demonstrates his ability, determination and eagerness to learn all aspects of the role.

### 7.2 to consider recommendations requiring full council approval.

All recommendations were approved with no comment.

**PARISH/2025/100:** *To,*

- *offer a full-time contract as a Gardener to the apprentice on completion of the current course, standard GSPC contract details to apply.*
- *offer a salary at SCP 8 on the NJC pay scales with scope for future increases with training and experience.*
- *agree further training to Level 3 Practical Horticulture. Course fees (c. £1,500) to be paid by GSPC with agreement for this to be reimbursed on a pro rata basis if the staff member leaves before the completion of the course.*

**PARISH/2025/101:** *To increase caretakers wages in line with the Living Wage Foundation from April 2026.*

**PARISH/2025/102:** *To retain pension contributions at their current level of 6% employer, 2% employee (8% in total). AVCs will be matched by GSPC up to a maximum level of 10% from the council.*

**PARISH/2025/103:** *To approve a compressed working week for the Clerk, typically from Tues-Fri, 8.30am-4.30pm with flexibility to allow for cover within the Parish Office as needed.*

**PARISH/2025/104:** *To approve an employee Christmas bonus of £100 per employee.*

**PARISH/2025/105:** *To approve the draft Employee Code of Conduct.*

**PARISH/2025/106:** *To accept the Council's Health & Safety Policy documents.*

**PARISH/2025/107:** *To accept the risk assessments for community centres, council business and outdoor spaces. To forward the risk assessments for the grounds' operations to the H&S consultant for review.*

### 8. To receive a presentation on GSPC strategic aims and focus for discussion.

The purpose of the document is to set out the main aims and focus of the parish council which will help to develop and deliver relevant projects, support residents, provide high quality community centres and green spaces whilst remaining financially prudent and sustainable. The initial draft was presented as a starting point for discussion and will be

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forwarded following the meeting for members to provide comments and suggestions for the next Parish Council meeting. Councillors were also asked to review the discussion paper given at the September Parish Council meeting which will also be forwarded.

- 9. To consider planning applications received by the Council and decide if any**  
None.
- 10. To consider correspondence received by the Council and decide if any action is required.**  
None.
- 11. To receive verbal reports from Parish Councillors and from Borough Councillors on items of note within the Parish.**  
The Chair thanked Cllrs Pennington and Catlow for their efforts helping to organise the Remembrance Sunday parade and service as well as councillors for their support on the day.

## Part 2 Discussion

- 12. To receive information on the Agreement for Lease for Sankey Station House**  
Members were informed that the Agreement for Lease had been agreed by Sankey Station CIC and had been referred to Arch Co. for final agreement. There is a requirement for the plans for the works to be approved by both the Landlord (GSPC) and the Superior Landlord (Arch Co.). Since the CIC is under pressure to move ahead with the works as soon as possible because of funding deadlines, the CIC requested that the council arrange an extra meeting to approve the plans before the December Parish Council meeting, should this be necessary. Councillors were asked to monitor their emails to agree a date if this situation arises.