

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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18 July 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, 24 July 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 Parish Council held on 26 June 2018.
- 4. Casual Vacancy – Peel Hall Ward**
- 5. Updates on Issues from Previous Meeting(s)**
- 6. Question Time for Electors**
- 7. Written Motions Received**

- 8. Police / Community Issues**
- 9. Correspondence**
- 10. Planning Matters**
- 11. Finance Report**
- 12. Reports from Parish Council Committees**
 - Management Committee – 10 July 2018
- 13. Reports from Approved Outside Body Appointments**
 - Rights of Way Forum (Cllr M Matthews)
- 14. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors D Friend, G Friend, Matthews and Purnell)
 - Peel Hall Ward
(Councillors Emery, Gosney)
 - Winwick Ward
(Councillors Gordon, Iddon and Mitchell)
- 15. Date and Time of Next Meeting – Tuesday, 25 September 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 a Meeting held on 26 June 2018

Present: Councillors C Mitchell (Chair), D Bennett, G Friend, P Gosney and A Iddon.

WPC.25 Apologies for Absence

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

WPC.26 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

With the approval of the meeting the following Agenda item was taken next.

WPC.27 Police / Community Issues

PCSO Neil Brown, Burtonwood and Winwick, Warrington West, was in attendance to highlight issues in relation to crime and disorder in the area. Recent activity had included:-

- numerous reports of suspicious activity. The Police response and been to carry out high visibility patrols and to undertake reassurance visits;
- One incident of anti-social behavior (egg throwing);
- Issues on Delph Lane (near B&Q) – fly-tipping and overweight lorries.

Residents were encouraged to report any issues directly to PCSO Brown.

A resident reported that he had contacted the Police about parked cars causing an obstruction in the area. PCSO Brown responded that he had paid particular attention to Myddleton Lane recently, but had not yet witnessed any illegal parking. A second resident added that he had recently witnessed a vehicle completely blocking the pavement on Golborne Road. Councillor Iddon added that complaints were often raised by residents about a vehicle on Myddleton Lane parked outside the gates to the playing field. However, the vehicle was usually only there in the early morning and overnight, as it appeared to be used by the owner to go to work during the daytime.

The Chair commented that further enforcement was needed to prevent overweight vehicles traversing the village on Winwick Lane through the recently approved experimental 7.5 tonne weight limit restriction.

Decision – To note the update on Police and community issues.

WPC.28 Minutes

Decision – That, the Minutes of the Annual Meeting held on 22 May 2018 be agreed and be signed by the Chair as a correct record.

WPC.29 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. A significant number of issues had been completed or were progressing well.

Decision – To note the position regarding updates from previous meetings.

WPC.30 Question Time for Electors

A number of residents were present at the meeting and the following issues were raised:-

Automated External Defibrillator (AED)

A local resident, Charles Edward Appleton, had passed away earlier in the year and his family had considered making a donation in his memory for an automated external defibrillator (AED) to be sited on the exterior of the Leisure Centre. Mr Appleton had also been a member of the Save Winwick's Christmas Committee, which had organised the new Christmas tree for the village. That group had raised a significant amount of money and had also considered making a donation for an AED with any surplus funds. It was envisaged that an AED and cabinet might cost in the region of £1,000. A proposal was made to purchase a suitable cabinet and to relocate within it the existing defibrillator provided inside the Leisure Centre. The cabinets were secure and locked with a key pad, for which a telephone number was provided for access. A permanent electrical supply would also be required to the cabinet. It was also suggested that the Council could advertise the existence of the AED appropriately, perhaps with signage at the entrance lane to the Centre. Given that the benefactors would need to pay VAT if they purchased the cabinet themselves, it was proposed that they gift the money to the Council for it to purchase the cabinet. It was envisaged that there might be sufficient funds remaining to pay for AED training. It was noted that some training was already booked in July and that there might also be an opportunity to access free training. The benefactors were willing to arrange for both the ordering of the cabinet, fitting and electrical connection. Councillor Bennett commented that it would be appropriate to add a plaque in memory of the deceased.

Hermitage Green Telephone Box – Consultation Responses

With the approval of the meeting Agenda Item 11, Hermitage Green Telephone Box – Consultation Responses, was taken in conjunction with this item.

The Council considered the consultation responses in respect of the possible purchase of the Hermitage Green Telephone Box. Four responses had been received from residents with a mixed range of views. In general, there was support for the possible siting of an AED in the telephone box, but there were concerns about the state of the door, cleanliness, misuse and the costs of on-going repairs.

An e-mail had recently been received from BT in response to the Council's request

for them to repair the door prior to sale. The response had indicated that a repair might be possible, subject to an engineer inspecting the door first, but that would only take place if the Council continued the adoption process.

A resident provided some photographs of the telephone box, which highlighted the poor state of the door and the untidiness of the interior. He reiterated the concerns about on-going maintenance and the potential for the box to attract anti-social behavior. It was noted that residents of Hermitage Close might be vulnerable. He also highlighted that the e-mail from BT had pointed out that the door was made of wood and that the implications were that regular maintenance would therefore be required.

Another resident reiterated that BT would not repair the door until the Council committed to buy the telephone box. However, the last couple of repairs had been ineffective, since the door still did not close properly. There was a risk that the box could become an eyesore. If residents wanted to retain a traditional landmark the adjacent mailbox was still highly visible and well used.

A further resident asked whether there were any positive reasons for retaining the telephone box. A lengthy discussion ensued, which included the following points:-

- Difficulties of on-going maintenance;
- Costs of maintenance;
- Cost of future removal if no longer required;
- Deterioration of the phone box over time;
- The Council's other financial pressures;
- An option to use the box as a library was not supported by the residents present;
- Disturbance from car doors slamming and hazards due to parking on yellow lines;
- Possible retention as a non-functioning (sealed up) landmark;
- Residents had been fully consulted;
- Possible appointment of a community group to look after the asset (although there were concerns about the longer term sustainability of such a group);
- The poor investment value of siting an AED at that location, given the size of the population in its immediate vicinity;
- The need to draft a financial plan if the box was to be adopted; and
- The need for an early decision, as BT were pressing for a decision because they wished to remove the box soon, if it was no longer required.

Former Parkside Colliery

A member of the Parkside Action Group referred to the recent Development Management Committee meeting at Warrington Borough Council, which had considered the application in relation to the former Parkside Colliery. At that meeting there had been no speakers for the application, but a number of people had spoken against the proposals, including a Culcheth Parish councillor, local historian Richard Ward and the Parkside Action Group representative himself. Residents from Lowton, Newton-le-Willows and Winwick were present at the meeting. Written

objections had been received from numerous bodies, including Croft and Culcheth Parish Councils and Lane Head South Residents Group, but residents were surprised to see that no objection had been made by Winwick Parish Council. It was understood that Councillors Mitchell and O'Neill of Warrington Borough Council were against the main Parkside development only if no link road was provided. Previously the Parkside Action Group had received 100% support from the Parish Council, but the current position appeared to have shifted.

The Chair indicated that she had spoken against certain elements of the development at the Development Management Committee. Correspondence on this matter had been discussed at length at the last Council meeting and the matter had been carefully considered. Essentially, the Parish Council had agreed with the Borough Council's proposed view. A pragmatic decision had been taken to leverage the construction of a much needed relief road around Winwick and to attempt to preserve important areas of the Battle of Winwick Pass battlefield site.

Residents reiterated their concerns about the overall Parkside development and the Chair confirmed that the Council's position was as previously stated. Some points referred to were as follows:-

- Traffic modelling did not suggest increased traffic along Myddleton Lane;
- A weight limit was now in place on a section of Winwick Lane;
- The support for the link road did carry some element of risk, in that it could open up further green belt land to development, which was under pressure because of homelessness and first time buyers need to access the property market;
- The land in question was at greater risk of development for industrial uses;
- The proposal for the link road had caused a shift in the Parish Council's position;
- The Council was trying to achieve the best possible outcome for its residents under the circumstances;
- Some residents and councillors stated a preference for a direct road link to the motorway system, rather than what was proposed;
- Discussions were still on-going with St Helens Council, who were the principal promoter of the development;
- The Parish Council and Warrington Borough Council only had a certain amount of influence;
- A separate planning application in relation to the Link Road had not yet been before the Development Management Committee, but would be presented shortly;
- Councillor Friend confirmed that he had not considered the matter as a member of the Development Management Committee, having previously expressed opposition to the development; and
- It was very unlikely that St Helens would abandon its development plans on the basis of objections raised by parish councils in Warrington.

Decision -

- (1) It was agreed to accept a donation for the purposes of purchasing and

installing an outdoor cabinet for an AED at the Leisure Centre and to approve the relocation of the Centre's AED into the cabinet, subject to the benefactors providing a suitable quote to the Council and organising the purchase.

- (2) To agree not to adopt the telephone box at Hermitage Green.
- (3) To note the on-going concerns by residents about the former Parkside Colliery development, but to reaffirm the Council's position as reiterated at the last meeting.

WPC.31 Written Motions Received

There were no written motions received on this occasion

WPC.32 Correspondence

The following items were reported:-

1. E-mail from Pauline Wilkinson, Team Support Worker, Neighbourhoods in Warrington West Team, Warrington Borough Council, about a Volunteer Recruitment Event at Warrington Town Hall held on Saturday 2nd June 2018, from 12.30pm-3.30pm – 22/05/18.
2. E-mail from Pauline Wilkinson, Team Support Worker, Neighbourhoods in Warrington West Team, Warrington Borough Council, advertising 'An Evening of Cultural Diversity', at Walton Hall and Gardens on Thursday 12 July 2018 from 7pm-11pm hosted by the MP for Warrington South, Faisal Rashid, in association with Warrington Disability Partnership – 22/05/18.
3. E-mail comprising Update No.43 from the M62 Junction 8 Improvement Team, regarding the traffic management proposals for various works taking place from Wednesday 23 and Friday 25 May 2018, between the hours of 20:00 – 06:00 – 23/05/19.
4. E-mail comprising Updates Nos. 1 to 4 regarding the Burtonwood Road Widening Scheme, from West Warrington Highway Team, indicating various access restrictions and road closures – 23/05/18, 04/06/18, 15/06/18 and 25/06/18.
5. E-mail from Adam Keppel-Green, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), enclosing the agenda for the next Branch Meeting due to be held at 10am on Friday 25 May 2018, at Northwich Town Council – 23/05/18.
6. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 24/05/18, 29/05/18, 30/05/18, 13/06/18, 14/06/18, 21/06/18 and 25/06/18.

7. Copy of an e-mail from Councillor Mike Matthews to Jamie Fisher, Principal Highway Engineer, Warrington Borough Council, about traffic management on Delph Lane – 04/06/18.
8. E-mail from Craig McCarthy, Legal Support Officer, Warrington Borough Council, enclosing a copy of an emergency traffic notice in connection with the closure of Green Lane, Winwick – 08/06/18.
9. Electronic enquiry form received from a resident, AC, about the length of the grass on Myddleton Lane Plying Fields and an incident where her child had an allergic reaction to grass pollen – 11/06/18.
10. 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 14 June 2018, along with Town Police Clause Notices for events to take place on Saturday 16 June 2018 and in relation to Warrington Walking Day 2018 on 29 June 2018 – 12/06/18.
11. E-mail from Adam Keppel-Green, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), concerning the second Cheshire Branch Conference, which is due to take place on Thursday 28 September 2018, at the Canalside Conference Centre, in Middlewich – 19/06/18.
12. Electronic enquiry form from a resident of Farrington Road, KR, whose rear garden adjoined Myddleton Lane Playing Fields, requesting tending of the nettles and brambles behind the boundary fence some of which were growing through the fence causing damage. Some of the weeds were over 5ft tall. Also there was an Ash tree which overhung the resident's garden which needed pruning, as dead branches often fell into the garden causing a nuisance – 22/06/18.
13. 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
 - Broxap – street furniture and new catalogue
 - Creative Play – outdoor fitness and play equipment
 - Eibe – children's play equipment
 - Greensideonline – Hi-viz vests
 - Local Council Public Advisory Service – Data protection services
 - Noticeboards Online – various notice boards
 - Primary Care Supplies – defibrillators
 - PPL/PRS – music licence
 - Society of Local Council Clerks – cemeteries training course
 - The Parish Notice Board Company – various notice boards
 - Troy Planning - Neighbourhood Planning Newsletter - Spring 2018 Edition
 - TWM Traffic – Speed indicator signs
 - X2 Connect – Spares and materials for K6 telephone kiosks.

In respect of Document 9 – Grass Pollen Allergy, the child had had a reaction to pollen after playing in grass on the Playing Fields. The situation had been responded too quickly and the grass had now been mown.

In connection with Document 12 – Tending of weeds and tree pruning around the periphery of Myddleton Lane Playing Fields, a resident had asked for the area adjacent to her property to be looked at. Ms Jones, Interim Finance Officer, undertook to ask the gardener (Gardenia Gardens) to look into the matter. However, they would be unable to attend to the tree. It was noted that it was not that long since a tree survey had been undertaken across the whole site and the Ash tree in question had not been identified as needing attention. Residents were free to prune overhanging branches if they so wished, subject to any considerations under the Wildlife and Countryside Act 1981 and to offering back to the land owner any wood trimmed.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) In respect of Document 12, to approve the clearing of weeds adjacent to the resident's property.

WPC.33 Planning Matters

General Correspondence

1. Planning Application Number: 2016/28492
Location: Land at Peel Hall; etc
Description of development: Outline planning application for a new mixed use neighbourhood.

Notice of resumption of public inquiry at 1pm on Monday 9th July 2018 at The Inspiration Suite, Village Hotel, Centre Park, Warrington, Cheshire, WA1 1Q.

2. Subject: E-mail from Councillor Mike Matthews dated 23/06/18, regarding a request for pre-application planning advice about a site in Burtonwood. (The pre application advice was not in the public domain).
Proposal: Proposed development of current agricultural and wildlife areas into a self-sustaining community interest site, including Community Farm & Orchard, Community Shop, Sensory Garden & Path, Floating Tea Room (Lily Pad) and 2x Micro Mobile Enterprise Units.
Location: Fearnley Wood, Old Alder Lane, Burtonwood, Warrington, Cheshire, WA5 4BL

Domestic Planning Applications

3. Application reference: 2018/32881
Location: 99, Newhaven Road, Poplars and Hulme, Warrington, WA2 0NS
Description of development: Householder - Proposed two storey side/rear extension.

4. Application reference: 2018/32997
Location: 10, Winwick Park Avenue, Winwick, Warrington, WA2 8XA
Description of development: 42 Day Householder Prior Approval - Proposed single storey flat roof extension to extend beyond the rear wall by 7.037 metres, maximum height 3.67 metres and height at the eaves 3 Metres.

Non-Domestic Planning Applications

Nil

In respect of the matter report at Item 2 – E-mail from Councillor Mike Matthews, Members considered a request for it to provide a letter of support in connection with the planning application. Although located just over the boundary in Burtonwood, it was envisaged that the facilities would be available to Winwick residents and would be a valuable asset to the community in general.

Decision –

- (1) To note the planning matters submitted to the Parish Council.
- (2) To request the Clerk to submit a letter of support on behalf of the Council in respect of the proposals to create a community farm, etc. at Fearnley Wood, Old Alder Lane, Burtonwood, Warrington.

WPC.34 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.

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 surplus of £112.4k for May 2018, principally due to precept monies being received. A summary of the figures across the three key budget sectors was as follows:-

- Bar - £1,008.23 loss (£3,677.78 loss year to date)
- Lettings - £785.62 profit (£683.50 profit year to date)
- Parish - £112,708.36 surplus (£111,833.36 surplus year to date)

In respect of the bar, the loss for May was approximately 41% of that incurred in April, showing an improvement. The Bar Manager, Ken Morley, and his team were looking to continue to improve that performance. As reported previously, the Leisure Centre was running low cost events on days/night when there were no other parties or bookings and were looking at reducing other cost centres to balance the profit/loss in that area. The initial projections were for an annual loss of around £28k, but the situation was improving and the aim was to at least break even. Members

commented that the situation was encouraging. In particular, weekend events had helped to elevate the reputation of the bar and improve profitability.

With regard to the lettings income, despite not having rooms at full capacity the Centre had made a small profit on room bookings compared to overheads. The Centre had undergone a face-lift with a new warmer magnolia colour scheme. New bookings were coming through, such as the 'Boxercise' fitness group. The newly appointed Finance/Bookings Administrator, Lucy Whitby, had been invoicing on a weekly basis to ensure cash flow ran smoothly and to ensure that all bookings were closely managed. Ms Whitby had also been setting up both statement and debt recovery letters to further improve cash flow in that area. Efforts were being made to increase room lettings and clients had been notified of new cancellation terms and conditions.

The Parish figure was showing a very large surplus due to the Precept income being received in one instalment in May. Figures for this budget sector would be shown as a year to date figure only in future reports, as otherwise it would not give an accurate representation of Parish funds.

Issues of Note

Coffee Machine

The coffee machine was performing quite well with an average of 7.8 cups per day sold against a break-even point of 6 cups per day (over the 23 days the machine had been in place, with figures produced to 21 June 2018). The figures showed that the machine had improved tea and coffee sales in the bar, when compared with the previous average of 4.3 cups per day sold in May prior to installation of the new machine.

Gardening Contactor

Gardenia Gardens had been tasked with summer planting and removal of the fountain planter at Winwick CE Primary School as agreed at the last Management Committee meeting. The gardener would also be asked to trim the hedges close to the playground swings.

Safety of Playground Equipment

The play area safety check had been carried out by Wicksteed. A number of minor maintenance issues had been identified.

Payments made since Management Meeting on 12 June 2018

A list of payments since 12 June 2018 was presented as follows:-

Payee	Description	Sum
Direct Debits		
Extra Energy	-	£780.79
B&M	-	£247.10

Payzone	-	£21.60
Lloyds	-	£1,198.76
BNP Paribas	-	£391.60
Bank Payments		
Water Plus	-	£697.15
Wigwam	-	£1,009.18
Dave Dears (DJ)	-	£150.00
Drum BSS	-	£13.20
Wigan Beer	-	£1,509.77
HMRC (PAYE)	-	£1,469.99
Cheshire Pension	-	£1,230.13
Streetstar	-	£160.00
KC Kitchens	-	£751.00

Decision – To note the Finance Officer’s report, including the Budget Review 2018/19.

WPC.35 Reports from Parish Council Committees

The Minutes of the Management Committee of 12 June 2018 were presented.

Decision – That the Minutes of the Management Committee of 12 June 2018 be noted.

WPC.36 Reports from Approved Outside Bodies

Rights of Way Forum

Members noted that Councillor Matthews was not present, but were reminded that a report had been provided at the last meeting following a recent meeting of the Rights of Way Forum.

WPC.37 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

Councillor Gosney reported that he intended to attend the Planning Inquiry regarding Land at Peel Hall, which was due to recommence on 9 July 2018.

Mr Joinson, Interim Clerk, reported that Councillor Williams had resigned with effect from 22 June 2018. A notice of casual vacancy in the ward was due to be published early next week.

Winwick Ward

Councillor Iddon reported that the grass at on the large green at Hermitage Green was being cut regularly, but that the smaller green opposite Rosemont and Rosemont Cottages had been missed on a number of occasions. Those areas were maintained by the Borough Council, not the Parish Council, and it was suggested that the matter be reported to Kathy Sephton, Environment Manager, Warrington Borough Council.

Councillor Iddon also reported that a 'Goalie Wars' event had been held on Sunday 24 June 2018 on the Playing Fields. The organisers of the event had been very conscientious in ensuring that all of the litter was picked up afterwards.

In addition, Councillor Iddon confirmed that the multi-tiered planter at Winwick CE Primary School had been emptied for re-siting. She requested that the Council consider re-siting it in place of the telephone box which had been removed from Falcondale Road, or possibly at Hermitage Green. However, it was noted that there might be highways restrictions in relation to the siting of the planter, particularly at Hermitage Green.

The Chair reported that the Council was piloting a new website and that the Interim Clerk now had the facility to upload documents directly onto the site. The new website address was on the cover of the current Agenda. The old website content would be taken down in the near future. It was suggested that the old domain name should be configured to redirect users to the new website. The search engines for the Parish Council would take time to give the new website a higher ranking, as search findings were based on the number of hits on the site.

A member of the public mentioned that the information on the Parish Notice Boards required updating. Members were informed that Councillor Iddon updated the notice board at the Leisure Centre and that this had been carried out recently. Other notice boards were updated by Councillor Gordon, with the exception of the board by the Plough Inn, in Mill Lane, which had been serviced by Councillor Williams prior to his resignation. Mr Joinson reported that a notice showing meeting dates for the year had recently been circulated for public display.

Decision –








- (1) To note the reports and updates by ward councillors.
- (2) To request the Clerk to report the infrequent cutting of the smaller green at Hermitage Green to Kathy Sephton, Environment Manager, Warrington Borough Council.

WPC.38 **Date and Time of Next Meeting**






Decision – To note that the next meeting of the Council will take place on Tuesday 24 July 2018 at 7.30pm.

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WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2017/18

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request the Clerk to invite feedback via the website from the public about the use of bollards to protect grass verges within the Parish.	WPC.27(4)	28/06/16	Clerk	29/06/16	-	To be delivered by the website project	
2	To request that the Clerk write again to the administrator of the Winwick Educational Foundation to ascertain whether the Council was entitled to make appointments to the Board of Trustees.	WPC.127(2)	28/02/17	Clerk	28/02/17	-	Not yet commenced	
3	To request CAMRA to prepare a case for the listing of the Millhouse Pub as an Asset of Community Value for consideration at a future meeting;	WPC.134(2)	28/03/17	Nick Bosley, Chair of the North Cheshire CAMRA Branch	28/03/17	-	In progress	
4	To ensure that the Millennium Trust Fund is publicised on the Parish Council's new website.	WPC.28(3)	27/06/17	Clerk and Finance Officer	27/06/17	-	To be delivered by the website project	
5	To invite the North West Air Ambulance to participate in the Carnival in 2018 for fundraising purposes.	WPC.41(3)	25/07/17	Clerk	-	-	This event has now taken place	
6	To request the Clerk to contact United Utilities to request that they consider posting an official notice about their access requirements to the gate to Myddleton Lane Playing Fields.	WPC.72(4)	24/10/17	Clerk	24/10/17	-	Not yet commenced	
7	To request the Clerk, in consultation with Councillor Mitchell, to draft a letter to the Borough Council in connection with the empty property at 2	WPC.73(2)	24/10/17	Clerk	24/10/17	-	Not yet commenced	






Agenda Item 5

	Rectory Lane to enquire about the procedures available in relation to empty properties and the options available in this case.							
8	To request the Clerk to invite a representative of Warrington Borough Council to meet with parish councillors to discuss how the Parish might assist in the prevention of fly-tipping activity and the detection of offenders.	WPC.79	24/10/17	Clerk	24/10/17	-	Not yet commenced	
9	To authorise the Chairman to discuss with the Chairs of Poulton with Fearnhead and Croft Parish Councils any common areas of interest in relation to a potential Community Governance Review.	WPC.80(1)	24/10/17	Chair	24/10/17	-	Not yet commenced	
10	To request the Clerk to reconvene a meeting of the informal group of parish representatives, which had worked on the recent Local Plan consultation, to discuss both progress on the Local Plan and a possible Community Governance Review.	WPC.80(2)	24/10/17	Clerk	24/10/17	-	Not yet commenced	
11	To request the Management Committee to consider the issue of emergency powers and business continuity arrangements and to recommend any changes to the Council.	WPC.115(1)	23/01/18	Management Committee/Finance Officer/Clerk	23/01/18	-	A review of the Financial Regulations and work to clarify procedures around HR actions was carried out by the Management Committee on 12/06/18. Further work may be required to strengthen the terms of reference of the Committee and scheme of delegation to Officers.	
12	To request Councillor Gordon to work with the headteacher of Winwick CE Primary School and	WPC.117(2)	23/01/18	Councillor Gordon	23/01/18	-	A verbal update may be provided	






Agenda Item 5

	Winwick Football Club to look into the possible development of a bid for a floodlit artificial football pitch on the Leisure Centre Playing Fields.							
13	To request the Finance Officer, Clerk and Chairman, as appropriate, to carry out the actions set out in the confidential minute to this section.	WPC.121(2)	23/01/18	Finance Officer, Clerk and Chairman	23/01/18	-	These actions relate to insurance and HR issues. Actions (1), (3), (4) and (5) completed. Action (2) (review of CCTV footage) was underway	
14	To request the Clerk to write to the Police to seek to ensure their continued involvement in Parish Council meetings.	WPC.129	27/02/18	Clerk	27/02/18	-	New area arrangements are in place and PCSO Neil Brown serves Burtonwood and Winwick and has been reporting to the Council	
15	To request the Clerk to write to Richard Ward, local historian, to thank him for his involvement if obtaining a listing for the Battle of Winwick Site as a registered battlefield.	WPC.130(2)	27/02/18	Clerk	27/02/18	-	Not yet commenced	
16	To continue to lobby Warrington Borough Council for the removal of Peel Hall from the threat of future development by designating the area as green belt land and seeking to deliver housing need by the provision of increased residential development in the town centre.	WPC.144(5)	27/03/18	All councillors	27/03/18	-	Further consultation opportunities will arise as the Local Plan is developed	
17	To approve the purchase of the red telephone box at Hermitage Green for £1, subject to the Clerk, in consultation with the Chairman, being satisfied with the detailed terms of the contract.	WPC.147(2)	27/03/18	Clerk	27/03/18	-	Concerns about the state of the door and on-going maintenance have led to the decision being reversed (see Action 33 below)	

Agenda Item 5

18	To request the Clerk to send a reminder letter to the Neighbourhood Policing Team about future meeting dates and to request that a written report be submitted if no officer was available to attend the meeting	WPC.164	24/04/18	Clerk	24/04/18	-	New area arrangements are in place and PCSO Neil Brown serves Burtonwood and Winwick and has been reporting to the Council	
19	In respect of Document 2, to request the Clerk to write to the resident concerned to indicate that the Council notes and agrees with the concerns expressed about inconsiderate parking, but to confirm that the Council has been unable to identify a cost effective and proportionate solution, although any practical suggestions would be welcomed	WPC.165(2)	24/04/18	Clerk	24/04/18	-	Not yet commenced	
20	In respect of Document 13, to request the Clerk to offer the Warrington East District Scout Group free use of a room at the Leisure Centre for a fundraising event and to grant permission to sell raffle tickets behind the bar.	WPC.165(4)	24/04/18	Clerk	24/04/18	-	Not yet commenced. Fund raising is in connection with the World Scout Jamboree Event in 2019	
21	In respect of Document 15, to request the Finance Officer to look into the possible provision of soft flooring in the toddler play area on Myddleton Lane Playing Fields, and to request Councillor Emery to provide her with contact details for applications for WREN funding.	WPC.165(5)	24/04/18	Finance Officer and Councillor Emery	24/04/18	-	Not yet commenced. However, it may be possible to seek a quotation during the forthcoming annual safety inspection by Wickstead	
22	In respect of application reference 2018/32116 to agree that Councillor Bennett be authorised to speak against the application on behalf of the Council at Warrington Borough Council's Development	WPC.166(2)	24/04/18	Councillor Bennett	24/04/18	-	The initial application was withdrawn. Councillor Matthews has agreed to review the new application to ascertain if the Council should maintain its	




Agenda Item 5

	Management Committee.						objection. Councillor Mitchell will speak at the Development Management Committee if required. (See Action 27 below)	
23	To agree that the equipment purchased for the use by the Peel Hall Conservation Group should be made available to any successor or partner organisation carrying out land management works at Radley Common, Radley Wood and John Parr Meadow.	WPC.170(2)	24/04/18	Clerk	24/04/18	-	Initial contact was made with Woolston Eyes by Councillor Williams (who has subsequently resigned)	
24	To agree to agree, in principle, to the free use by Winwick CE Primary School of Myddleton Lane Playing Fields at break times, subject to a request being made in writing from the School and to terms being agreed.	WPC.171(2)	24/04/18	Leisure Centre Manager	24/04/18	-	No further details have been received from the School	
25	To request the Clerk to send a reminder letter to the Neighbourhood Policing Team about future meeting dates.	WPC.11	22/05/18	Clerk	-	-	New area arrangements are in place and PCSO Neil Brown serves Burtonwood and Winwick and has been reporting to the Council	
26	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.	WPC.12(2)	22/05/18	Finance Officer	22/05/18	-	A cheque will be made available	
27	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	WPC.13(2)	22/05/18	Clerk and Councillor Matthews	21/06/18	-	Details submitted to Cllr Matthews on 21/06/18	







Agenda Item 5

	Matthews to resubmit the objection, if appropriate.							
28	To request the Clerk to ascertain what information had been circulated to residents in relation to traffic management proposals in Delph Lane.	WPC.15(3)	22/05/18	Clerk	20/07/18	20/07/18	Correspondence from Jamie Fisher, Principal Highway Engineer (Collision Investigation) Warrington Borough Council, is reported elsewhere on the Agenda	●
29	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.18	22/05/18	Clerk and Councillor Matthew	21/06/18	-	Details submitted to Cllr Matthews on 21/06/18. Subsequent correspondence has been received from Nik Iddon, Warrington Borough Council and is reported elsewhere on the Agenda	●
30	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Recently commenced	◎
31	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.22(2)	22/05/18	Clerk	22/05/18		The new website is being piloted. This item will be publicised accordingly	○
32	It was agreed to accept a donation for the purposes of purchasing and installing an outdoor cabinet for an AED at the Leisure Centre and to approve the relocation of the Centre's AED into the cabinet, subject to the benefactors providing a suitable quote to the Council and organising the purchase.	WPC.28(1)	26/06/18	Clerk and Finance Officer	26/06/18	12/07/18	Cabinet ordered by the benefactor and donation now received. Installation will be arranged upon receipt of the cabinet	●
33	To agree not to adopt the telephone box at Hermitage	WPC28(2)	26/06/18	Clerk	26/06/18	23/07/18	BT informed of Council's decision not to pursue	●

Agenda Item 5

	Green.						adoption	
34	In respect of Document 12, to approve the clearing of weeds adjacent to the resident's property.	WPC.32(2)	26/06/18	Finance Officer	26/06/18	-	In progress	
35	To request the Clerk to submit a letter of support on behalf of the Council in respect of the proposals to create a community farm, etc. at Fearnley Wood, Old Alder Lane, Burtonwood, Warrington.	WPC.33(2)	26/06/18	Clerk	26/06/18	23/07/18	Letter submitted	
36	To request the Clerk to report the infrequent cutting of the smaller green at Hermitage Green to Kathy Sephton, Environment Manager, Warrington Borough Council.	WPC.37(2)	26/06/18	Clerk	26/06/18	223/0718	E-mail request sent	

Progress Legend

-  Completed
-  Progressing to target
-  Early progress / just started
-  Not started (lower priority)
-  Complete – Immediate review programmed
-  Issues (exception)

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Winwick Parish Council

Correspondence since 26 June 2018
(or not previously reported)

1. E-mail from Lara Jacob, Clerk to Stockton Heath Parish Council, inviting the Council to place a link on its website to Warrington Borough Council's consultation until 29 July 2018 on the Stockton Heath Recycling Centre at Sandy Lane – 28/06/18
2. E-mail response from Nik Iddon, Highways and Street Works Inspector, Warrington Borough Council, confirming his availability to meet with Parish Council representatives as a matter of urgency to discuss the issue of water run-off from the Leisure Centre car park – 28/06/18
3. Council and Clerks Direct periodical- July 2018 - Issue 118 – 01/07/18
4. E-mail from Pauline Wilkinson, Team Support Worker, Neighbourhoods in Warrington West Team, including a poster about for the Chapelford Summer Fair which was due to take place at Dakota Park on Saturday 14 July 2018, from 11am to 4pm – 04/07/18
5. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 05/07/18, 06/07/18, 09/07/18, 12/07/18, 18/07/19, 20/07/18 and 23/07/18
6. E-mails from Adam Keppel-Green, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), concerning the next branch meeting which was due to take place on Thursday 19 July 2018, at 6:30pm, in Macclesfield, Town Hall. The focus of the meeting was Policy Exchange, sharing and discussing best practice in council policies – 07/07/18 and 15/07/18
7. E-mail from Councillor Gordon following up on a request from Winwick CE Primary School to purchase a piece of Parish Council land, so they can extend the car park for school. The matter had been considered by the Management Committee on 10 June 2018, which was in favour of further negotiations taking place. The piece of land in question is where the pathway and railing are opposite the school car park. This would also extend the Centre car park usage at weekends. The Diocese of Liverpool are aware of the School's proposal and are very interested, but would prefer to purchase the piece of land, as they are not able to give money for rental purposes – 11/07/18
8. E-mail from Gilly West, Engagement Manager - North West, HS2, offering to provide a presentation to the Council on the HS2 rail project and the implications for the region – 18/07/18.
9. E-mail from Jacqui Johnson, Campaign to Protect Rural England (CPRE), Warrington volunteer, about 2 issues: (a) Cheshire and Warrington Local Enterprise Partnership (LEP) consultation on the Cheshire and Warrington

Transport Strategy; and (b) HS2 plans in connection with the Golborne Link
19/07/18

10. E-mail from Jamie Fisher in providing an update on work to analyse the Delph Lane traffic management consultation responses – 20/07/18
11. E-mail from Alan O'Hanlon, Clerk to Poulton with Fearnhead Parish Council surveying all parish councils in Warrington to establish what additional work they are carrying out that would normally be the role of the Borough Council. The list is not exhaustive but would cover work such as litter picking, removal of fly tipping, hedge trimming and pot hole filling – 23/07/18.
12. E-mail from Alison McDonald, Electoral Services Manager, Warrington Borough Council, confirming that the Returning Officer has received a valid request for a by-election in the Peel Hall Ward and enquiring if the Council wants to arrange for the printing of poll cards (£185) and their delivery (£225) – 23/07/18
13. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Creative Play – outdoor play equipment
 - HAGS – outdoor fitness and play equipment
 - Kompan – outdoor fitness and play equipment
 - Noticeboards Online – various notice boards
 - Sovereign Design Play Systems Ltd - outdoor play equipment
 - Wicksteed Leisure Ltd – outdoor play equipment

Up to date as at 23/07/18

Winwick Parish Council

Planning Matters since 26 June 2018

General Correspondence (0)

Nil

Domestic Planning Applications (2)

1. Application reference: 2018/33136
Location: 4, The Priory, Winwick, Warrington, WA2 8SB
Description of development: Tree Preservation Order- Lime (T1) Fell because the tree is in close proximity to the property and has previously been pollarded. Replant with root ball Maple in Autumn in the rear garden.

2. Application reference: 2018/33185
Location: 10, Winwick Park Avenue, Winwick, Warrington, WA2 8XA
Description of development: Section 192 (Lawful Development Certificate) - Proposed ground floor rear dining room extension into the rear garden to form a multi-use dining area.

Non-Domestic Planning Applications (0)

Nil

Up to date as at 23/07/18

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Winwick Parish - Management Committee 10 July 2018

Present: Councillors Matthews (Chair), Gordon, Gosney and Iddon

WPMC 7 Apologies

There were no apologies for absence submitted.

WPMC 8 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 9 Appointments to the Committee

It was reported that Councillor Sue Emery had confirmed that she was unable to take up the seat offered on the Committee for personal reasons

Decision – To note that Councillor Emery was unable to take up the seat offered on the Committee and to refer the matter of whether to make an alternative appointment to the Committee to the Council.

WPMC 10 Minutes

In relation to Minute WPMC4 – Coffee Sales, it was noted that sales were going well. Further information was included in the Leisure Centre Performance report at Agenda Item 5(1)(a).

It was suggested that an action list be provided to the Committee in future to facilitate the tracking of progress against any actions which were not otherwise featured on the Agenda.

Decision –

- (1) That the Minutes of the meeting held on 12 June 2018 be agreed as a correct record.
- (2) That the Clerk be requested to provide an action list for future meetings of the Committee.

WPMC 11 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Report

The Interim Finance Officer provided a report which showed the latest financial position at the Leisure Centre. Ms Jones, Interim Finance Officer was in attendance to highlight key elements of the report.

Income Information

Bar Takings Cumulative

A graph was provided showing budgeted and actual bar takings. Based on a budget of £10k income expected each month, the bar takings for June ran £2.2k over target (£0.5k over breakeven) with the year to date running at £1.2k over target (£1.5k below target in previous month).

The upturn could be attributed to increased footfall due to football matches and a large number of private functions, including birthdays and funerals, as well as organised events such as the 80s Night, Northern Soul Night and Neil Diamond Tribute. Councillor Iddon enquired why the profits for individual events had not been larger. Ms Jones commented that the ticket sales had not been high enough to cover the cost of some of the acts booked. Events were being used as a filler when there were no other functions booked at the Centre.

The Bar Manager was in the process of switching to a new drinks wholesaler, Bliss Supplies, which should give rise to some reduced stock costs and included a free refurbishment of the cellar. The new lines had already been installed and work was progressing well. The firm was based locally and was considered to be reliable. The Bar Manager and Ms Jones had recently met with a representative of the company. Bottles could be collected easily, if necessary, and all orders placed before lunch would be delivered on the same day.

Councillor Iddon enquired how the Council would monitor that deliveries corresponded with what had been ordered and that prices were not rising excessively. Ms Jones indicated that the Finance / Bookings Administrator processed items individually for her to monitor and that both the Bar Manager and Deputy Manager would also monitor the situation. The Chairman commented that Ms Jones had been undertaking some shifts at the Leisure Centre and that it had provided some useful insight into the detailed workings of the business.

In respect of organised events, the Chairman indicated that each event might cost up to £1,200 to provide, but only then generated £1,200 income. Under the circumstances, it might not be worth the effort and might be better to keep the date free for other local functions. Ms Jones responded that only the Neil Diamond Tribute Act had involved a large outlay and that the 80s Night and Northern Soul Night could be organised at a lower cost. The numbering of tickets had also helped to provide assurance that all takings were accounted for.

Councillor Iddon warned about complacency in relation to the positive figures for June. Traditionally, takings were usually good in June and for the forthcoming Carnival, but there tended to be a dip thereafter in the summer period. The Chairman added that August was a good time to take stock of performance and to compile a plan for the winter months ahead.

Ms Jones indicated that an item on rebuilding the Leisure Centre's website featured later on the Agenda. The website was crucial to marketing the Centre. She had discussed with the Bar Manager the possibility of posting all forthcoming events on the site including, where appropriate, community events. Facebook and Twitter accounts would then be active from September 2018. It was recognised that residents often went away on holiday in August, but there were opportunities to promote coffee mornings in September for the parents of new starters at Winwick CE Primary School. Councillor Iddon reminded Members that they had previously discussed suitable signage at the entrance to the Lane about the availability of coffee at the Centre.

The Chairman indicated that it might be useful for members of the Committee to hold an ad hoc meeting with the Bar Manager, since his shift patterns did not normally allow him to attend the Committee's programmed meetings. He also suggested that the Centre needed to be rebranded and relaunched. The Bar Manager had previously indicated that the facility needed to be more community centric and that its strengths as such should be marketed. The term 'Community Hub' was suggested, but was not universally liked. Other suggestions include rebranding as 'The Myddleton' or 'Winwick Pig' after the local legend connected with origins of St Oswald's CE Church. Members also commented on the lack of appeal caused by the poor façade of the Centre when viewed from Myddleton Lane and the main entrance being at the side of the building. Councillor Iddon commented that the building 'lacked eyes' but that significant improvements could be made by simply repainting the exterior of the building and cleaning the patio. Ms Jones responded that the Bar Manager was looking into the maintenance of the patio. The Chairman added that improved signage and well stocked planters by the entrance would help to draw customer towards the entrance. Councillor Gosney noted that CAMRA had changed the Centre's designation from 'club' to 'pub', due to the introduction of real ale.

Cash Takings

A table of cash takings for bar sales for the weeks commencing 26 March to 2 July 2018 was presented. Tea/coffee sales were not included in those figures. The green boxes highlighted where takings had been over the break-even point for the day.

The report was presented in a different format from the last meeting, with more detailed breakdown of bar sales, tea/coffee, room hire and ticket sales for June 2018 being provided in a separate appendix.

The figures showed strong cash flow on Saturday and Sunday, with strong nights when an event/ sports were on (Tuesday and Friday), although work was still needed to bring people in to improve cash flow on the other nights of the week.

Coffee Sales

With regards to the coffee mornings, as previously reported, to break even the Centre needed to sell 6 cups per day. A monthly breakdown of tea/coffee sales was provided, which showed the steady improvement in sales, virtually doubling since May. After just over 3 months of the machine being in place the number of cups per day sold was generating a profit, with 9.8 cups per day sold in June and 7.5 per day sold in July to date. The School Sports Day held in June had helped to boost the sales figures.

Room Letting Cumulative

A graph was provided showing budgeted and actual lettings income. Room lettings ran £0.75k under budget for June and was running under budget by approximately £1.9k in total (£1.1k previously). The deficit would be partly covered by the pre-school payment at the end of the term of approximately £1.5k. The management team were currently looking at optimising the use of the rooms at the Centre and, as discussed earlier, would need a strong marketing strategy and to ensure that the website was updated and effective.

Room lettings were, however, running at just under the break even point. The budget and break even targets seem paradoxical, but had been developed on the assumption that the room lettings side was profitable and would outperform bar sales, such that it could support any loss making activities on that side of the business.

Councillor Iddon enquired whether all users of the Leisure Centre paid. Ms Jones confirmed that there was a consistent policy in respect of room lettings. Councillor Iddon asked about organised activities and commercial users of the Playing Field. For example a keep fit 'boot camp' was held twice weekly on the field. It was understood that the participants paid to access the sessions, but it was unclear if a charge was made for hire of the playing field. The Chairman indicated that commercial use should be charge at the same rate as for other users, such as the Winwick Athletic Football Club.

Events Breakdown

A breakdown was provided of profit and loss for recent events at the Leisure Centre, based upon tickets and bar sales, against the costs of the act, bar stock and staffing. A summary of the overall profit/loss for each event was as follows:-

- Neil Diamond Tribute: £7.26 (profit)
- 80s Disco: £7.19 (profit)
- Northern Soul: £123.28 (profit).

Payments Made

A list of payments made to 11 June 2018 was presented as follows:-

Payee	Description	Sum
Direct Debits on 25 June 2018		
BT Group	-	£104.02
Direct Debits on 2 July 2018		
WBC Rates	-	£770.00
BNP lease	-	£223.60
Direct Debits on 9 July 2018		
BT Group	-	£165.71
Electronic Payments authorised on 25 June 2018		
KC Kitchen	-	£751.00
Electronic Payments authorised on 2 July 2018		
Lawtons First Aid	-	£96.00
Warrington Security	-	£160.00
James Norton	Neil Diamond Tribute Act	£395.00
Service Care	-	£1,031.93
Electronic payments authorised on 9 July 2018		
HMRC	Games tax	£100.47
SJ Leisure	-	£50.00
EE	-	£13.70
Service Care	-	£284.27
Wigan Beer	-	£3,085.79

Weekly Room Information

The electronic booking system was now being updated and it was intended shortly to purchase a tablet device to replace the paper day book and to enable room bookings to be taken over the bar. A specification had been obtained from Drum BSS and it was envisaged that the new device would cost around £100 - £145.

Quotes

The Chairman declared an interest in respect of this item, on the basis that he personally knew one of the bidders and he took no part in the discussion or decision thereon.

The Committee considered three quotes which had been received in connection with the development of the Leisure Centre's new website, as follows:-

- Contractor A - £500 + VAT for update to website (all content provided by the Leisure Centre) and 1 years free hosting;
- Contractor B - £400 +VAT for website update, plus £180 + VAT for annual hosting fee; and
- Contractor C - £1,850 for website update, plus £145 annual hosting fee (with first year hosting free).

The new website needed to be attractive and easily updatable, with the facility to display events and for changes to be made quickly. Bid C was the most expensive, but provide the most comprehensive package. Updates would be carried out by the contractor and were chargeable. The Council had an existing relationship with Contractor B for other ICT systems and current interactions were good. Contractor C was the new parent company for the existing provider and would commit to training the Leisure Centre staff to make their own updates to the website content.

Items from Previous Agendas and Progress

Annual Playground Safety Inspection

The annual playground safety inspection had now been completed by Wicksteed and a report was provided, which included some recommended repairs. In addition, Ms Jones reported that there were a number of bald spots in the grassed areas and some damage from rabbit burrows. Warrington Borough Council were contracted to carry out the grass cutting, but it was not clear if that Council would carry out any wider grounds maintenance.

It was noted that it had proved difficult in the past to get other contractors to carry out the minor repairs identified and that it might be more effective to commission Wicksteed to complete the repairs. Ms Jones also reported that the Spiro Whirl needed repainting, although that was not identified as a requirement in the written report. Councillor Iddon suggested that the Litter Picker be requested to carry out the monitoring of the open area for dog faeces. The Chairman agreed that this should be added to his schedule, but it was unclear whether he would be able to remove and dispose of any faeces. The matter would need to be discussed further with the Litter Picker. It was also pointed out that the signage recommended was not included within the costs of the recommended repairs. Ms Jones indicated that verbal advice received had indicated that the sign should be mounted on a free-standing pole, rather than be affixed to fencing. The Chair suggested that the signage matter be deferred until the issue of branding for the Leisure Centre had been determined.

Decision –

- (1) To note the update report.
- (2) To request the Finance Officer to arrange an informal meeting between members of the Committee and the Bar Manager to discuss progress and other matters of interest in relation to the Leisure Centre.
- (3) To request the Finance Officer to investigate the application of booking fees for commercial enterprises wishing to use Myddleton Lane Playing Fields.

- (4) To approve the commissioning of Contractor B, Drum BSS, for the provision of the Leisure Centre's new website.
- (5) To note the Annual Playground Safety Inspection Report and to request the Finance Officer to commission Wicksteed to carry out the playground equipment repairs identified.
- (6) To request the Finance Officer to commission Wigwam Property Maintenance to repaint the Spiro Whirl in the playground.
- (7) To request the Clerk to discuss the possible monitoring and disposal of dog faeces from the open area of the Myddleton Lane Playing Fields with the Litter Picker.

WPMC 12 Exclusion of the Public (including the Press)

Decision - That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

WPMC 13 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Report

The report of the Interim Finance Officer included reference to a report on a confidential staffing matter. A written report on the matter and the actions taken as a result of that matter was provided. In addition, a request had been submitted by the member of staff concerned, in relation to a financial matter.

A verbal complaint had been made to Councillor Gordon by a member of the public with a direct personal interest in the incident which had precipitated the above staffing matter. The complaint also extended to some subsequent actions and issues arising. The Bar Manger had spoken directly to the person concerned to apologise for incident and to provide some assurance about the situation. If the complainant remained dissatisfied it was open to her to write to the Bar Manager on the issue.

(Further information is included in a confidential minute to this section.)

Decision –

- (1) To note the record of a recent incident which took place in the Leisure Centre Bar, the staff disciplinary actions taken and the support proposed by the Bar Manager and to endorse those actions.

Agenda Item 12

- (2) To note the issues raised in a verbal complaint made by a member of the public about the above incident and the Council's response to that incident and to note that assurances have been provided by the Bar Manager.
- (3) To request the Clerk and Bar Manager to carry out the actions set out in the confidential minute to this section.

(B) Employee Matters

There were no employee matters other than those identified at Minute WPMC.13(A) above.