

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

C/o Town Hall  
West Annexe  
Sankey Street  
Warrington  
WA1 1UH



# PARISH COUNCIL

Interim Clerk to the Council:  
Julian Joinson

Tel/Fax: 01925 - 442112

Email: [jjoinson@warrington.gov.uk](mailto:jjoinson@warrington.gov.uk)

Web site: <http://winwickparishcouncil.org.uk/>

20 June 2018

**To: All Members of Winwick Parish Council**

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 26 June 2018 at 7.30 pm.

Yours sincerely

Julian Joinson  
Interim Clerk to the Parish Council

- 1. Apologies for Absence**
- 2. Code of Conduct - Declarations of Interest**

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.

The Clerk is available prior to the meeting to give advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the meeting of the Annual Parish Council held on 22 May 2018.

- 4. Updates on Issues from Previous Meeting(s)**
- 5. Question Time for Electors**
- 6. Written Motions Received**

7. **Police / Community Issues**
8. **Correspondence**
9. **Planning Matters**
10. **Finance Report** (*to follow*)
11. **Hermitage Green Telephone Box – Consultation Responses**
12. **Reports from Parish Council Committees**
  - Management Committee – 12 June 2018 (*to follow*)
13. **Reports from Approved Outside Body Appointments**
  - Rights of Way Forum (Cllr M Matthews)
14. **Ward Reports /Updates**
  - Houghton Green Ward  
(Councillors Bennett, Friend, Matthews and Purnell)
  - Peel Hall Ward  
(Councillors Emery, Gosney and Williams)
  - Winwick Ward  
(Councillors Gordon, Iddon and Mitchell)
15. **Date and Time of Next Meeting – Tuesday, 24 July 2018 at 7.30pm**
16. **Chairman to move to Part 2**

## **Part 2**

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Council may, by resolution, exclude the public (and press) from the following part of the meeting on the basis that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution (including the need to receive or consider recommendations or advice from sources other than members, committees or sub-committees) and arising from the nature of that business or of the proceedings.

**Nil**

**Winwick Parish Council**  
**Minutes of the Annual Meeting held on 22 May 2018**

**Present:** Councillors C Mitchell (Chairman), D Bennett, G Friend, A Iddon, M Matthews and D Williams.

**WPC.1      Election of Chair**

Mr Joinson, the Interim Clerk, sought nominations for the Chair for 2018/19. The nomination of Councillor Mitchell was moved and seconded. No alternative nomination was received.

Decision – That Councillor C Mitchell be appointed Chair of the Parish Council for the Municipal Year 2018/19.

Councillor Mitchell thereupon took the Chair.

**WPC.2      Election of Vice-Chair**

The Chair sought nominations for the position of Vice-Chair for 2018/19. The nomination of Councillor Matthews was moved and seconded. No alternative nomination was received.

Decision – That Councillor M Matthews be appointed Vice-Chair of the Parish Council for the Municipal Year 2018/19.

**WPC.3      Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Gordon, Gosney and Emery.

**WPC.4      Code of Conduct - Declarations of Interest**

There were no declarations of interest made.

**WPC.5      Re-adoption of Winwick Parish Council Code of Conduct**

The Interim Clerk reminded Members that the Parish Council had adopted a Code of Conduct on 26 February 2013, which mirrored the Code of Conduct adopted by Warrington Borough Council, following changes to the standards regime implemented under the Localism Act 2011. The Code had been re-adopted by Winick Parish Council in each successive year, thereafter.

On 28 February 2017, the Parish Council had revised its Code to include information about the handling of Members' Gifts and Hospitality.

Members were reminded that at the Annual Meeting last year the Council had been informed that Warrington Borough Council had revised Part B of its Code of Conduct to simplify the text in relation to registering and declaring disclosable pecuniary interests, to include a requirement for Members who have a disclosable pecuniary

interest to leave the room during the discussion or vote, and additional rules in relation to a number of other types of interest. The Parish Council had decided not to adopt those changes.

The Council was invited to re-adopt its Code of Conduct.

Decision – It was agreed to re-adopt the existing Winwick Parish Council Code of Conduct.

**WPC.6      Re-adoption of Winwick Parish Council Governance and Operational Procedures**

The Interim Clerk reminded Members that the Parish Council had previously adopted numerous governance and operational procedures. It remained good practice to review the policies on an annual basis.

The Council was invited to re-adopt the documents described in the report.

Decision -

- (1) To note and re-adopt the following policy documents:-
  - National Association Local Councils Standing Orders: 2010 Edition – as adopted on 24 September 2013 and last re-adopted on 23 May 2017.
  - Complaints Procedure – as re-adopted 23 May 2017.
  - CCTV Policy – as re-adopted on 23 May 2017, subject to references to Data Protection legislation being amended to refer to the new General Data Protection Regulation.
  - Leisure Centre Operational CCTV Policy – Implemented by Leisure Centre Manager on 4 April 2015, endorsed by the Council on 17 May 2016 and re-adopted on 23 May 2017, subject to references to Data Protection legislation being amended to refer to the new General Data Protection Regulation.
  - National Association of Local Councils 'Being a Good Employer Guide' – as re-adopted on 23 May 2017.
  - ACAS Procedures for dealing with employee grievance matters – as re-adopted on 23 May 2017.
- (2) To note the on-going development of a Data Protection Policy.

**WPC.7      Appointments to Committees**

Members were asked to consider re-establishing a number of Committees and to consider the appointments to those Committees.

There was a presumption that, where possible, Committees would include the Chair and / or Vice-Chair, as appropriate. The frequency of meetings and terms of reference for each Committee would normally be agreed at the first meeting of each Committee.

In the case of the Environment and Highways Committee, it was noted that the Committee had not met for some considerable time and that the majority of its work was now being reserved for full Council. It was, therefore, proposed to disestablish that Committee.

In the case of the Grievance Committee Members discussed the difficulties of reserving 'untainted' Members to be able to participate in later stages of the employment procedure, weighed against Members' need to know about key Council employment matters. The possibility of arranging joint committees with other parishes, or bringing in external human resources personnel to exercise employment functions was discussed. Members noted that efforts should normally be made to resolve any issues informally and at the lowest level possible in the first instance.

Decision –

- (1) To re-establish the following Committees for 2018/19 with the Terms of Reference as set out in the detailed report:-
  - Management Committee;
  - Grievance Committee;
  - Staffing Appeals Committee;
- (2) To appoint the following persons to those Committees:-
  - Management Committee - Councillors Matthews, Iddon, Gordon, Gosney and (subject to her agreement) Emery;
  - Grievance Committee - Any three Members of the full Council (normally to include the Chair) to be determined by the Clerk on a case by case basis as appropriate following consultation with the Chair;
  - Staffing Appeals Committee - Any three Members of the full Council normally to include the Vice-Chair) to be determined by the Clerk on a case by case basis as appropriate following consultation with the Chair;
- (3) That the Environment and Highways Committee be disestablished.

#### **WPC.8      Appointments to Outside Bodies**

Members were asked to consider the appointment of persons to serve on behalf of the Parish Council on a number of outside bodies.

Decision – To appoint the following persons to the outside bodies indicated:-

- Rights of Way Forum (Councillor Matthews)

#### **WPC.9      Minutes**

Decision – That, the Minutes of the meeting held on 24 April 2018 be agreed and be signed by the Chair as a correct record.

**WPC.10      Updates on Issues from Previous Meetings**

There was no schedule available on this occasion, outlining actions and referrals from previous meetings of the Council. A number of follow-up actions were included elsewhere on the Agenda.

In respect of Minute 165(3) – Correspondence - Gardenia Gardens, it was suggested that the planting issues needed to be resolved soon before the summer season. The Chair indicated that she had posted the offer for community volunteers to adopt planters on Facebook, but only one person had replied positively. The prices quoted by the current contractor had appeared to be quite high and there was a need to seek a more detailed specification for the work planned to be undertaken. Ms Jones, Interim Finance Officer, commented that she would pursue the matter shortly. Councillor Iddon stated that the gardener used to liaise with the Leisure Centre Manager about the required works, but in recent times had largely been left to determine the work as he saw fit. That included cutting the grass in the children's play area, tending to the area at the front of the Leisure Centre and the large planter by St Oswalds CE Church. He also undertook odd jobs upon request. However, there was an opportunity now to more closely define the work commissioned. It was suggested that the Management Committee give further consideration to the matter at its next meeting.

In connection with Minute 165(6) – Correspondence – Grounds Maintenance, it was suggested that the new Bookings/ Finance Administrator post-holder be requested to undertake the relevant liaison in connection with removal of the goal posts from the playing field at the end of the football season.

Decision –

- (1) To refer the matter of the letting of the gardening contract to the Interim Finance Officer and Management Committee and to approve the funding for 2018/19, as necessary.
- (2) To request the new Bookings/ Finance Administrator post-holder to undertake the relevant liaison between Winwick Athletic FC and Warrington Borough Council to ensure the removal of the goal posts on the playing field at the end of the football season.

**WPC.11      Police / Community Issues**

There was no Police representative at the meeting on this occasion, nor any written report provided.

Decision – To request the Clerk to send a reminder letter to the Neighbourhood Policing Team about future meeting dates.

**WPC.12      Correspondence**

The following items were reported:-

1. E-mails comprising Updates Nos.39 to 42 from the M62 Junction 8 Improvement Team, regarding the traffic management proposals for various works taking place from Sunday 29 April 2018 – 25/04/18, 03/05/18, 11/05/18 and 16/05/18
2. E-mail from the Calor Rural Community Fund offering off-grid communities the chance to receive grants of up to £5,000 to help fund schemes that will improve local life – 27/04/18
3. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 27/04/18, 30/04/18, 01/05/18, 03/05/18, 08/05/18, 09/05/18, 11/05/18, 15/05/18, 15/05/18 and 18/05/18
4. E-mail from Elaine Marsden, Administrator, South Area Neighbourhood Team, Warrington Borough Council, enclosing the Neighbourhood Bulletin Issue 2 March/April 2018 – 30/04/18
5. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, in connection with Traffic Notices to be advertised in the Warrington Guardian on Thursday 3, 10 and 17 May 2018 – 01/05/18, 08/05/18 and 15/05/18
6. E-mail from Nik Iddon, Highways and Street Works Inspector, Transport and Operations, Warrington Borough Council, drawing the Council's attention to alleged water run-off from the Leisure Centre Car Park onto the footway that runs between Rectory Lane and Farrington Road – 01/05/18
7. E-mail from Julie Pickles, Democratic and Member Services, Warrington Borough Council, providing a copy of the Flood and Coastal Risk Management Performance and Review report for April 2018. The report referred to schemes for Myddleton Lane and Falcondale Road due for delivery in 2018/19 – 03/05/18
8. E-mails from Post Office Near Me, requesting the Council to add a link to their website from the Council's webpages – 10/05/18, 12/05/18 and 16/05/18
9. Email from a resident of Myddleton Lane, AH, whose garden backs onto the Playing Fields, requesting that the dog waste bin be moved to the other side of the path to reduce the nuisance from flies – 11/05/18
10. E-mail from Pauline Wilkinson, Warrington West Project Team, Warrington Borough Council, giving details of a road closure on Sycamore Lane between Skelton's Bridge and Blakehill Drive proposed to start from 29 May 2018 for 9 months, in connection with Warrington West Railway Station construction – 15/05/18
11. E-mails and letters from a number of residents in response to the Council's consultation about proposals to purchase the red telephone box at Hermitage Green – 13/05/18, 13/05/18, 15/05/18 and 21/05/18

12. E-mail from Nikki Attwood, East Area Community Project Worker, enclosing a timetable of events for this year's Dementia Action Week, from 21 to 25 May 2018 – 14/05/18
13. E-mail from Adam Keppel-Green, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), in respect of its next Branch Meeting due to be held at 10am on Friday 25 May 2018, at Northwich Town Council – 15/05/18
14. E-mail from Neil Drum, Inspector, Warrington Local Policing Unit, Cheshire Constabulary, about changes to the Warrington West Beat Management Team – 17/05/18
15. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - The App Office – dedicated Parish Council Apps;
  - Creative Play – outdoor fitness and play equipment;
  - Eibe – children's play equipment;
  - Glasdon – bins, seating, plaques, shelters, gateway signs, winter safety products and bollards;
  - Hags – outdoor fitness and sports equipment;
  - Kompan – outdoor play equipment and matched funding competition details;
  - Noticeboards Online – 2018 product catalogue, various flat plate signs and various notice boards;
  - Primary Care Supplies – defibrillators;
  - St Oswalds Care Home – short stay/respite care;
  - Stormsaver – rainwater harvesting systems; and
  - TWM Traffic – Speed indicator signs.
16. Letter from Angie Murray, Show Secretary, Newton-le-Willows Gardeners Association, seeking sponsorship for its annual Flower and Vegetable Show, due to be held on 8 September 2018 at Penkford School in Newton-le-Willows – 16/02/18

In connection with Document 6 – Water Run-Off, an Item was included elsewhere on the Agenda.

In respect of Document 9 – Dog Waste Bin, it was unclear if the bin was the property of the Parish Council. Councillor Matthews undertook to inspect the bin and its location. The issue might be linked to insufficient frequency of emptying or cleaning the bin rather than its location. Councillor Mitchell asked to be informed if the bin belonged to Warrington Borough Council so that she could take the matter on board.

With regard to Document 16 – Newton-le-Willows Gardeners Association, it was noted that the Council usually offered an amount of £25 to sponsor the Flower and Vegetable Show.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) In respect of Document 16, to approve a donation of £25 to the Newton-le-Willows Gardeners Association, in connection with its annual Flower and Vegetable Show.

Councillor Friend declared an interest in the following matters (Planning Matters and Parkside Link Road) and left the room for the duration of those items.

### **WPC.13      Planning Matters**

#### *General Correspondence*

1. E-mail from a resident of Croft Parish seeking the Council's assistance for removal of fly posting at the following locations.
  - An advertisement for Slimming World attached to a garden fence of a residence on St Anthony Place and which faced Winwick Link Road.
  - A new very large banner attached to a wooden garden fence of a property on Elm Road, facing Junction 9 roundabout of the M62.

#### *Domestic Planning Applications*

- 2(a).Application reference: 2018/32693  
Location: Bowling Green Farm, Mill Lane, Winwick, Warrington, WA2 0SX  
Description of development: Full Planning - Proposed single detached dormer dwelling.
- 2(b).Objections submitted by residents at two addresses in the vicinity of the proposed development above (application reference: 2018/32693) and requests for support from the Parish Council for their representations.
3. Application reference: 2018/32765  
Location: 23, Chesterton Drive, Winwick, Warrington, WA2 8XF  
Description of development: Householder-two storey rear extension.
4. Application reference: 2018/32848  
Location: 16, Chesterton Drive, Winwick, Warrington, WA2 8XF  
Description of development: Discharge of Condition - Proposed Discharge of Condition 8 (Submission of Parking plan for up to 4 vehicles off street.) on planning Application 2018/31930.
5. Application reference: 2018/32824  
Location: 72, Myddleton Lane, Winwick, Warrington, WA2 8NG  
Description of development: Section 192 (Lawful Development Certificate) - Proposed single storey extension to the rear plus internal changes to existing property.

6. Application reference: 2018/32857  
Location: 41, Myddleton Lane, Winwick, Warrington, WA2 8LN  
Description of development: Householder - Proposed loft conversion with rear dormer.

*Non-Domestic Planning Applications*

7. Application reference: 2018/32617  
Location: Units 1-11, Cameron Court, Winwick, WARRINGTON, WA2 8RE  
Description of development: Full Planning - Proposed alterations to existing warehouse to include - new flat roof / roof lights / Hand rail system - new external cladding to all units - new external doors sets - new windows - overclad some existing window openings - new sectional shutter doors - decoration of steel work - installation of new palisade perimeter fence with pedestrian and vehicle access.
8. Application reference: 2018/32755  
Location: L A Bowl, 10-15, Chetham Court, Winwick Quay, Warrington, WA2 8RF  
Description of development: Advertisement- Application for Advert consent for 2 illuminated fascia signs and 2 menu cases.
9. Application reference: 2018/32847  
Location: Garden land located at 29, Waterworks Lane, Winwick, Warrington, WA2 8LH  
Description of development: Full Planning - Resubmission of application 2015/25256 for the erection of an electrical substation with associated retaining wall, fencing and access onto Waterworks Lane.
10. Objection submitted by a resident of Newton Road, Winwick, in connection with Application 2018/32514 Parkside Link Road.

In respect of the matter report at Items 2(a) and (b) - Application Reference: 2018/32693, the Council was reminded that it had already submitted a written objection to the development in its previous form, prior to that application being withdrawn. At that time Councillor Bennett had agreed to speak on behalf of the Parish Council, against the development, when it was due for consideration at the Development Management Committee of the Borough Council.

It was not known whether a formal request from the Council was needed to ensure that the matter was automatically considered by the Development Management Committee. It was understood that the development was in Poplars and Hulme Ward (Warrington Borough Council) which was served by Councillor Cooksey, Kerr-Brown and Maher.

The Chair, confirmed that she was no longer a Member of the Development Management Committee and would be prepared to read out an objection if the Council was maintaining its stance against the proposal. It was unclear to what extent the revised application had varied from the recent submission. Councillor Matthews indicated that he believed that there had been some reduction in the scale

of the development. However, the site was very crowded and there were possible issues in relation to meeting the 45-degree code regarding loss of daylight from neighbouring properties.

In respect of the matter reported at Item 10 – Application Reference 2018/32514, the Chair reported that she had received correspondence directly from an objector to the Parkside Link Road application. The objector was seeking support from the Council to object to the development in its entirety. Councillor Mitchell had responded setting out the Council's position, which was an attempt to be pragmatic. The Council's was seeking a smaller footprint for the development and the construction of a link road which would reduce traffic through Winwick village. It was felt that the Council should use its leverage to try to achieve the best possible compromise.

Further debate on this matter took place under Agenda Item 15 which is recorded at Minute WPC.15 below.

Decision –

- (1) To note the planning matters submitted to the Parish Council.
- (2) To request the Clerk to forward a copy of the Council's letter of objection to planning application reference 2018/32693 to Councillor Matthews for him to consider the Council's stance in the light of the revised application and to authorise Councillor Matthews to resubmit the objection, if appropriate.

**WPC.15      Parkside Link Road – Draft Objection (Culcheth and Glazebury and Croft Parishes)**

Members considered a planning consultant's draft report commissioned by Culcheth and Glazebury and Croft Parish Councils in response to Application Reference 2018/32514. Councillor Matthews commented that the report had identified that the development would take place on green belt land. The Chair indicated that she had understood that only the Parkside East site was on greenbelt land. The Parish Council had previously determined that it would be unlikely that it could resist the entire scheme. The best tactic was to leverage the link road and the protection of the main battlefield site from the Battle of Winwick Pass. Some limited support had been received from Historic England about the battlefield site.

Councillor Iddon confirmed that there had always been an acknowledgement that the original footprint of the colliery would probably be developed. The Chair reiterated that the Council had objected to the development of Parkside East (on the other side of the M6) as that was in greenbelt land. It was acknowledged that the link road was unpopular with some residents, but overall it should reduce traffic levels, probably significantly.

Councilor Matthews indicated that Culcheth and Glazebury and Croft Parish Councils were seeking Winwick Parish Council's endorsement of their report. Winwick had not contributed financially to the production of the report. It was suggested that the Chair and Vice-Chair might edit elements of the report to reflect Winwick's position. However, the Chair indicated that she might have a conflict of

interest if that edit did not align with Warrington Borough Council's position. It was acknowledged that other 'dual-hatted' Parish/Borough Council Members might have the same conflict of interest. An alternative might be not to endorse the report, but to use relevant elements from it to support Winwick's position. In summary, Winwick would not object to the development if the link road was constructed. However, it was acknowledged that neighbouring parishes were concerned that the link road would then open up further land for development. The end result could be a motorway lined with retail sheds. Effectively, the building of the link road to support Phase 1 of the development would naturally open up Phase 2, which might not be in anyone's interests. That said, Members believed that the removal of traffic from Winwick must be a priority. Failure to provide the link road would see traffic increases in Winwick.

Councillor Matthews suggested that an argument could be put that the link road was premature, did not take account of the whole site, air quality issues and the battlefield history. The Chair added that Dr Richard Ward had provided her with a map of the area of the battlefield site he wished to see preserved. Councillor Matthews suggested that contact should be made with the Parkside Action Group, to seek their views and they should be provided with a copy of the consultant's report. However, a view was expressed that the Group might be completely against any development. Only a limited amount of time was available for any consultation and it was suggested that Members might wish to defer the matter to the next meeting and submit their views electronically in the interim.

Mr Joinson, Interim Clerk, reminded Members that Winwick Parish Council had objected to the Parkside East development site when the St Helen's Local Development Plan Preferred Options Document had been published.

Decision – To not join the objection being submitted by Culcheth and Glazebury and Croft Parish Councils to the Parkside Link Road development and to maintain the Council's previous position in support of the development subject to certain conditions being met, which aligns closely with Warrington Borough Council's position.

Councilor Friend returned to the meeting.

#### **WPC.16      Traffic Management – Update on Various Schemes**

Members were informed that work permits were being applied for again in connection with the Golborne Road Traffic Management Scheme. It was anticipated that the project would commence in July 2018 and work would run for about 4 - 6 weeks.

Councillor Matthews indicated that some additional funding was being requested by the contractor in relation to the Myddleton Lane Scheme to fund the traffic survey. The Interim Finance Officer confirmed that funding of £375 was being sought.

Councillor Matthews also indicated that a resident of Delph lane had expressed concern to him about a Warrington Borough Council consultation about speed limit restrictions, build outs and HGV restrictions on Delph Lane, although the Parish

Council had not seen any formal correspondence on the matter.

Decision –

- (1) To note the update on various traffic management schemes.
- (2) To approve expenditure of £375 to fund a traffic survey in relation to the proposed Myddleton Lane Traffic Management Scheme.
- (3) To request the Clerk to ascertain what information had been circulated to residents in relation to traffic management proposals in Delph Lane.

**WPC.17      Finance Officer's Report**

Members considered a report of Clare Jones, Interim Finance Officer, on a number of financial issues, which are set out below. Ms Jones was in attendance at the meeting to speak to the report. In response to a comment from a member of the public, it was hoped to be able to circulate reports sooner for future meetings.

Budget Review 2018/19

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date. Overall the Council had run at a deficit of £3.5k for April 2018. A summary of the deficit across three key budget sectors was as follows:-

- Bar - £2,450.55 loss
- Lettings - £242.12 loss
- Parish - £863.61 loss

Without remedial action the full year deficit could potentially be around £32k. However, a number of actions were proposed.

In respect of the bar, the Bar Manager and his team were looking at improving income with low cost events on days or nights when there were no parties or bookings planned. An 80s Night, Champions League Football and a Bank Holiday Monday children's bouncy castle were planned. The Management team was also looking at reducing various cost centres to balance the profit/loss in the bar operation.

A query was raised about the supplier of the bouncy castle and whether the method of payment was transparent. It was confirmed that payment would be made by cheque. It was noted that a nominal fee would be charged from customers for a ticket, and that all tickets would be numbered. It was suggested that the company used by the previous Leisure Centre Manager should not be engaged for future events, due to potential conflicts of interest.

In respect of lettings, staff were invoicing customers each week to ensure cash flow ran smoothly. Efforts were being made to increase room lettings and clients had been notified of new cancellation terms and conditions.

The Parish budget was showing a loss due to the Precept money not coming in until May, so the figures would normalise for the next Budget review.

Coffee Machine

The Leisure Centre Management Team was looking into providing a coffee machine for the Centre. Costings were being finalised and would be provided to the Management Committee for a decision shortly. It was hoped to attract parents from Winwick CE Primary School and older peoples groups, perhaps wishing to play dominoes or card games in the Centre.

Cleaning Contract

The cleaning contract was due for renewal. Members considered a summary of the various options available. Following consultation with Councillor Iddon, as overseeing Member for that budget area, the Bar Manager had suggested that cleaning duties be split between staff and the cleaning company to ensure a 7 day per week cleaning cover. Bar staff would clean on Tuesdays, Wednesdays and Thursdays and contract staff would work on Fridays, Saturdays, Sundays and Mondays. The total cost would be £11,983, which was slightly more than the budgeted amount of £11,800. The new system would not result in an increase in overall staff hours expended on cleaning.

Glass Washer

The glass washer had broken down and the engineer called had quoted £600 to repair the model, but had advised that it would not represent good value for money. Quotes had been received for new machines as follows:-

- Quote A - £1,271.00
- Quote B - £790.80
- Quote C - £709.99 (to buy) or £220.89/year (lease to buy over 5 years - £783.17 total cost)

Decision –

- (1) To note the Finance Officer's report, including the Budget Review 2018/19.
- (2) To approve the purchase of a dish washer in accordance with Quote C, Cater Kwik, in the sum of £709.00.

**WPC.18      Community Litter Pick: Peel Hall and Radley Common - Outcome**

Members were informed that feedback had been received in connection with the community litter pick, which had been held on Saturday 14 April 2018, around Peel Hall and Radley Common. The organisers had indicated that the day had been a great success, everyone had experienced a thoroughly good time and the atmosphere had been 'brilliant'.

In total the volunteers had:-

- collected 114 bags of refuse;
- collected 612kg of waste in total;
- collected 90kg of which was discarded junk; and
- recycled 94kg of plastic and tin cans.

In excess 80 volunteers had taken part, 21 of whom were children.

The day had been really well managed by the team and there had been no health and safety issues reported.

Councillor Williams indicated that he had undertaken a walk around the site following the litter pick. There was not much litter now on the site, although two disposable barbeques had been discarded. The matter had been reported to a local PCSO.

Decision – To note the feedback on the Community Litter Pick Event.

Councillor Williams left the meeting after this item, but immediately prior to his departure was given permission provide brief verbal reports in connection with Item 23 – Ward Reports/Updates and Item 24 - Schedule of Meetings 2018/19. His comments are reported under Minutes WPC.24 and WPC.25 below.

**WPC.19      Leisure Centre Car Park – Water Run-Off**

Members were informed that an e-mail had been received from Warrington Borough Council requesting a meeting following a complaint received about water run-off from the disabled ramp on the Leisure Centre car park onto a footpath maintained by the highway authority. Councillor Matthews indicated that he believed that there were no drains on the footpath which was exacerbating the problem. It was envisaged that a soakaway could be an expensive solution. It was proposed to discuss the matter with the Borough Council and to gain some understanding of its concerns and the relative priority of the matter within their Surface Water Risk Register.

Decision - To request the Clerk to send the e-mail regarding water run-off from the Leisure Centre car park to Councillor Matthews and to authorise him to meet with relevant Warrington Borough Council Officers to discuss the matter.

**WPC.20      Hermitage Green Telephone Box – Consultation Responses**

A response to the Council's consultation on the possible adoption of the decommissioned telephone box at Hermitage Green was included with the Agenda, which was broadly in favour of the proposal. However, three further responses had now been received which gave a more mixed view. Those responses had not yet been circulated to Members.

It had not yet been ascertained whether BT would be prepared to repair the telephone box door before sale of the kiosk.

In the light of the above it was proposed to defer the consideration of the matter to a later date.

Decision – To defer consideration of the proposal to adopt the Heritage Green telephone box to a later date.

**WPC.21      General Data Protection Regulation**

Members considered a report of the Interim Clerk on the Council's preparedness for the implementation of the General Data Protection regulation (GDPR) and the recommendations of the Management Committee of 8 May 2018 who had also considered the matter. The report included information on:-

- Background;
- Main changes under GDPR;
- Principles of good information handling;
- Preparing for GDPR; and
- Financial considerations;

It was proposed to approve the Management Committee's recommendations.

Decision –

- (1) To note the main legislative changes being implemented under GDPR and their likely impact on the Leisure Centre and Parish Council;
- (2) To note the work that has been undertaken by the Officer Working Group in relation to the introduction of GDPR;
- (3) To note the development of a draft Data Protection Policy;
- (4) To approve the appointment of the Interim Clerk as the Council's Data Protection Officer.

**WPC.22      Reports from Parish Council Committees**

The Minutes of the Management Committee of 8 May 2018 were presented.

The minutes included a list of payments made, which was a change to the usual process for reporting the matter. Usually the payments list was reported directly to the Council.

In respect of Minute WPMC.60 - Income Information: Cash Takings, Councillor Friend commented on the reference (at Paragraph 3 of Page 3) to entertainment events held at the Centre needing to be sold out just to break even. It was felt that that would be unachievable in the long term. Ms Jones reported that the matter had been highlighted to bring it to Members' attention.

In respect of Minute WPMC.60 – Quotes to be Discussed (at the foot of Page 6) Councillor Iddon enquired if additional quotes had been obtained for the fire door

repairs. This action had not yet been completed.

Decision – That the Minutes of the Management Committee of 8 May 2018 be noted.

**WPC.23      Reports from Approved Outside Bodies**

Members considered a report from the following outside body:-

Rights of Way Forum  
(Councillor M Matthews)

Councillor Matthews indicated that the Forum had met recently, but there had been little affecting Winwick discussed at that meeting. Some investment in Sankey Way was taking place. It was noted that a number of other parishes had appointed footpath wardens, which were voluntary posts. The wardens were given a number of footpaths to walk and to report back any issues. A model job description for the warden role was available from John Thorp, Public Rights of Way Officer, Warrington Borough Council, should the Parish Council wish to appoint local wardens. It was noted that some footpaths were very well used and that the warden role might attract a degree of interest.

Decision –

- (1) To note the reports from outside bodies submitted.
- (2) To approve, in principle, the creation of voluntary footpath warden posts and to publicise the matter on the Council's website to ascertain the levels of interest by the public.

**WPC.24      Ward Reports / Updates**

Houghton Green Ward

Councillor Friend reported that the planning inquiry into the appeal regarding Land at Peel Hall had now been adjourned. Prior to adjournment Highways England and Warrington Borough Council had objected to the traffic model used by the appellant. The inspector was unlikely to recommence the hearing until July or August 2018 and would give Highways England and the Borough Council time to study the traffic model.

It was not easy to get a sense of how the hearing was going at this stage. Councillor Bennett indicated that the Inspector was astute, had allowed a lot of questions and was approachable. Councillor Friend added that between himself and Councillor Bennett they had witnessed the whole of the proceedings so far.

Peel Hall Ward

Earlier in the meeting, Councillor Williams reported that he had recently enquired with the Clerk about the contract with the Peel Hall Conservation Group for the on-going maintenance of the Parish Woodland and John Parr Meadow. It was

understood that the contract had now expired. Councillor Williams undertook to contact Wolston Eyes Conservation Group about the possibility of that organisation maintaining the site.

Winwick Ward

There was nothing significant to report on this occasion.

Decision – To note the reports and updates by ward councillors.

**WPC.25      Schedule of Meetings 2018/19 and Date and Time of Next Meeting**

Earlier in the meeting, Councillor Williams requested that laminated copies of the Schedule of Council Meetings for 2018/19 be provided to relevant councillors for posting on the official Parish notice boards.

Decision – To approve the formal schedule of Council meetings for 2018/19 and to note that the next meeting of the Council will take place on Tuesday 26 June 2018 at 7.30pm.

From: ADDRESS REDACTED

Sent: Tue 15/05/2018 12:3

To: jjoinson@warrington.gov

CC:

Subject: Hermitage Green Telephone Box Adoption

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Julian,

Thank you for the information letter re the above Telephone box.

We are unable to attend the meeting on 22 May.

Living directly opposite the box we were extremely pleased to hear the Parish Council proposed to adopt it.

There is some work required on the painting and also the door is in need of repair. I hope that funds will be put aside for ongoing maintenance to keep it in tip top condition. It is photographed quite often by passing vehicles pulling into the lay-by.

As for future use we would be very much in favour of a defribillator being installed providing we all agree to be trained in its use.

The green is extremely attractive and great efforts have been made by the residents to keep it so, to which extent we hope the parish council keep up pressure to have the green regularly cut rather than residents having to constantly battle with the council for cutting. This will also deter travellers with ponies and horses from camping there as the grass will be too short for feeding the animals.

best regards,

NAME REDACTED.

From: ADDRESS REDACTED  
To: Joinson, Julian  
CC:  
Subject: Hermitage Green - Telephone Box

---

Sent: Mon 21/05/2018 10:07

Dear Julian

**Scheme to Adopt a Telephone Box**

I write in response to your letter dated 23<sup>rd</sup> April re the telephone box on Hermitage Green.

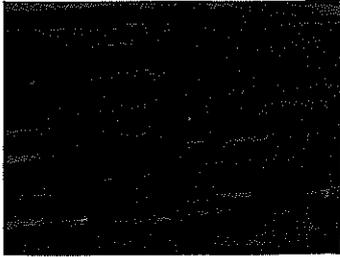
After careful consideration we feel that the only acceptable option for use of the box would be as a defibrillator station. The other options suggested we feel would bring undue attention to the box and be an attraction for some to abuse. We recently suffered an attempted burglary by two very aggressive masked men, so the close is on the radar of some unsavoury characters and therefore wouldn't want to create any excuses for strangers to be hanging around the area.

We have canvassed the other residents in the close and have received an overwhelming response and agreement to the defibrillator idea being the only acceptable option.

I trust this is sufficient to represent our concerns and thoughts. If you would like to get in touch please do so on the telephone number below or reply by email.

Kind regards

NAME REDACTED



Julian Johnson  
Interim Clerk to Winwick Parish Council  
C/o Town Hall  
West Annexe  
Sankey Street  
Warrington  
WA1 1UH

Dear Julian,

Re: SCHEME TO ADOPT A TELEPHONE BOX

I am responding to your letter of the 23 April 2018.

The telephone box at Hermitage Green is a depreciating asset requiring immediate investment in: fixing the door; painting; cleaning; removing wires and telephone; and fixing the light.

There are double yellow lines on the roads near the box and residents in close proximity to the box.

If adopted, the telephone box will require ongoing maintenance with a budget established by WPC and a clear management strategy.

There is no reason given the above why a particular use should be found other than for it to remain an historical landmark in Hermitage Green but only on the assurance that WPC will guarantee continued management and maintenance.

Second to this a preferred use would be to install a defibrillator, following the required actions to repair and undertake other necessary maintenance work.

Any other options will need to be supported by a clear sustainable management and maintenance strategy and plan in perpetuity, satisfaction of a number of criteria and an indication on how planning approval for change of use on the highway will be secured.

### **Recent History**

- In the minutes of the WPC meeting of 22 November 2016 it was noted BT proposed removing the telephone box at Hermitage Green. Interest was expressed in adopting it but it was noted there would be costs associated with maintenance.
- In the minutes of the WPC meeting of the 24 January 2017 the poor state of the telephone box was noted and the need for future maintenance costs. It is worth quoting the minutes of the discussion: "An observation was made in relation to the red telephone box at Hermitage Green, which the Council proposed to adopt when BT services there were discontinued. It was noted that the door was in a poor condition and concern was expressed about the future costs of maintaining the box.....Additional questions were raised about whether the Council would continue to repaint the box from time to time and about the costs of the electricity". "..... The Chairman indicated that a small repair budget might need to be established in the future. It was suggested that the Clerk could write to BT to request that they repair the telephone box before any transfer of ownership."

- The matter was raised again at the WPC meeting on the 27 April 2018. Again the poor state of the telephone box was highlighted and *inter alia* the need for a budget for maintenance etc.

### Criteria for Adoption by WPC

If WPC is to adopt the telephone box at Hermitage Green then there must be a minimum of criteria to be satisfied:

1. The asset is immediately repaired, painted, and cleaned; the telephone and other wires removed together with other surplus material and equipment. It needs to be reinstated as a safe and attractive asset.
2. The Council includes in its annual budget the costs of annual maintenance (repair, painting etc)
3. There is a clear sustainable management strategy and plan indicating how the Council is going to oversee *inter alia* the maintenance of the asset and who in the Council will have responsibility.
4. There are no nuisance effects to nearby residents.
5. There are no incentives to breach the parking regulations around the telephone box

### Options for Future Usage

1. The continuation of the telephone box solely as a landmark.
2. The installation of a defibrillator.
3. The removal of the telephone box should BT refuse to present the box in safe state.

Yours sincerely

A large black rectangular redaction box covering the signature area.



13 May 2018

Julian Joinson  
Interim Clerk to Winwick Parish Council  
C/O Town Hall  
West Annexe  
Sankey Street  
WARRINGTON  
WA1 1UH

Dear Julian

**RE: SCHEME TO ADOPT A TELEPHONE BOX**

Thank you for your letter dated 23 April 2018.

I am concerned at the state of the telephone box as it is now, and the state it is liable to deteriorate into in the future. The box is right in front of three houses, and is at risk of becoming a dilapidated eyesore.

Given the ongoing time, trouble, expense and commitment required to maintain the box, I question the wisdom of relieving BT of its duties either to maintain the box or remove it. Once the box is adopted, the parish council has taken on an additional responsibility for all time. Current local volunteers cannot be relied on to maintain the box, as their availability will change over time and again there will be risk of the box becoming an eyesore.

During the last two years, I have raised the state of repair of the box with BT. The first time an engineer came and did some very minor adjustments to the door which made little difference and the door then jammed and it was impossible to open it. On phoning BT a second time, I was told that as the parish council had expressed an interest in buying the box, no engineer would be sent out and the council would be buying the box as seen.

The state of the box is not good. The paintwork is looking very tired as it has not been painted for four years. The door does not close properly and could be a health and safety risk as the hinges are not sound. Wires are hanging out of the phone and the interior is filthy and cobweb ridden. There is no ventilation inside the box and it gets overheated in summer and damp and cold in winter. There are double yellow lines on the roadways in the area, it is near several busy junctions, there have been numerous car accidents on Hermitage Green, and the location is

unsuitable for additional pedestrian traffic. There are no pedestrian pavements in the immediate vicinity of the phone. Warrington Borough Council might be concerned about the risk of claims following any accidents.

There is a potential nuisance of people parking and opening and closing car doors. Many cyclists, walkers and joggers use the area and parked cars would be a hazard.

Planning permission would be needed for any change of use as Hermitage Green is maintained by Warrington Borough Council who mow the large grass verge.

Should BT prove to be unable or unwilling or incapable of doing a better job of repairing the box than they have done to date, then I feel strongly that they should be allowed simply to remove the box and that it would not be a wise move for the parish council to take the liability over. There is a red Royal Mail posting box adjacent which is well used and which can serve equally well as a local landmark.

I feel that the apparent bargain price of £1 to purchase the box is just the beginning of the parish council's liability.

If the council insisted on going ahead with the purchase, the box would need to be immediately repaired, made safe, repainted, secured up and maintained. It would need to be inspected regularly. The phone would need to be removed and the box cleaned thoroughly.

There would need to be a management plan for maintenance and detailed proposals for any proposed use. Although there is potential for it to be a beacon landmark in the area if maintained properly and no additional use apart from this is really necessary, a second possible use would be a defibrillator (see [www.communityheartbeat.org.uk](http://www.communityheartbeat.org.uk)) and the defibrillator would probably be maintained by this company, but the box itself would still require regular attention inside and out by the council.

There are many old telephone boxes across the UK and around the world, and many of them have become an eyesore. They are very heavy and would be expensive to remove by anyone other than BT.

The owners of the three houses immediately near to the box should have a strong say in what happens as they will suffer most from any adverse consequences.

Given my concerns and whether the council is ready able and willing to devote the necessary attention to the box, my strongly preferred option would be for the council to renege on the purchase of the box and have BT take it away. I feel that the Council's resources would be better spent on other priorities. Once purchased, the parish council is landed with the box for all time.

Yours sincerely

