

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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19 September 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, 25 September 2018 at 7.30 pm.

Yours sincerely

Julian Joinson
Interim Clerk to the Parish Council

AGENDA

- 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 24 July 2018.

- 4. Election of Councillor – Peel Hall Ward**

To note the election of Councillor Chris Vobe at the by-election held on 6 September 2018.

- 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. **Wreath for Remembrance Sunday**
13. **Future Clerking Arrangements**
14. **Reports from Parish Council Committees**
 - Nil
15. **Reports from Approved Outside Body Appointments**
 - Rights of Way Forum (Cllr M Matthews)
16. **Ward Reports / Updates**
 - Houghton Green Ward
(Councillors D Friend, G Friend, Matthews and Purnell)
 - Peel Hall Ward
(Councillors Emery, Gosney and Vobe)
 - Winwick Ward
(Councillors Gordon, Iddon and Mitchell)
17. **Date and Time of Next Meeting – Tuesday, 23 October 2018 at 7.30pm**
18. **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 24 July 2018

Present: Councillors C Mitchell (Chair), D Friend, S Gordon, A Iddon, M Matthews and R Purnell.

WPC.39 Apologies for Absence

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

WPC.40 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.41 Minutes

Decision – That, the Minutes of the meeting held on 26 June 2018 be agreed and be signed by the Chair as a correct record.

WPC.42 Casual Vacancy – Peel Hall Ward

Members were reminded that Councillor D Williams had recently resigned from his seat in the Peel Hall Ward and that a notice of casual vacancy had been published on 3 July 2018. The notice stated that an election to fill the vacancy would be held if, within fourteen days after public notice of the vacancy had been given, notice in writing of a request for such an election was given to the proper officer of the Borough Council by ten electors for the electoral area.

It was reported that an election had been called and that the proposed date of the election was 6 September 2018.

Members considered whether, or not, to arrange for the printing and delivery of poll card to residents, the cost of which would be £185 and £225 respectively. Members considered the possibility of councilors delivering the poll cards, as the population of the ward was relatively small, although that might still be onerous. It was anticipated that the political party calling the election was likely to leaflet residents, thereby raising awareness of the election.

It was envisaged that the election would be contested, leading to a formal election taking place. Members noted that the likely cost of holding an election might be up to £5,000, not including the poll cards issue.

Decision – That poll cards not be requested for the election in the Peel Hall Ward.

WPC.43 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.44 Question Time for Electors

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

Traffic Lights on the roundabout at M62 Junction 9

It was reported that the traffic lights on the roundabout at Junction 9 of the M62 were partially obscured by trees, particularly those lights for traffic heading north from Winwick Road, or off the eastbound carriageway of the motorway onto Newton Road.

Peel Hall/Winwick Farm - Fire Risk

It was reported that residents were concerned about the potential fire hazard posed by long grass at Peel Hall and Winwick Farm and particularly the field adjacent to Birch Avenue, due to people smoking in the area. The matter was especially concerning, in the light of the prolonged dry weather and recent moorland fires, including Saddleworth Moor and Winter Hill. The land comprised long grasses and ragwort and residents were concerned that if that caught alight it might lead to a large scale evacuation of houses in the vicinity and might close the M62 motorway. Members understood that the land in question belonged to Satnam. It was suggested that concerns should be reported directly to Warrington Borough Council.

Planning Enquiry - Land at Peel Hall

A resident had recently spoken to a councillor while attending the planning enquiry into Land at Peel Hall and handed some documents to him, with a view to them being passed on to the Parish Council. Members and officers had not yet received the documents in question.

Crime Reporting regarding Birch Avenue

It was reported that a number of criminal and anti-social behaviour incidents, including sexual crime, violent crime and arson had taken place in the Birch Avenue area. It was understood that the incidents were linked to adolescents accessing Child and Adolescent Mental Health Services (CAMHS) at the Alders/Fairhaven, on Birch Avenue. There had been some 14 police attendances per month in the area, including the need for police to attend in riot gear. Some minor incidents included a child in the street without footwear and a child on a roof. Fire and Rescue Service had also been called on a number of occasions. Residents asked whether the Police could record the fact that the incidents were not related to ordinary residents of the area. There was a concern that if residents wished to sell their property, when prospective purchasers looked at local crime statistics, it might give an inaccurate and poor picture of what the area was like to live in.

A linked issue was the placement of people at the Alders/Fairhaven with more significant mental health issues (ie. sectioned under the Mental Health Act 1983). Those individuals were sometimes taken for escorted walks, but occasionally evaded their carers. Police attendance was then required to locate them and return them to a place of safety. It was hoped that something could be done to improve that situation.

Parking Issues – Birch Avenue

Residents of Birch Avenue reported parking difficulties and traffic issues due to the Alders/Fairhaven facility. It was reported that, as part of the planning consent for the premises in 2001, restrictions had been placed on the hours of operation, which were from 8am to 6pm (Mon-Fri) and from 9am to 12 noon (Sat) and that estimates of vehicle movements were for around 18 vehicles per day. It was noted that the facility was now open 24 hours per day and that vehicle movements greatly exceeded what had originally been planned. Residents asked if the planning condition could still be enforced. The Chair suggested that the planning information should be submitted to the Parish Council and Council could then take up the matter with Enforcement Officers at Warrington Borough Council. It was noted that the change could have been effected via an application for a variation of hours. Residents were disappointed that additional off-street parking provision had not been made for staff and visitors at the Alders/Fairhaven.

Petition for a Local Election

A resident explained that a UKIP representative had approached residents to ask them to sign the petition for an election. She enquired if that now meant that residents would get to vote. A response was provided that it was likely that at least two candidates would be proposed to stand for election and the relevant political parties would normally leaflet the area. Residents who lived within the ward who were on the electoral roll could vote.

Winwick Parish Council's New Website

A resident asked what had been done to promote the Council's new website. While the initiative was welcomed there was little publicity about its launch, such as on the Council's notice boards. The new website presented an opportunity to get people to participate in democracy and community events. A response was provided that the new website address was included on the Agenda front covers, but prospective users were advised that the website was not yet fully populated with content.

Former Parkside Colliery Development

A resident asked how the Parish intended to disseminate information about the Parkside Development to people living in Winwick. The Chair responded that information could be posted on the Council's website, but that there was not much happening at the moment in respect of planning matters at St Helen's. The resident asked whether the application for the link road had been considered yet. Mr Joinson, Interim Clerk, responded that the application had been submitted, but had not yet been considered by Warrington Borough Council's Development

Management Committee. The Chair undertook to post details on the website when further information became available. Residents asked how those without access to the internet would find out about the progress of the development and whether leaflets could be distributed or made available in the local shop. Councillor Matthews indicated that there was an active campaign group (Parkside Action Group) which had provided leaflets previously and that the promoters of the development had also carried out some public information exercises. Informal word of mouth was generally effective in Winwick too, but people increasingly used the web and social media. Councillors also knocked on doors during particular campaigns. Residents felt that it would be important for them to know about any upcoming meetings on the matter and that appropriate publicity would be required then.

The Chair reminded all present that the Council had objected to the initial proposals before St Helens Council, unless certain conditions were met. Councillor Mathews commented that Culcheth and Glazebury and Croft Parishes had provided a firmer and more comprehensive objection. However, Winwick Parish had determined not to support that position. The other parishes' complaint was that the link road might lead to much wider development in the area. However, there were some good general points within their objection in relation to poor design of the road. Residents might be in a position to persuade the Secretary of State to call-in the decision, which would lead to the decision being made by an expert planning inspector.

The resident asked what would happen if St Helens approved the application in respect of its own local authority area, but Warrington did not. The Chair added that St Helens could appeal in that scenario, but in practice both authorities would be looking to find an agreed solution. The resident asked if a direct link to the motorway would be considered, but it was pointed out that such a scheme would be difficult to construct and the costs would be prohibitive.

Community Speed Watch

A resident reported that she had recently spoken to a policeman about obtaining a speed gun for use by volunteers on Birch Avenue. However, nothing further had been heard about the matter. The road was a 20mph zone. Speeding was a particular problem at times of shift change at the local NHS premises. Fixed signage appeared not to be a deterrent to speeding. In addition, there were lots of vehicles parked on the roadside. Residents asked how they might obtain a speed gun. Councillor Matthews indicated that a formal Community Speed Watch Scheme was required. The volunteers would be trained and supported by the Police. Vehicle details of those exceeding the relevant speed limit could be recorded and drivers might receive warning letters. The intelligence gathered could also lead to Police escalating their response with the deployment of a mobile speed enforcement camera, following which speeding drivers would face prosecution.

Off Street Parking – Birch Avenue

A resident indicate that a number of residents of Birch Avenue normally parked their vehicles on a piece of land owned by Satnam and had done so for a period of around 30 years. However, recently they had received e-mails notifying them that

they could no longer do so. It was understood that Satnam now wished to turn the land into a pay car park. The situation was causing residents to park on the road which was adding to congestion. Residents had researched the matter and had turned up documents from 1971 which designated the land as a car park. Residents had looked into the possibility of gaining title to the land through the use of 'adverse possession' legislation, but had been advised by the Land Registry that such an action would not be successful. However, it might be possible to acquire a 'prescriptive easement' in connection with use of the land. It was understood that all affected residents would need to apply. Residents queried whether they might need to establish a formal residents' association for those purposes. The Chairman indicated that residents needed the advice of a specialist lawyer. It might be possible to obtain a free consultation from a local solicitor and it was noted that some universities might provide free consultations. It was understood that Liverpool, Manchester and Lancaster Universities all provided surgeries. Details should be available on the university websites, or alternatively Law Faculties could be telephoned directly.

Decision –

- (1) To note the questions and issues raised by residents.
- (2) To request the Clerk to report the obscured traffic light at Junction 9 of the M62 to Warrington Borough Council.
- (3) To request the Clerk to raise the concerns of residents on Birch Avenue about the recording of crime statistics in relation to the area, which gave a false impression of the neighbourhood.
- (4) To request that the residents of Birch Avenue submit any planning information to the Council about the hours of usage of the Alders/Fairhaven facility, in order for it to pursue the matter further with Planning Enforcement Officers at Warrington Borough Council.
- (5) To agree that the Council will monitor progress in relation to the former Parkside Colliery development and the planned link road and will publicise any significant developments on the Council's website.
- (6) To request the Clerk to look into the details of the Community Speed Watch Scheme and to report back.

WPC.45 Written Motions Received

There were no written motions received on this occasion

WPC.46 Police / Community Issues

There was no Police report on this occasion. It was noted that PCSO Neil Brown had been on duty at Winwick Carnival on Saturday, 21 July 2018.

WPC.47 Correspondence

The following items were 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 the 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 was where the pathway and railing were 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 were very interested, but would prefer to purchase the piece of land, as they were 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 were carrying out that would normally be the role of the Borough Council. The list was 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-mails from Alison McDonald, Electoral Services Manager, Warrington Borough Council, confirming that the Returning Officer had received a valid request for a by-election in the Peel Hall Ward and enquiring if the Council wanted to arrange for the printing of poll cards (£185) and their delivery (£225) and confirming the date of the election as 6 September 2018 – 23/07/18 and 24/07/18.
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.
14. E-mail from Elaine Marsden, Administrator, South Area Neighbourhood Team, enclosing details of a poster containing advice from Warrington Trading Standards about parent and toddler groups – 24/07/18.

In connection with Document 2, water run-off from the Leisure Centre car park, Councillor Matthews confirmed that the matter was still 'on his radar'.

With regard to the Warrington Voluntary Action Documents reported at 5 above, Mr Joinson asked if Members wished those e-mails to be forwarded directly to them, as they were often time specific and community focused. In response, Members who wanted to view details of those bulletins indicated that they would prefer to subscribe on an individual basis.

In respect of Document 7 Councillor Gordon enquired if the Council had a preliminary view on the possibility of the sale of a small piece of land for use as a school car park. The land identified was where the willow tree stood and the path behind it. Representatives of Winwick CE Primary School hoped to meet with councillors in September to discuss the matter further. It was envisaged that up to £50k might be available for the purchase. Councillor Iddon queried whether the Parish Council was entitled to make the sale, as it was understood that there were some covenants applicable to Myddleton Lane Playing Fields. Ms Jones, Interim Finance Officer, indicated that she had located some legal documents in the Leisure

Centre attic, which might provide the answer. The Chairman indicated that, in principle, the Council was not against the proposal. It was hoped to be able to protect the willow tree within any proposed scheme.

In connection with Documents 8 and 9, Members were asked if they wished to receive a presentation on the HS2 rail project. It was suggested that a presentation be arranged at a residents' meeting and that residents of the neighbouring parish of Croft also be invited to attend.

With regard to Document 10, Councillor Iddon enquired what the latest update on the traffic management survey had said. Councillor Matthews indicated that the consultants had now received the survey responses and were looking at the details. One issue which had been identified was the need to make provision for agricultural vehicles in any future scheme. The scheme would now be progressed in conjunction with the Borough Council.

In respect of Document 11, Councillor Purnell indicated that Poulton-with-Fearnhead Parish Council were looking into ways that they might take up responsibility for services currently delivered by Warrington Borough Council, which might be subject to cuts, and were looking at examples from other parishes. The Chairman indicated that in Winwick only the litter picking service had been developed. The litter picker was supplied with a van and picked up general litter, as well as fly-tipping waste after its source had been investigated. Ms Jones confirmed that she could provide details of the costs of the service. It was noted that the grass cutting was all in relation to Parish Council land, although mowing the playing field was contracted to the Borough Council. Councillor D Friend reported that in Poulton-with-Fearnhead complaints were often received about bushes and hedgerows not being cut, which was due to the large amount of 'new town' land. The Clerk undertook to respond to Mr O'Hanlon, at Poulton with Fearnhead Parish Council.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) In respect of Document 7, to agree in principle to the sale of a small piece of land on Myddleton Lane Playing Fields to the Diocese of Liverpool for use by Winwick CE Primary School, subject to negotiations and to any restrictions on the sale of the land.
- (3) In respect of Documents 8 and 9, to request a presentation at a residents' event on HS2 and to also invite residents from Croft Parish to attend.
- (4) In respect of Document 11, to request the Clerk to respond to Mr O'Hanlon, at Poulton-with-Fearnhead Parish Council, about the litter picking service.

WPC.48 Planning Matters

General Correspondence

Nil

Domestic Planning Applications

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 was in close proximity to the property and had 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

Nil

In respect of the matter report at Item 1, Councillor Matthews, indicated that he was not generally in favour of felling trees without good cause.

Decision – To note the planning matters submitted to the Parish Council.

WPC.49 Finance 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 Leisure Centre had run at a surplus of £1.88k for June 2018 with 6.6k of expenditure against Parish precept monies. A summary of the figures across the three key budget sectors was as follows:-

- Bar - £103.57 profit (£4,398.27 loss year to date);
- Lettings - £1,773.52 profit (£2,553.82 profit year to date);
- Parish - £106,946.37 surplus.

In respect of the bar, the profit for June was an expected improvement for the period, with July anticipated to be headed for a further increase in profitability. The Bar Manager, Ken Morley, and his team were working hard to further improve the position.

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 Finance/Bookings Administrator, Lucy Whitby, was continuing in her efforts to make improvements to the bookings process and increase room lettings.

The Parish revenue account was running at a high level of surplus with only 8.3% of the precept money spent to date.

Ms Jones enquired if budget figures would be required for July given that there was no formal meeting of the Council in August. It was suggested that figures be produced and circulated directly to councillors

Issues of Note

Coffee Machine

The coffee machine was performing quite well with average daily sales for each month shown in the table below for bar tea/coffee sales. The figures showed that the the that the new machine had improved tea and coffee sales in the bar, when the figures were compared with the average of 4.1 cups per day sold in May prior to the machine's installation.

Month	Cups sold total	Cups sold per day	Income (£)
Apr	67	2.2	72.46
May	126	4.1	137.67
June	294	9.8	379.09
July	257	11.7	332.25

Winwick Athletic Football Club

It was reported that a request had been received from Winwick Athletic Football Club for a reduction in their annual booking fees. Their treasurer had recently left and it had become difficult for them to the collect subscriptions for the forthcoming year. Councillor Matthews indicated that the Council's rates were intended to cover the cost of maintenance of the pitches. Previously the rates were set in line with the rates charged by Warrington Borough Council for similar usage of their facilities. It was noted, however, that due to the unusually dry weather, expenditure on grass mowing this year might not be as high as usual and that it might be possible to offer a one-off discount to the Football Club. Councillor Iddon reported that similar requests had been received in previous years and that she did not feel able to support a reduction. The issue of charging other commercial users of the playing fields, such as keep fit groups, had been raised at the last Management Committee meeting. Maintenance included more than just grass mowing, for example rabbit activity on the pitches had increased and the burrows presented a potential hazard. Ms Jones reported that the budget anticipated around £3,000 income from hire of the pitches. Councillor Matthews suggested that the matter be referred to the Management Committee for further consideration.

Payments made since Management Committee Meeting on 10 July 2018

A list of payments since 10 July 2018 was presented as follows:-

Payee	Description	Sum
Direct Debits		
B&M	-	£200.93
Payzone	-	£21.60
Lloyds	-	£63.00
Barclaycard	-	£58.87
BT	-	£91.44
Bank Payments		
Wigan Beer	-	£562.70
HMRC (PAYE)	-	£1,336.38
Cheshire Pension	-	£691.30
Gleam Clean	-	£762.00
System Hygiene	-	£139.70
Styles	-	£192.00
Service Care	-	£288.16
D Hannan	-	£160.00
B Muflihi	-	£90.00

Councillor Matthews asked if there were sufficient signatories for the electronic banking process. Councillor D Friend agreed to be added to the list of signatories.

Decision –

- (1) To note the Finance Officer’s report, including the Budget Review 2018/19.
- (2) To request the Finance Officer to provide Budget Review figures for July 2018 and to circulate them directly to councillors.
- (3) To refer the request by Winwick Athletic Football Club for a reduction in the annual fee for the use of the playing fields to the Management Committee for a decision, following consideration of any savings available through the mowing contract due to the dry summer weather.

WPC.50 Reports from Parish Council Committees

The Minutes of the Management Committee of 10 July 2018 were presented. Councillor Matthews reported that the Committee had noted that the general situation in the bar was beginning to turn around. Income was flowing in and costs were being reduced. However, it was noted that wages were starting to rise. Although the Bar Manager’s salary was below budget other staff salaries were over budget showing a deficit of -£2,278.68 this year to date. Ms Jones commented that more staff were on duty when larger scale events or functions were being held. Councillor Matthews acknowledged that customer feedback had suggested that that

approach was necessary. It might, therefore, be necessary to adjust the budget to set a more realistic figure for staff wages. Councillor Iddon queried how many staff were on duty when there were no events planned. Ms Jones confirmed that only one bar person was deployed at those times. For large parties two staff were required and for larger scale events three or four staff might be required. It was suggested that the Bar Manager be asked to review the staffing roster to ensure that staff were being deployed to maximise any efficiencies. If the bar was just busy temporarily the additional staffing cost could be absorbed, but if the long term trend showed increased staffing needs, the budget might need to be adjusted accordingly.

Decision –

- (1) That the Minutes of the Management Committee of 10 July 2018 be noted.
- (2) To request the Bar Manager to review the staffing roster to ensure that staff were being deployed to maximise any efficiencies.

WPC.51 Reports from Approved Outside Bodies

Rights of Way Forum

Councillor Matthews reported that the next meeting of the Rights of Way Forum was due to take place in August 2018.

WPC.52 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

There were no councillors present from this ward.

Winwick Ward

Councillor Gordon reported that she had received a complaint following Winwick Carnival about a dog being allowed into the bar. It was understood that one of the bar staff was afraid of dogs and that some customers might also be opposed to their presence in the bar. In addition, it was noted that the dog concerned had been allowed to drink from a pint glass by its owner. It was queried whether dogs should be banned or rules should be introduced that they should be kept on a lead. Officers noted that there was a hygiene issue in relation to dogs drinking from glassware and that would not be permitted. There were suitable bowls for dogs available behind the bar upon request. Members commented that many pubs, particularly in rural settings, had dog friendly policies and that it might be an attraction. It was noted that the Bar Manager had no objection, per se, to dogs being allowed into the bar provided that they were well behaved.

Decision –







- (1) To note the ward reports/updates provided.
- (2) To note the complaint in relation to dogs being allowed in the Leisure Centre bar, to take no further action at this stage and to request the Bar Manager to keep the situation under review.

WPC.53 Date and Time of Next Meeting






Decision – To note that the next meeting of the Council will take place on Tuesday 25 September 2018 at 7.30pm.

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WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2018/19

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. Further discussions are required to ensure the matter is still a live issue	
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 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	
6	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 Rectory Lane to enquire about the procedures available in relation to empty properties and the options available in this case.	WPC.73(2)	24/10/17	Clerk	24/10/17	-	Not yet commenced	






Agenda Item 5

7	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	
8	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	
9	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	
10	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. Consideration will be given at the Annual Meeting to strengthening the terms of reference of the Committee and the scheme of delegation to Officers.	
11	To request Councillor Gordon to work with the headteacher of Winwick CE Primary School and Winwick Football Club to look into the possible development of a bid for a floodlit artificial football pitch	WPC.117(2)	23/01/18	Councillor Gordon	23/01/18	-	A verbal update may be provided, subject to any progress being made	

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	on the Leisure Centre Playing Fields.							
12	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	
13	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	
14	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	
15	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	
16	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	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	






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	event and to grant permission to sell raffle tickets behind the bar.							
17	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 Wicksteed	
18	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 Management Committee.	WPC.166(2)	24/04/18	Councillor Bennett	24/04/18	-	The initial application was withdrawn. However a new application was submitted to which the Council objected. The application was approved on 12/09/18	
19	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)	
20	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	
21	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	





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22	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.13(2)	22/05/18	Clerk and Councillor Matthews	21/06/18	-	Details submitted to Cllr Matthews on 21/06/18. A new objection was subsequently submitted on behalf of the Council. However, the application was approved on 12/09/18	●
23	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Recently commenced	◎
24	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	○
25	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	◎
26	to request the Clerk to report the obscured traffic light at Junction 9 of the M62 to Warrington Borough Council	WPC.44(2)	24/07/18	Clerk	03/09/18	-	On-line form submitted to WBC (ref: 449187)	●
27	To request the Clerk to raise the concerns of residents on Birch Avenue about the recording of crime statistics in relation to the area, which gave a false impression of the neighbourhood.	WPC.44(3)	24/07/18	Clerk	03/09/18	12/09/18	Referred to Cheshire Constabulary for comments. Response received to indicate that incident and crime recording must be carried out in accordance with Home Office policies. Cheshire Constabulary cannot digress from these national recording standards	●


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28	To request that the residents of Birch Avenue submit any planning information to the Council about the hours of usage of the Alders/Fairhaven facility, in order for it to pursue the matter further with Planning Enforcement Officers at Warrington Borough Council.	WPC.44(4)	24/07/18	Birch Avenue Residents	24/07/18	-	Further information awaited from residents	
29	To agree that the Council will monitor progress in relation to the former Parkside Colliery development and the planned link road and will publicise any significant developments on the Council's website.	WPC.44(5)	24/07/18	Chair/Clerk	24/07/18	-	Ref. No: P/2018/0048/OUP (Employment land development) and Ref. No: P/2018/0249/FUL (Link Road) are awaiting decision by St Helens Council. Regarding 2018/32247 (Consultation on adjoining authority site) Warrington Council decided to object and on 2018/32514 (Link Road) a decision is still awaited	
30	To request the Clerk to look into the details of the Community Speed Watch Scheme and to report back.	WPC.44(6)	24/07/18	Clerk	03/09/18	12/09/18	Referred to Cheshire Constabulary for comments. Response received to ask residents to contact PCSO Jordan Burke directly	
31	In respect of Documents 8 and 9, to request a presentation at a residents' event on HS2 and to also invite residents from Croft Parish to attend.	WPC.47(3)	24/07/18	Clerk	03/09/18	-	Dates requested from Gilly West (HS2)	
32	In respect of Document 11, to request the Clerk to respond to Mr O'Hanlon, at Poulton-with-Fearnhead Parish Council, about the litter picking service.	WPC.47(4)	24/07/18	Clerk	04/09/18	-	E-mail response sent to Poulton-with-Fearnhead Parish Council	


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33	To request the Finance Officer to provide Budget Review figures for July 2018 and to circulate them directly to councillors.	WPC.49(2)	24/07/18	Finance Officer	24/07/18	14/08/18	A update report as at 5 August 2018 was issued to members of the Management Committee	
34	To refer the request by Winwick Athletic Football Club for a reduction in the annual fee for the use of the playing fields to the Management Committee for a decision, following consideration of any savings available through the mowing contract due to the dry summer weather.	WPC.49(3)	24/07/18	Clerk/Management Committee	05/09/18	11/09/18	Referred to the Management Committee meeting on 11/09/18, but the meeting has been postponed until 25 September 2018.	
35	To request the Bar Manager to review the staffing roster to ensure that staff were being deployed to maximise any efficiencies.	WPC.50(2)	24/07/18	Bar Manager	04/09/18	06/09/18	Bar Manager advised of decision. Detailed response received. In summary, the Centre is currently running on a skeleton staff, and the norm is 1 member of staff on during bar opening hours. For private events staffing is increased accordingly to the known size of the party.	
36	To note the complaint in relation to dogs being allowed in the Leisure Centre bar, to take no further action at this stage and to request the Bar Manager to keep the situation under review.	WPC.52(2)	24/07/18	Bar Manager	04/09/18	05/09/18 and 06/09/18	Bar Manager advised of decision. Responses received. Dogs are allowed in if on a lead and out by 8pm. Animals drinking from glasses is strictly forbidden, but bar staff can provide dog bowls of water	


Progress Legend


 Completed

 Complete – Immediate review programmed

 Progressing to target

 Issues (exception)

 Early progress / just started

 Not started (lower priority)

Version 7.0- (Final) – 19/09/18

From: Jordan Burke [<mailto:Jordan.Burke@cheshire.pnn.police.uk>]
Sent: 12 September 2018 13:57
To: Joinson, Julian
Subject: Birch Avenue ~[OFFICIAL]~

Hi Julian,

Neil has forwarded some issues to me which have been raised at your last meeting by residents of Birch Avenue.

In relation to the issue regarding the Fairhaven unit I have spoken to the force control room and they have given me the following information;

‘The incident and crime recording statistics are specifically set out by the Home Office within the NCRS (National Crime Recording Standards) and the NIRS (National Incident Recording Standards). These are both detailed and exacting policy documents and apply across the British Police service as a whole. All Force Control Centre staff must comply with the NCRS / NIRS and HMIC (Her Majesty's Inspector of Constabulary) who audit each Police Service for compliance. Therefore FCC cannot digress from these recording standards.’

So in a nutshell, if a crime is reported we have a duty to record it and it has to be recorded under government guidelines.

Moving on to the speeding concern; it may be easier for me to visit the complainant directly? If you want to pass my contact on to them and I will happily go out and discuss this with them.

Sorry for the delayed reply.

Jordan

This communication is intended for the addressee(s) only. Please notify the sender if received in error. Internet email is not to be treated as a secure means of communication. The Constabulary monitors all Internet and email activity and requires it is used for official communications only. Thank you for your co-operation.

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Winwick Parish Council

Correspondence since 24 July 2018
(or not previously reported)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 27/07/18, 01/08/18, 07/08/18, 14/08/18, 17/08/18, 23/08/18, 24/08/18, 28/08/18, 28/08/18, 29/08/18, 30/08/18, 03/09/18, 06/09/18 and 19/09/18
2. E-mails from Adam Keppel-Green, Branch Secretary, Cheshire Branch Society of Local Council Clerks (SLCC), including details of the Branch Conference due to be held on 27 September 2018, in Middlewich – 25/07/18 and 02/09/18
3. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, in connection with Traffic Notices due to be advertised in the Warrington Guardian on Thursday 2, 9, 16 and 30 August 2018 and 13 and 20 September 2018, along with Town Police Clause Notices for a 10K Event to be held on Sunday 19 August 2018 and possible Warrington Wolves Homecoming Parade to take place on Monday 27th August 2018 (cancelled) – 26/07/18, 06/08/18, 14/08/18, 22/08/18, 23/08/18, 11/09/18 and 18/09/18
4. E-mail from Elaine Marsden, Service Support Officer, Warrington Borough Council, enclosing a letter from Councillor Tony Higgins, Executive Board Member, Leisure, Communities and Neighbourhoods, in connection with the launch of the Bank Park Pavilion as WBC's latest community facility and café, on Monday 30 July 2018 at 1pm – 26/07/18
5. August 2018 Stakeholder Bulletin with news, information and updates from Cheshire Constabulary on behalf of the Chief Constable and the Police and Crime Commissioner – 01/08/18
6. E-mail and letter from the Planning Policy and Programmes Team, Warrington Borough Council, about the development of the draft Local Plan, including recent changes to planning rules, as well as updated population projections. It is now anticipated that the draft Local Plan will be published by the end of 2018, prior to a further round of public consultation early in 2019 – 02/08/18
7. E-mail from Adam Kellock, Democratic Services Officer, Warrington Borough Council, about a meeting of the Parish Council Liaison Meeting due to be held on Monday 1 October 2018, at 6pm, in the Council Chamber, at the Town Hall – 08/08/18
8. E-mail from Pauline Wilkinson, Team Support Worker, Neighbourhoods in Warrington West Team, Warrington Borough Council, enclosing the Neighbourhood Bulletin - Issue 3, July 2018 – 16/08/18
9. E-mail from a member of the public, VF, who is in possession of some old photographs of St Oswalds CE Church, Winwick, and what appears to be Old

Winwick Hall, seeking further information about the subject matter of the photographs – 21/08/18

10. E-mail from Elaine Marsden, Community Centre Engagement Support Worker, Neighbourhoods in Warrington, Warrington Borough Council, enclosing details of a Forget-Me-Not, Fun Dog Show, due to be held on 9 September 2018 at the Westy Community Centre, Bridgewater Avenue, Warrington to raise money for the Alzheimer's Society – 29/08/18
11. E-mail from Deb Millican, Fundraiser for Cheshire & Wirral, North West Air Ambulance Charity, encouraging local communities to hold a 'Brew with the Crew' event in the week of 15 – 21 October, or throughout the year, to raise money for the Charity – 31/08/18
12. E-mails from Ian Pollitt, Great Great Grandson of John Pollitt, who is known locally for cultivating a potato seed that was blight free following the 1847 potato blight outbreak. Mr Pollitt, who lives in Australia, has indicated that he is considering returning the cup awarded to his ancestor to England if a suitable keeper can be found – 01/09/18 and 04/09/18
13. E-mail from Elaine Marsden, Community Centre Engagement Support Worker, Neighbourhoods in Warrington, Warrington Borough Council, about organising 'Blighty Clubs' to commemorate the 100th anniversary of the end of World War 1 – 10/09/18
14. E-mail from a resident JP, reporting vandalism to the interpretation panel by the entrance to Radley Wood and the loss of the panel – 17/09/18
15. E-mail for David Gold, Director of Public Affairs and Policy, Royal Mail, seeking to raise awareness of scam mail – 19/09/18
16. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Caloo – outdoor fitness equipment, surfacing and multi-use games areas
 - Cheshire Grounds Maintenance – grounds maintenance services
 - Creative Play – outdoor play equipment
 - Eibe – children's outdoor play equipment
 - Glasdon – street furniture
 - Greenside online – safety equipment
 - J Parker's Wholesale – flowers and bulbs
 - Kompan – outdoor fitness and play equipment
 - Noticeboards Online – various notice boards and interpretation panels
 - Primary Care Supplies – defibrillators
 - Sports and Play Consulting – procurement and project management of new playgrounds and sports facilities
 - Troy Planning and Design – town planning consultant

Up to date as at 19/09/18

Winwick Parish Council

Planning Matters since 26 June 2018

General Correspondence (0)

Nil

Domestic Planning Applications (6)

1. Application reference: 2018/33378
Location: 2, Hermitage Close, Winwick, Warrington, WA2 8SW
Description of development: 42 Day Householder Prior Approval - Proposed single storey rear extension to extend beyond the rear wall by 4 metres; maximum height 3.7 metres and height at the eaves 2.25 metres.
2. Application reference: 2018/33339
Location: 312, Newton Road, Winwick, Warrington, WA2 8LB
Description of development: Discharge of Condition - Application for approval of details reserved by Condition 4 (Protection/retention of existing hedge (forming the western boundary of the site with Newton Road) during the course of the construction of the garage following Planning Approval 2016/27236.
3. Application reference: 2018/33397
Location: 1, Shetland Close, Winwick, Warrington, WA2 0UW
Description of development: Householder -Proposed single storey rear and single storey side extension.
4. Application reference: 2018/33452
Location: 2, Hermitage Close, Winwick, Warrington, WA2 8SW
Description of development: 42 Day Householder Prior Approval - Proposed single storey rear extension to extend beyond the rear wall by 5.25 metres; maximum height 3.7 metres and height at the eaves 2.25 metres.
5. Application reference: 2018/33468
Location: 41, Myddleton Lane, Winwick, Warrington, WA2 8LN
Description of development: Householder - Proposed loft conversion with rear dormer
6. Application reference: 2018/33467
Location: 81, Kinross Close, Winwick, Warrington, WA2 0UT
Description of development: Section 192 (Lawful Development Certificate) - Demolition of existing conservatory and erection of garden room in rear garden

Non-Domestic Planning Applications (1)

1. Application reference: 2018/33416
Location: The Old Rectory, Rectory Lane, Winwick, Warrington, WA2 8LE
Description of development: Application for tree works - Proposed cutting back of trees overhanging into neighbouring property at 44 Faringdon Road

Up to date as at 19/09/18

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Wreath for Remembrance Sunday

The Council is reminded that it usually commissions a poppy wreath for use on Remembrance Sunday, which this year falls on 11 November 2018.

The Council's contact a British Legion has recently been in touch to ask if the Council wishes to purchase a wreath for 2018. A provisional order has been placed by the Interim Clerk in the sum of £17. In order to confirm the order and to allow the wreath to be made up in good time the Council is being recommended to formally authorise the purchase.

Decision Required

To approve the purchase of a wreath for Remembrance Sunday in the sum of £17.

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WARRINGTON

Borough Council

Councillor Cathy Mitchell
Chair of Winwick Parish Council

Professor Steven Broomhead
Chief Executive

Matthew Cumberbatch
Head of Legal and Democratic Services

Quattro 5th Floor
Buttermarket Street
Warrington
WA1 2NH

Our Ref: MC/CL
Your Ref:

13th August 2018

Dear Councillor Mitchell

PARISH CLERK SUPPORT TO WINWICK PARISH COUNCIL

As you know, Warrington Borough Council has provided Parish Clerk support to Winwick Parish Council for a number of years now. The support comes from the Democratic Services Team from within the Legal & Democratic Services. I am in the process of undertaking a review of the service and this includes an analysis of all of the work and support that the service provides. As a result of that review I am sorry to inform you that Warrington Borough Council will cease to provide Parish Clerk support work to Winwick Parish Council at the end of this municipal year. I am confirming our position now to give the Parish Council enough notice to advertise for a Clerk and provide a handover of duties before the last meeting that we will be due to support on 14th May 2019. Of course, if you recruit more quickly we can end support to the Parish at an earlier date if you request it.

As you would expect, our Democratic Services Team will continue to provide our support as usual in the meantime and can assist in your recruitment process. As mentioned, we will also be available for the handover of duties.

If you wish to discuss the transitional arrangements please give me a call.

Yours sincerely

Matthew Cumberbatch
Head of Legal and Democratic Services and Monitoring Officer

Tel: 01925 442150
Email: mcumberbatch@warrington.gov.uk