THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING

MINUTES

WEDNESDAY 18th FEBRUARY 2026, 7.00PM
MEETING HELD AT COMMUNITY HALL, MANCHESTER ROAD, HOLLINS GREEN.

Present

Name	Position
Council Members:	
Julie Eastty	Chair
Liz Clarke	Vice Chair
David McLachlan	Councillor
Julie Givvons	Councillor
Anne Oldham	Councillor
Others:	
Nick McCarthy	Clerk to the council
Rob Tynan	Ward Councillor Rixton and Woolston
Apologies:	
Keith Whittam	Councillor
John Silke	Councillor
Absent:	

Ref	Agenda item number and Discussion	Action
	Code of Conduct – Declarations of Interest ***Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012*** *Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda, no later than when the item is reached. Declarations are a personal matter for each Member to decide. Whilst officers will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on their circumstances. The Parish Council will take account of Section17 of the Crime and Disorder Act in all their discussions and decisions.* ***For noting:*** *Please ensure the Clerk is formally notified if Parish Councillors are unable to attend meetings, preferably with no less than 48-hours' notice. Failure to attend for six consecutive meetings will lead to de-selection*.	
260	**1 APOLOGIES** Attendance and apologies were detailed as above. Actions – none	
261	**2 DECLARATIONS OF INTEREST** None Actions - none	
262 **262a**	**3 COMMITTEE REPORTS** **A. Warrington Borough Councillors** Ward councillors liaise with Warrington Borough Council (WBC) and the Parish Council (PC) on issues as reported and required. Ward Councillors are invited to attend meetings. **Cllr H Cooksey:** No updates sent. **Cllr L Sheridan:** No updates sent. **Cllr R Tynan:** Report of concerns of A57 condition/mud due to work at ELAN house building site. Noted work has been identified for highways repairs/pothole fixing.	

	Actions – none	
262b	**B. Police –** A written update on criminal activity report for Jan/Feb (with latest actions and issues during the month) was provided for the meeting from PCSO. Report shown as ***Annex A.*** Action – none	
263c	**C. Community groups** **Community Hall: L Clarke, 26th January** No relevant updates for the parish council **Friends of Hollinfare Cemetery: L Clarke 17th February** One plot of grave restoration completed, a new plot has been identified. **Community Plan Group: J Givvons 16th February** Noted that there will be no summer Carnival this year (noted: this will be a saving in the PC budget for 2025/26). **Friends of Glazebrook Station: J Silke/J Eastty** Awarded 'best kept station' in February – for the third year in succession. Well-done to all involved. Building waste/fly tipping has been reported, and a skip organised for Saturday 21st Feb. Action – none	
264	**4 MINUTES & MATTERS ARISING** • The minutes of the Parish Council meeting held on *21st January* were shared with the Parish Council. Any errors/omissions were reported to the clerk before the signing of the minutes. The minutes were signed by the Chair for Audit purposes as a true record and will be published on the council website at the end of *January. Cllr Eastty* proposed the minutes to be moved, seconded by *Cllr Clarke*. • No additional matters arising were received for the meeting on *21st January.* Action – none	
265	**5 ACTION PLAN** The Action Plan from the meeting of the *21st January* has been updated and attached as ***Annex B.*** Any matters unresolved will be added to the next action plan, this will be reviewed and updated at the next meeting. Action – none	
266	**6 CORRESPONDENCE** Items of urgent correspondence have been shared with the Parish Council (*22nd January and 18th February)* and dealt with as appropriate. Additional items brought to the attention of the Parish Councillors for noting/action, are detailed below. Community Hall Treasurer contacted the Parish Council (PC) to inform of contact to WBC to obtain S106 money. This has been pursued by the PC previously. In addition, an informal request was made asking if the PC would be able to contribute to future of funding of solar panels at the Community Hall. It was agreed that, in principle, this would be ok and be supported by the Parish Council. However, the recommendation would be to secure appropriate government grand funding, use of own reserves and other partner investment, and be subject to a breakdown of costs and funding streams. Clerk informed SLCC membership will be paid in April (due to their revision of invoicing) resulting in a saving this year.	

	Discussion on trustees identified on Charities website. Agreed all PC members to be named (and updated by the clerk, as and when necessary) Clerk informed contact with Cheshire Archives to store old parish records (going back to 1934). Minutes and Cash receipt statements requite indefinite storage and advised by CHALC this would be the most appropriate action. Clerk to pursue from September 2026. Action – 1 Clerk to update Charities website with member details as trustees 2 Clerk to liaise with Chesire Archives to store historic parish records (from Sept 2026)	1 NM 2 NM
267	**7 CHARITABLE DONATIONS / GIFTS AND HOSPITALITY** No items of gifts/hospitality were received to the parish council/councillors. No other charitable/donation requests were received by the clerk and parish councillors. Action - none	
268	**8 PROJECT UPDATES** **A.** Recreation Ground – *No additional updates*. **B.** Glamis Wood – *No additional updates* **C.** Parish Council website – *Clerk to maintain website and social media (ongoing). Important events and good news stories to be shared when available. Members of the council and residents are encouraged to follow/like the page -* www.facebook.com/RixtonWithGlazebrookParishCouncil *The Parish Council website is being regularly updated, website below.* https://rixtonwithglazebrook-pc.gov.uk P **Note:** Planning notifications received are shown on the website (from April 2025) **D**. Look of the Parish – *No additional updates* Action – none	
269	**9 ACCOUNTS FOR PAYMENT** RESOLVED: - That approval be given to the payment of the following: Cheques grouped, where possible, to reduce banking charges. Parish Council using electronic banking payments (to external suppliers only). These are agreed and authorised at the monthly meetings – statements are cross checked/authorised for audit purposes. **Other Expenditure updates** • Q3: List of all transactions 01/04/24 to 31/12/25 presented to the Parish Council and demonstrated to match opening/closing bank statements, providing financial assurance of the cashbook as of December 2025 and shown as ***Annex C***. Q4 to be presented Apr 2026 • Chair signed bank statements, to confirm online payments (ad hoc) Action – none	

Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137
000097	18/02/2026	Reimburse employee 1		£13.49 £6.50	Printing contract charges Jan/Feb Paper	
Online 41	18/02/2026	Lloyds Bank		£ 4.25	Bank Charges Dec/Jan	
Online 42	18/02/2026	ICO		£ 52.00	ICO Data Protection	
Online 43	18/02/2026	RwG Community Hall		£ 157.50	Hall Hire (Oct to Mar) 5 x £31.50	

270	**10 AUDIT / BUDGET / FINANCIAL STATEMENTS** **Internal audit** • Internal Audit completed WBC 27th May. • All AGAR documents, including Internal Audit (and supporting statements) published on website. • Next review, scheduled for 26th May 2026. **Actions from Audit** **External audit** • AGAR submissions completed 01/07/2025 and approved by external audit. Documents published on website 17/09/2025. **Budget Allocation** • Q3 2025/26 monitoring presented to councillors, showing a provisional £555 annual overspend. See ***Annex D***, Q4 to be presented April 2026. Signed by Clerk and Chair • Draft Annual 2026/27 budget shared and discussed with councillors Nov25 agreed in principle, subject to final precept confirmation from WBC, Chair's approval and month end transactions. Clerk to revise budget and share with councillors. On confirmation and agreement. Clerk to request 5% increase. • Final Budget for 2026/27 confirmed January 2026 meeting attached as ***Annex F***. Parish council requested 5% (£1,220) increase to meet the annual budget requirement. Precept offer received of £25,940 an increase of £73. • Next annual budget review (2027/28) due Nov 2026, then Jan 2027. • Insurance Policy for 2025/26 agreed, commencing 01/08/2025. Next policy quote expected Jul 2026 **Reserves** • Interim review Earmarked Reserves Jan 2026 – See ***Annex E***. • Full Review due May 2026. **Asset Register** • Full year Review agreed March 2025 – See *Annex C*. • Interim Review July 2025 – see ***Annex E.*** Next Full Year Review - March 2026 **Business Intelligence** • Clerk shared graphs/tables on Charitable Donations (proportions to groups) and budget v spend – see ***Annex F.*** Next update, during Q1 2026/27 (for year end 2025/26). **Risk Assessment Register** • Year-end reviewed and agreed March 2025 - See *Annex D*. Next Review March 2025. **Income** • VAT Claim submitted for £4274.08 (Feb 2024 to Feb 2025) and paid into new a/c. • Next VAT Claim, February 2026, then March 2026 (for final year end) • Precept for 2025/26 paid May 2025. 2026/27 payment due April/May 2026. Clerk confirmed amount received includes 3% increase. **Other** • Clerk updated councillors on current WBC budget concerns, and the identified savings to be made due to possible changes to service provision. Noted.	3 NM

	Action – 3 Clerk to submit VAT return at end of the month (Feb)	
271	**11 POLICY UPDATES** • Standing orders reviewed and accepted for 2025/26, next review Apr 2026 • Co-Opt policy document reviewed and accepted April 2025, next review Apr 2026 • Code of Conduct policy reviewed and accepted April 2025, next review Apr 2026 • Financial Regulations policy reviewed and accepted April 2025, next review Apr 2026. • Terms of Reference reviewed and accepted April 2025, Next Review Apr 2026 • Above documents accepted, proposed by Cllr Eastty, seconded by Cllr Silke • Charity status Return to HMRC November/Dec 2025 (completed by 31/01/25) • No further policy updates as of *February 2026* **PUBLIC RIGHTS OF WAY (PRoW)** • No other Public Rights of Way updates as of *February 2026.* Action –	
272	**12 PLANNING APPLICATIONS** The Council considered the following planning applications which have been shared electronically. Provisional remarks have been made, which are subject to change following further scrutiny: Received from WBC (*January 22nd to February 18th, 2026*) Application No: 2025/01775/FULH, the details of which are below: Application Type: Full Planning (Householder) (Householder Development) Location: 32 Claydon Gardens, Rixton-with-Glazebrook, Warrington, WA3 6FA Proposal: Single-storey rear extension and garage conversion. **The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.** Application No: 2025/01826/VARC, the details of which are below: Application Type: Variation of Conditions (Householder Development) Location: 43 Claydon Gardens, Rixton-with-Glazebrook, Warrington, WA3 6FA Proposal: Variation of Condition No. 2 (Approved Plans) attached to planning permission 2025/01410/FULH to allow for change, (500mm extra projection into garden & less glazing to rear wall). **The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.** **ENFORCEMENT** **Raised –** • ENF/26/10921: Glazebrook Railway Station. Untidy land to the rear of station **Resolved –** • ENF/24/10461: 25 Carlton Way. Alleged unauthorised change of use to rear of property (garden extensions). Multiple Brach identified, not expedient to pursue. • ENF/24/10460: 23 Carlton Way. Alleged unauthorised change of use to rear of property (garden extensions). Multiple Brach identified, not expedient to pursue • ENF/24/10454: 21 Carlton Way. Alleged unauthorised change of use to rear of property (garden extensions). Multiple Brach identified, not expedient to pursue • ENF/25/10874: 11a School Lane. Multiple Reasons Construction made of tyres. Multiple Reasons. Action - 4 Clerk to make any necessary comments to planning team, and any other actions as detailed above. And to ensure website is updated.	3 NM

273	**13 SPECIAL AGENDA ITEMS** None Action – none	
274	**14 GENERAL MATTERS** Any general matters discussed, not picked up earlier, are noted below… Cllr Givvons for noting: Nitrogen cannisters discarded at layby (opposite stables on Dam Lane) reported to Police. Cllr Givvons for noting: Litter picks identified entrance to Loves as an area of high volume of detritus. Cllr Givvons reported pothole outside 1 Briar Ave. Clerk to report to WBC Cllr Givvons reported pothole at Birch Road/School Lanes. Clerk to report to WBC. Cllr Oldham raised concern of resident relating to container units at Brook Lane. Clerk to contact WBC and Cllr Oldham to inspect. **The next Annual Parish Meeting will be held at 7:00pm, 15th April 2026** Members of the community are invited to attend. **The next parish council meeting will be held at 7.00pm, 18th March 2026** Parish Councillors can be contacted by email **Councillors and residents are encouraged to use the WBC contact service for issues such as potholes, fly tipping, street lights etc.** https://www.warrington.gov.uk/report-and-apply Action 5 Cllr Givvons to send photo evidence. Clerk to contact WBC to report pothole at 1 Briar Ave 6 Cllr Givvons to send photo evidence. Clerk to contact WBC to report pothole at Birch Road/ School Lane 7 Clerk to contact WBC to enquire on planning concern for containers at Brook Lane, Cllr Oldham to inspect and report back to clerk/council.	4 NM 5 NM 6 NM

ANNEX A

Rixton with Glazebrook

February 2026 - Monthly Parish Report

Neighbourhood Beat Sergeant PS Ryan Cunliffe
Neighbourhood Beat Officer PC David Reddington
PCSO Bethan Roberts

Anti-Social Behaviour

0 Personal (0), environmental (0), youth issues (0)
Personal/environmental include neighbour, parking/traffic, domestic related

Burglary

0 Dwelling
0 Other

Criminal Damage

0

Vehicle crime

1 Theft of vehicle
0 Theft from vehicle

Other

- Speed monitoring School Lane 24 Jan – 14 to 21mph (20mph section)
- To continue tackling nuisance off-road motorbikes we need the following information – detailed descriptions of the motorbikes and riders, where the motorbikes are kept (lockups, garage locations), names if possible. Please quote 'Operation Scrambler' when you call Cheshire Police on 101 or online via the Report portal on the Cheshire Police website. Information can be given anonymously to Crimestoppers 0800 555 111

Rixton & Woolston PCSO Surgery at St Martins Methodist Church, Gig Lane, Woolston
Face to face drop-in surgeries – 26 Feb 1000 – 1100; 19 Mar 1000 – 1100

Rixton with Glazebrook Community Coffee Morning 1030 - 1130 – PCSO Surgery 16 Feb; 9 Mar
Dates/times subject to change at short notice due to operational commitments

ANNEX B

THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING

Update on actions from 22/01/26

Minute No	Action	Lead member	Progress/Feedback
379	**OUTSTANDING ACTIONS 2023/24** 10 All -report and evidence blocked gullies to Clerk. Clerk to report to WBC.	ALL/RT	Blocked gullies reported and passed to WBC 21/02/24 WBC-HWY-589705883 27/02 "*We have inspected the above case and will now raise an order to complete the necessary work. We will contact you again shortly to confirm when this work will take place."* Clerk escalated to WBC councillors 20/06/24. WBC councillor(s) to progress 19/09/24. Emailed WBC councillors 21/11/24**.** Cllr Sheridan reported to WBC March 2025. Clerk forwarded details to Cllr Tynan 18/09/25. 07/10/2025 Your case reference is WBC-HWY-753611733. **Clerk reported 05/02/26 WBC-GEQ-795135307. "16/02/26 logged your report under the reference number WBC-HWY-799373845." "Under normal circumstances we aim for an inspection to take place within 10 working days."**
023	**OUTSTANDING ACTIONS 2024/25** 3 Clerk to contact WBC on re-siting missing litter bin on Manchester Rd (opp. Village Shop)	NM	Clerk reported bin request to WBC 16/05/24 WBC-STSV-615006499. 10/06/24 "This will be resolved when we receive replacement litter bins". 13/06/24 "The work has been added to our schedule. we have no bins in stock at the moment once we have the bins in this will be fitted and put in place." NM contacted WBC 190/9/24 WBC-GEQ-648328889 to chase original request. 24/09 update Your case reference is WBC-GEQ-648331394. Emailed WBC councillors 21/11/24. Clerk contacted WBC 17/04/25 WBC-GEQ-706840878. New case reference is WBC-STSV-708643357 "Apologies for the delay a replacement litter bin will be installed ASAP" 24/04/25. **Contacted WBC 05/02/26 WBC-GEQ-795133310. 13/02/26 "logged your enquiry under case reference WBC-STSV-798488236". "16/02/26 Apologies for the delay in installing this litter bin, subject to the agreement of the neighbouring properties, a new litter bin will be installed this week."**
039	10 Cllr Silke to inspect and repair/make safe playground equipment that has been chewed.	JS	Cllr Silke has smoothed edges of apparatus, waiting for inspection and paintwork, completed additional sanding – **painting to be completed Jan/Feb - update for next meeting**

045	28 Clerk to enquire on costs of replacement trees	NM/JE	Clerk contacted service provider for recommendation 20/06/24. Review TPO with PC in July. Clerk to contact suppliers for quotes (Lanes, Cadishead – 09/10/24). Black Poplar tree is not commonly available. Clerk requested alternatives 17/10/24, and 18/11/24. Cllr Eastty obtained quote for Oak Tree £309 from Lanes, all agreed planting charge of £100. Agreement made, waiting for delivery. **Cllr Eastty to chase Jan/Feb**
088	2 Clerk to report flooding/blocked drain (?) at Birch Road/Orchard Brow	NM/RT	Clerk reported flooding to WBC WBC-HWY-655378084 17/10/24. 22/10 "*We have inspected the above case and will now raise an order to complete the necessary work*.**"** Chased WBC 17/04/25 WBC-GEQ-706847289. New case reference is WBC-HWY-708645195. Clerk forwarded details to Cllr Tynan 18/09/25. 07/10/25 Your case reference is WBC-HWY-753613086. **Contacted WBC 05/02/26 WBC-GEQ-795136974. 13/02/26 "22/10/2025: Your report has now been reviewed, and I would inform you that the Highway Inspector has now visited site, and I can advise that they have been unable to find any visible defect at the time of inspection."**
102	10 Cllr Sheridan requested to pursue lighting concern on Elm Road/3 Ash Road. 11 Clerk to report kerbstone issue with WBC (Manchester Rd/St Helens Close, near Community Centre)	NM NM/LS	Update provided by Cllr Sheridan, to continue to pursue (March 2025). Clerk Contacted Torus 19/06/25. Clerk emailed Torus 18/09/25. 19/09/25 "email has been sent to Assets Team to be looked into". 22/09/25 "We have informed our Trees department, and they will be carrying out an inspection of the trees outside the property. Once the inspection has been completed, we will update you with the outcome." **Emailed Torus 05/02/26.** Clerk reported to WBC 21/11/24 WBC-HWY-664098253. Update 22/11 We have inspected the above case and will now raise an order to complete the necessary work. Reported by Cllr Sheridan March 2025**.** Clerk contacted WBC 19/06/25 WBC-GEQ-724421702. 23/06/25 I have forwarded your email onto highways requesting an update. We will update you once we receive a response. Clerk requested update from Cllr Sheridan 18/09/25. **22/09/25 "requested the lowering of curb last year and was told at the time it was not in the budget and would be looked at again after the financial year which has now been and gone. Requested again for the curb to be lowered, highlighting the fact there was a promise to look at this again"**
144	5 Cllr Silke to inspect and repair playground railings.	JS	Cllr Silke to inspect and repair, provide **update for next meeting in Feb.**

174	8 Clerk to contact Torus Hsg. to report damaged wooden fence rail. 12 Clerk to send information on Black Swan/double yellow lines request (Feb 2024) to Cllr Tyann	NM RT	Reported to Torus 23/05/25. Clerk emailed Torus 18/09/25. 19/09/25 "email has been sent to Assets Team to be looked into" **Emailed Torus 05/02/26. "06/02/26 I am sorry to hear that you have not had a response from the asset estate team I have re-sent this over to the team today". Photos sent 10/02/26.** Info sent to Cllr Tynan. Forwarded details to Cllr Tynan 18/09/25. **07/10/2025 Your case reference is WBC-TCM-753624376**
199	6 Clerk to migrate email correspondence to gov.uk address prior to 01/04/26 and to consult with website provider for new email usage/access and 2FA	NM	**Clerk to update email address before 01/04/2026 and 2FA**
216	9 Clerk to contact WBC to report concern on customer parking of the Greenery (Glazebrook Lane) and the impact on residents.	NM	Clerk contacted WBC 18/09/25 WBC-TCM-750312126. Police also reported incidents to WBC. **Clerk chased on 16/02/26 WBC-GEQ-799502210.**
236	3 Clerk to report damaged road sign at Moss Side Lane to WBC	NM	**Clerk reported sign 06/11/25. WBC-TCM-763138945**
243	5 Clerk to report damaged field (due to heavy plant) to school and WBC.	NM	Clerk emailed school and WBC 20/11/25. School stated issues should be directed to UU. Clerk emailed officer WBC 22/01. Cllr Clarke sent pics of field. **Clerk contacted WBC05/02/26 WBC-GEQ-795141557. 13/02/26 We will review the information and any supporting evidence provided. WBC-STSV-798488236 Contacted UU 05/02/26 – UU to send site inspector to report (by end of Feb)**
	ACTIONS to be completed from 21/01/26 meeting		
247	1 Clerk to send Cllr Oldham relevant Parish Council documents. 2 Clerk to inform WBC Democratic Service of Co-Opted councillor	NM NM	Clerk emailed Cllr Oldham 22/01/26. Clerk email docs to Democratic Services and updated website
251	3 Cllr Whittam to report public footpath concerns (flooding and stile) to WBC	KW	**Cllr Whittam reported to WBC 22/01/26**
253	4 Clerk to contact Holly Oak Trees Services for updates on remaining tree work (Glamis Wood, and Recreation)	NM	Clerk emailed tree contractor 22/01/26. Cllr Clarke confirmed tree on Rec Ground is still there. Work to commence July 2026
256	5 Clerk to update Publication Scheme for April 2026 and add to list of annual polices. 6 Clerk to send boundary review details to councillors and share consultation link on website/ Facebook.	NM NM	**Clerk to update publication scheme for April 2026** Clerk emailed Cllrs and replied to consultation. Link posted on website and Facebook 22/01/26
257	4 Clerk to make any necessary comments to planning team as detailed above.	NM	Clerk updated WBC any planning portal comments as required. To ensure website is updated. Completed 19/02/2026

259	8 Cllr Clarke to send pothole pics Manchester Road (Swan to Glazebrook Lane) and Clerk to report WBC.	LC/NM	Cllr Clarke sent pothole pics. Clerk reported to WBC 05/02/26 WBC-HWY-795118199. 13/02/26 We have inspected the above case and will now raise an order to complete the necessary work. We will contact you again shortly to confirm when this work will take place**.** **18/02/26 aim to complete by 10/03/26**
	9 Clerk to contact WBC for schedule on Road Sweeping	NM	Clerk contacted WBC Officer and WBC 22/01/26 WBC-GEQ-789247398. **Contacted officer 17/02/26**
	10 Clerk to report faded white lines on Manchester Road/Warburton Bridge to WBC	NM	Clerk contacted WBC WBC-GEQ-789252288. **Updated 29/01/26 WBC-HWY-792224719 we aim for an inspection to take place within ten working days.**