

WINWICK

*Best Kept Village
in Cheshire – 2000*

C/o Town Hall
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PARISH COUNCIL

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17 October 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, 23 October 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 meetings of the Parish Council held on 25 September 2018 and the Special Council held on 9 October 2018.

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

7. Police / Community Issues

8. Correspondence

9. Planning Matters

10. Annual Governance Statement 2017/18

To consider and approve the Annual Governance Statement and to authorise the Chair and Clerk to sign the formal return to the external auditor.

11. Annual Statement of Accounts 2017/18

To consider and approve the draft Annual Statement of Accounts and to authorise the Chair to sign the formal return to the external auditor.

12. Finance Report

13. Poppy Appeal Donation

14. Reports from Parish Council Committees

- Management Committee – 25 September and 9 October 2018

15. Reports from Approved Outside Body Appointments

- Rights of Way Forum (Councillor 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. Borough Council Response on Ward Issues Raised (Councillor Vobe)

18. Date and Time of Next Meeting – Tuesday, 27 November 2018 at 7.30pm

19. 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 25 September 2018

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

WPC.54 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors, G Friend, Gosney and R Purnell. Councillor Matthews had indicated in advance that it was likely that he would arrive after the commencement of the meeting.

WPC.55 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.56 Minutes

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

WPC.57 Election of Councillor – Peel Hall Ward

The Chair introduced and welcomed to the meeting Councillor Chris Vobe (Labour), who had been elected at the by-election held on 6 September 2018 for the Peel Ward.

Councillor Vobe thanked those electors who had voted and commented that the Labour Party had returned some 81.6% of the number of votes cast. He indicated that he was looking forward to serving the electorate and to working with other members of the Council.

Decision – To note the election of Councillor Chris Vobe to the vacancy in the Peel Hall Ward.

WPC.58 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. Work would be undertaken to determine if some of the long standing items remained 'live' and to rationalise the action list accordingly.

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

WPC.59 Question Time for Electors

There were no questions raised by electors on this occasion.

WPC.60 Written Motions Received

There were no written motions received on this occasion

WPC.61 Police / Community Issues

It was reported that PCSO Jordan Burke had submitted a written response to the issues raised at the last meeting by some residents of Birch Avenue.

In relation to the issue regarding the Fairhaven Unit, the Force Control Centre (FCC) had indicated that the incident and crime recording statistics were specifically set out by the Home Office within the National Crime Recording Standards (NCRS) and the National Incident Recording Standards (NIRS). These were both detailed and exacting policy documents and applied across the British Police service as a whole. All Force Control Centre staff had to comply with the NCRS/NIRS and Her Majesty's Inspector of Constabulary (HMIC) who audited each Police Service for compliance. Therefore, FCC could not digress from those recording standards.

Effectively, if a crime was reported the Police had a duty to record it and it had to be recorded under government guidelines.

Councillor Vobe indicated that he had been in correspondence with Cheshire Constabulary and the Home Office on this matter also. David Keane, Police and Crime Commissioner for Cheshire had agreed to meet with residents to understand their concerns. A date would be arranged shortly and the meeting would include both Parish and Borough councillors, as appropriate.

In respect of the speeding concerns, an offer had been made by PCSO Burke to visit the complainants directly. Contact details for PCSO Burke could be obtained from the Clerk to the Parish Council.

Decision – To note the response by Cheshire Constabulary and the Police and Crime Commissioner for Cheshire to the issues raised by residents of Birch Avenue.

WPC.62 Correspondence

The following items were 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 (subsequently 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 was now anticipated that the draft Local Plan would 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 was in possession of some old photographs of St Oswalds CE Church, Winwick, and what appeared 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 was known locally for cultivating a potato seed that was blight free following the 1847 potato blight outbreak. Mr Pollitt, who currently lived in Australia, had indicated that he was considering returning the cup awarded to his ancestor to England if a

suitable keeper could 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 from 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; and
 - Troy Planning and Design – town planning consultant.

In connection with Document 12, Mr Joinson, Interim Clerk, reported that the matter might provide a good news story. He had been in touch with Mr Pollitt to suggest that he make contact with Warrington Museum as a possible future home for the potato seed cup. The Chair commented that an article about John Pollitt and the cup appeared on the Parish Council's website.

Decision – To note the correspondence submitted to the Parish Council.

WPC.63 Planning Matters

General Correspondence

Nil

Domestic Planning Applications

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

7. 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

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

With the approval of the meeting the following two Agenda Items were taken next.

WPC.64 Wreath for Remembrance Sunday

The Council was reminded that it usually commissioned a poppy wreath for use on Remembrance Sunday, which this year fell on 11 November 2018.

The Council's contact at Penketh Royal British Legion had recently been in touch to ask if the Council wished to purchase a wreath for 2018. A provisional order had

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 was being recommended to formally authorise the purchase.

Decision – To approve the purchase of a wreath from the Royal British Legion for Remembrance Sunday in the sum of £17.

WPC.65 Future Clerking Arrangements

Members were reminded that Warrington Borough Council had provided clerking support to the Parish Council for a number of years. The Chair indicated that she had received a letter from Matthew Cumberbatch, Head of Legal and Democratic Services and Monitoring Officer, Warrington Borough Council, which indicated that as a result of a review of his Service and the work and support that the Democratic Services Team provided, it had been decided to cease to provide Parish Clerk support with effect from the end of the municipal year.

The letter was intended to give sufficient notice for the Parish Council to advertise for a Clerk and to enable a smooth handover of duties. The last meeting due to be supported by the Borough Council would be on 14 May 2019.

The Chair indicated that discussions on options would need to take place before a further report was presented to the Council.

Decision – To note the letter from Warrington Borough Council about the cessation of the existing clerking service and that a further report will be presented to the Council.

WPC.66 Finance Report

Members considered two reports of Clare Jones, Interim Finance Officer, on a number of financial issues. The first report set out the position during July 2018 and had been provided to councillors during the summer recess in August. The second report set out the figures for August 2018 and latest payments information. Relevant details from both reports are set out below. Ms Jones was in attendance at the meeting to speak to the reports.

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 loss of £2k in August 2018 with £2.3k of expenditure against the Parish Precept monies. (The figure for July 2018 showed a loss of £3.76k for the Leisure Centre with 3.58k of expenditure against Parish precept monies). A summary of the figures across the three key budget sectors for August was as follows:-

- Bar - £2,626.07 loss (£14,398.49 loss year to date);
- Lettings - £634.71 profit (£5,650.18 profit year to date);
- Parish - £99,576.45 surplus.

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In respect of the bar, the loss for July had not been anticipated in the last report, however could be understood due to the increase in staff salaries as a result of the redecoration scheme; the change in suppliers requiring a full restock (which should start to balance out as costs were lower on bar supplies using the new supplier); and a small increase in the Bar Manager's time to deal with human resources issues and to ensure that paperwork was brought up to date for staff. The loss for the bar in August had been anticipated due to bar and bookings customers taking holidays and the staff salaries associated with the ongoing redecoration scheme.

Ms Jones indicated that she would analyse the staffing rota to identify where savings could be made. She also intended to discuss with the Bar Manager, Ken Morley, those types of events that should be run at the Centre. It might be that the occasional loss-leader event could be run to build up trade, but care would need to be taken, as it was not possible to run all events without an admission charge.

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. Negotiations were currently taking place with a potential new customer.

The Parish revenue account was running at a high level of surplus with only 14.6% of the Precept money spent to date (12.8% in July).

Councillor Iddon reminded Members that now was the point at which finances had tended to slip in previous years and that care need to be taken to ensure that slippage did not occur. Ms Jones indicated that she was keeping a close eye on the situation and it was particularly important that the bar was able to cover its cost, which would enable to Council to spend more of the Precept on community issues.

The Chair asked if there were many events planned at the Leisure Centre. Ms Jones confirmed that there were only a small number of management planned events. A Harry Potter Quiz Night was planned for Friday 28 September 2018. The event was ticketed so should make a profit. However, a singer/guitarist event featuring SpiRock, was planned for Saturday 29 September, which was free to the public. The entertainer's fee would, therefore, need to be made up through increased bar sales. It was not yet know whether this particular event would be financially viable. The initial plan had been to charge an admission fee, but ticket sales had been low. The Chair stressed the importance of developing a business case for each event before determining the ticketing policy. Ms Jones concurred and indicated that she would speak to the Bar Manager about the procedure and that events should be cleared with her first.

Councillor Iddon pointed out the at the Harry Potter event involved substantial prizes, including 1st Prize £100 cash and trophy, 2nd Prize £30 cash and bottle of Prosecco, 3rd-5th Prizes bottles of Prosecco. She asked if the ticket sales would cover that amount. Ms Jones undertook to check the figures. It was noted that advance tickets were £3.50 per person or advance team tickets £15 (max 6 in a team). The need to develop a business case and use experience from previous events was reiterated.

Councillor Vobe enquired what type of marketing was used to promote the Centre and how widely the net was cast. Ms Jones indicated that the majority of marketing was carried out via Facebook, with some occasional boosts sent out. The Management Committee had also been considering a marketing strategy including the use of leaflets for upcoming events. Information could potentially be posted on the new website or sent out via mailshots and via local schools. Councillor Vobe commented that Facebook was useful but might have only a limited audience. Further consideration should be given to improved social engagement by the Council. Ms Jones and Councillor Iddon added that the situation should improve with the launch of the Leisure Centre's new website. The Chair warned that previous leaflet drops outside of Winwick had attracted some criticism.

Issues of Note

Website Meeting

The website meeting for the Leisure Centre had been undertaken and a revised brand had been decided upon (Winwick Community and Business Centre). Officers were currently considering a new logo and compiling web content. A number of draft logos had been produced, but feedback suggested that those would not be suitable. Further drafts would be sought. Some web content had already been provided by the Bar Manager, but that would be reviewed by the Finance Officer to enhance the information made public.

Payments made since Management Committee Reports presented on 25 September 2018

A list of payments since the Management Committee Reports for July/August 2018 and August/September 2018 was presented, as follows:-

| Payee | Description | Sum |
|---|--------------------|------------|
| Payments recorded after July/August Report | | |
| British Gas | - | £194.47 |
| DL Hannon | - | £160.00 |
| KC Kitchen | - | £225.04 |
| Bliss | - | £992.71 |
| P Harden | - | £100.00 |
| WBC | - | £288.00 |
| Wicksteed | - | £206.40 |
| Drum BSS | - | £26.40 |
| Gardenia Gardens | - | £247.50 |
| Extra Energy | - | £748.27 |
| B&M | - | £201.55 |
| Payzone | - | £21.60 |
| Lloyds | - | £402.00 |
| Bliss | - | £5,085.75 |
| 4T's | - | £129.00 |
| Dave Forshaw | - | £160.00 |

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| | | |
|---|---|-----------|
| Gardenia Gardens | - | £1,002.37 |
| Maxigiene | - | £144.00 |
| Service Care | - | £864.48 |
| Styles | - | £240.00 |
| Wigan Beer | - | £115.16 |
| Payments recorded after August/September Report | | |
| Extra Energy | - | £745.80 |
| B&M | - | £269.88 |
| Payzone | - | £21.60 |
| Lloyds | - | £63.00 |
| Bliss | - | £1,287.94 |
| System Hygiene | - | £173.39 |
| Service Care | - | £288.16 |
| P Harden | - | £120.00 |
| HMRC | - | £1,978.49 |
| 4T's | - | £95.44 |
| Wigan Beer | - | £204.58 |
| DL Hannan | - | £190.00 |
| SJ Leisure | Backlog of invoices, as items were doubled-checked before payment | £325.00 |

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

WPC.67 Reports from Parish Council Committees

There were no reports available from Parish Council Committees. The Management Committee had met immediately prior to the commencement of this meeting, due to the postponement of the scheduled meeting on 11 September 2018.

WPC.68 Ward Reports / Updates

Houghton Green Ward

Councillor D Friend commented that there had been a number of planning issues raised in relation to this ward.

Peel Hall Ward

Councillor Vobe reported that residents in Birch Avenue had thanked the Council for its intervention in ensuring that the foliage had been trimmed around the traffic lights on the roundabout at M62 Junction 9 (Minute WPC.44(2)).

He also mentioned that residents had enquired if the Clerk knew whether the Planning Inquiry decision had been made yet in relation to the appeal regarding Land at Peel Hall proposed to be developed by Satnam. The Interim Clerk confirmed that no decision had yet been published and that the website of the Planning Inspectorate did not give any indication of likely timescales. It was envisaged that there would be significant local media attention as soon as the

decision was known.

Councillor Vobe indicated that Grasmere Avenue was covered in litter both on the footpath and highway and required a litter pick. He asked if a site visit by Borough Councillors was required or if the matter could be directed to the Parish Council's Litter Picker. The Chair confirmed that the Parish Litter Picker cleaned any public land within the Parish and that any Parish Councillor could send list of affected streets to her for forwarding to Steve Mottram, Street Services Foreman, Warrington Borough Council. The affected streets could then be added to the Litter Picker's, John Rowley's scheduled route.

Winwick Ward

Councillor Gordon indicated that some residents had noted that the lollypop man on Myddleton Lane started at 8.30pm, but had enquired if he could start at 8.00am. The reason for the request was that a number of high school children had been witnessed dodging traffic at the earlier time. Councillor Iddon queried whether the school crossing patrols were employed to manage traffic for secondary school aged pupils. The Chair believed that the service was only for primary school pupils, but agreed to make enquiries into the situation.

Councillor Gordon indicated that a request had been made to move the Carnival Committee equipment out of the existing storage area used for football equipment. The intention was to purchase some roll-in/roll-out goal posts. An offer was being made to purchase a storage shed for the Carnival Committee. The Chair undertook to put the request to the Carnival Committee.

(Councillor Matthews was present for the remainder of the meeting).

Councillor Iddon enquired if there were HGV weight restrictions in place at the top end of Winwick Lane. There was a suggestion that more vehicles had begun to bypass that route and were beginning to use Golborne Road, which was leading to other traffic issues. A member of the public commented that there had been a noticeable increase in the number of HGV vehicles using Golborne Road and often there was congestion at the main bend in the road. A further member of the public suggested that the current situation might in fact be due to road works on the East Lancs Road. It was understood that traffic was currently being directed down Golborne Road, then up Newton Road. The impending construction of the traffic calming measures could further exacerbate the problem. The Chair agreed to look into the matter.

Councillor Vobe clarified that Winwick Lane crossed into Wigan Council's area and that a weight limit scheme was being piloted within that Borough. Adjoining local authorities including Croft Parish had been consulted, but Wigan Council was free to determine its own scheme. A large amount of correspondence had already taken place on this matter and a delegation from Wigan had engaged with neighbouring authorities. A large amount of time and money had been spent on the matter, which affected only a very small number of properties in Lowton. Highways Officers in both Wigan and Warrington had worked collaboratively to try to find the best solution.

Councillor Matthews indicated that he had attended a meeting with Andy Burnham (then MP for Leigh) at the time to discuss the issue. There was the potential for Warrington to introduce similar restrictions which would divert HGVs to suitable routes. However, farm vehicles and vehicles making deliveries would be exempt. Councillors could feed back their current concerns to Warrington Borough Council.

The Chair advised Members that a notice had been published advertising the traffic calming works on Golborne Road as due to start on 8 October 2018. Golborne Road would be closed initially from the Swan to Spire Gardens, then on to Hermitage Green Lane for 10 weeks. In addition, there would be temporary traffic lights on Swan Brew to control single direction traffic. Further enquiries had suggested that the actual start date would be on 22 October 2018. The contractors on site would control access for residents and would have to be reasonable. However, some works would be across the full width of the road. A leaflet drop would be made to residents before the works commenced.

A member of the public added that the traffic calming needed to be implemented quickly, particularly due to the increasing problem of speeding motorbikes, high performance cars and farm vehicles with large trailers. It was felt that the traffic issue had shifted from one of congestion to speeding. The intended start date of 22 October was restated.

In relation to the proposed Myddleton Lane traffic calming scheme, the Parish Council continued to work with Mott MacDonald engineering consultants to develop the scheme. Most of the survey work had been completed. It might be necessary to establish a small working group comprising the Chair, Deputy Chair and Winwick Ward councillors to take the matter forward and carry out further public engagement. The Chair indicated that a further report would be provided to the Council at that time.

A member of the public enquired about the timescale for the Myddleton Lane scheme. In response, it was suggested that initial consultations would take place before Christmas 2018 and that final consultations would be early in the New Year, following which a bid for adoption of the scheme and its funding would need to be developed by the Borough Council. The resident queried how the public consultation would be announced. That was likely to be by leaflet and on the Parish Council's website.

A member of the public commented that the original speed cushions on Myddleton Lane had not proved entirely successful. However, it was noted that the cushions were of an older design. In general, councillors felt that most drivers' behavior had changed and that many observed the 20mph limit.

Cross-ward Issues

Councillor Matthews reminded Members of their commitment to consider the issue of transferring Houghton Green Ward to Poulton-with-Fearnhead Parish Council under a Community Governance Review. However, feedback had been received that the boundaries would remain the same for the foreseeable future. Councillor Vobe indicated that the matter had been looked into, but that following the boundary

changes and all out elections 2016 there was a moratorium on further changes until after the next local election in 2020. That would mean that any new boundaries would only be in place in time for elections in 2024. Councillor Vobe commented that boundaries remained an issue in Peel Hall Ward too, as there were some adjacent properties in blocks of houses that were split between Winwick Parish and the un-parished area of Warrington, which seemed odd. There was a need to make the residents in that Ward feel part of the Parish and to demonstrate to them what they received for their Precept that was additional to their neighbours' Borough-only services.

Councillor Matthews reiterated the need to engage with residents through community links to find out what services they wanted. Councillor Emery commented that residents around Grasmere Avenue did not feel fully engaged. Councillor Matthews qualified that comment by adding that residents had been engaged during the land issues surrounding Peel Hall and that some former Members of the Council, such as Alf Clemo and Bob Haskew-Jones, had been very successful in harnessing that type of community engagement. Councillor Emery mentioned that she had raised the issue of request for a street light behind the Greenwood Pub, some time ago and those active in the community had been more successful than councillors in dealing with the issue. Community engagement was vital and residents need to be reminded that they were part of the Parish, that they paid for it and that the Council could provide services for them. As part of that process the Council should ask residents what they would like. It was suggested that a newsletter might help.

Councillor Matthews enquired if the Council would wish to consider drafting Ward Plans. There would need to be a dialogue with residents about what they wished to see for their respective areas. There was broad support within the meeting for this suggestion.

Councillor Emery indicated that the street scene in Grasmere Avenue and Greenwood Crescent looked less well tended than other areas in Winwick. There was some acknowledgment that the street scene would vary from area to area and that needs and priorities might also vary, but that parity of service levels should be available. The Chair reiterated that the litter picking service was available across the whole Parish.

Decision –

- (1) To note the ward reports/updates provided.
- (2) To carry out consultations/community engagement exercises with residents in the Peel Hall and Houghton Green Wards at suitable local venues.

WPC.69 Reports from Approved Outside Bodies

Rights of Way Forum

Councillor Matthews reported that a meeting of the Rights of Way Forum had taken place in August 2018, but that he had been unable to attend.

WPC.70 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 23 October 2018 at 7.30pm.

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Winwick Parish Council
Minutes of a Special Meeting held on 9 October 2018

Present: Councillors M Matthews (Deputy Chair in the Chair), C Mitchell, G Friend, S Gordon, P Gosney A Iddon, and C Vobe.

In the absence of Councillor Mitchell at the start of the meeting Councillor Matthews (Deputy Chair) took the Chair. With the agreement of the meeting Councillor Matthews continued to act in the Chair upon the arrival of Councillor Mitchell shortly thereafter.

WPC.71 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor D Friend.

WPC.72 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.73 Annual Internal Audit Report

Clare Jones, Interim Finance Officer, indicated that the internal auditors had inspected the accounts and were happy with the manner in which they had been prepared. It was their practice not to make a formal report until the Parish Council had signed off the draft accounts.

The process had taken longer than usual this year due to legacy issues from the previous accounting system and there had been some confusion about how the accounts should be laid out. Currently the accounts were formatted as profit and loss accounts, which did not include fixed assets. For the purposes of the closure of accounts further information was required by the internal auditors about the precept, net assets and loans outstanding.

Details of the draft accounting statements for the year ended 2018 and the full profit and loss accounts 2017/18 were circulated at the meeting.

In response to a question by the Chair about depreciation, M Jones indicated that historically the Council had not made provision for depreciation in its accounts.

Decision – To note the position in relation to annual internal audit.

With the agreement of Council the following item was taken next on the Agenda.

WPC.74 Annual Statement of Accounts 2017/18

Accounting Statements for Year Ended 2017/18

Ms Jones highlighted key element of the information provided in the draft accounting statements for the year ended 2018. Page 1 represented the balance sheet. The balance brought forward into 2017/18 was £3,055.00 and the carry forward into

2018/19 was £11,295.02. Loan payments were shown separately from the total expenditure. The overall position compared favourably to 2016/17, which had opened with a negative balance of -£17,350.00. Net current assets in 2017/18 were £46,284.81 and current liabilities were £26,293.54. The amount of loans outstanding was £88,125.00 for loans with the Public Works Loan Board.

The Acting Chair commented on the negative balance at the commencement of 2016/17, which was offset by accruals for electricity and grass-cutting for anticipated invoices which had not been received, but which were unlikely to materialise.

In respect of the outstanding loans it was noted that there were two loans outstanding in connection with separate extensions to the Leisure Centre, although it was believed that one of the loans was due to be paid up soon. It was clarified that the loans were, in fact, due to be paid up in 2025 and 2028 respectively. The first loan had been for the extension to provide the meeting room overlooking the playing fields and the second had been for the extension to the rear of the Leisure Centre.

Councillor G Friend enquired if the Leisure Centre building was listed as an asset within the accounts. Ms Jones indicated that she would need to conduct an audit to ascertain how the building was recorded within the figures. The Acting Chair suggested that the assets recorded in the balance sheet, included only bar stocks, debtors and cash. It was noted that the value of the Leisure Centre premises and the Council's land assets ought to be recorded somewhere, although it was acknowledged that there would be no opportunity to sell those assets. Councillor Mitchell concurred that the nominal value of the assets should be recorded and that it might be useful to check with neighbouring parishes such as Penketh how they recorded their land and buildings.

The Acting Chair proposed that the accounts be signed off, subject to clarification of the land and building issue, as this appear to be the format used in previous years accounts submissions. However, Councilor Vobe suggested that clarity need to be provided before the sign of process. The Acting Chair recalled a conversation on this issue of land and buildings with the previous Responsible Finance Officer when the precept had been significantly increased for 2015/16. It would be useful to ascertain the best practice for the financial recording land and buildings.

Profit and Loss Account

The Acting Chair sought clarification over the figures presented in the profit and loss account. Ms Jones indicated that the turnover for the Council (net income) included the precept £114,110.00, plus the Leisure Centre income £166,266.14 = £280,376.14. The total costs included staffing £98,151.32 and other payments £164,289.66 = £262,440.98. Therefore, Council would record a budget surplus of £17,935.16.

Councillor Mitchell queried whether the figure for loans, £9,695.08, should be listed in the right-hand column also. Ms Jones responded that the figure was shown separately for the auditor's purposes. Councillors considered that it was unclear from the method of presentation how that figure had been treated in the totals column. If that figure had been omitted in error (which was subject to clarification)

the budget surplus would, in fact, be only £8,240.08.

Capital Assets Added

A list of capital assets added in 2017/18 was provided. There was some confusion over the way that the figures in the right hand table were presented. However, it was clarified that total fixed assets were currently £956,347.90 and the previous balance showed assets of £953,122.00. It was envisaged that those figures included the value of the land and buildings as discussed earlier in the meeting. Ms Jones undertook to review the fixed assets register to check its content.

The Acting Chair suggested that minor items such as the toaster oven did not need to be included as fixed assets. Ms Jones indicated that the item pre-dated her appointment, but concurred that it ought not to be regarded as capital.

Members commented that it would have been useful to have seen the figures in advance of the meeting. It was suggested that officers be given some time to investigate the issues raised at the meeting to clarify those points prior to the draft accounts being re-submitted for approval.

Councillor G Friend indicated that, given the value of the Council's fixed assets, the figure for insurance in the profit and loss accounts, £233.41, appeared unusually low. It was unclear if this was for the Council's land and buildings or some other risk, such as public liability. Ms Jones indicated that the figure listed contained an error and should read £2,333.41. In response to a query from Councillor Vobe, Mr Joinson, confirmed that the Council's insurers were Zurich Municipal.

It was noted that the external auditors had requested the final submission of the draft accounts by 22 October 2018 and that penalties might be charged for lateness. The next meeting of the Council was scheduled to take place on 23 October 2018, just outside the deadline.

Members considered whether to approve the accounts, subject to minor changes being included as appropriate by the officers, or whether to suspend the process to enable a revised draft to be considered by the Council. It might be possible to arrange a second special meeting of the Council before 22 October 2018.

Decision –

- (1) To note the draft Annual Statement of Accounts 2017/18, as presented and to request the Finance Officer to look into the issues identified around:-
 - the need to present profit and loss sub-totals in a single column;
 - accuracy of certain figures reported;
 - information on the content of the list of fixed assets; and
 - revised formatting of the table showing total fixed assets.

- (2) To request the Finance Officer to seek an extension to the time allowed for the submission of the accounts to the external auditors to 24 October 2018, to enable the Council to meet to consider a revised draft Annual Statement of Accounts 2017/18 on 23 October 2018.

WPC.75 Annual Governance Statement 2017/18

Ms Jones reported that the Annual Governance Statement 2017/18 had yet to be completed and recommended that this be carried out when the revised draft Annual Statement of Accounts 2017/18 was provided.

Decision – To agree that the Annual Governance Statement 2017/18 be approved at the Council meeting on 23 October 2018.

WPC.76 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 23 October 2018 at 7.30pm.

WINWICK PARISH COUNCIL MEETING - 23 OCTOBER 2018

POPPY APPEAL DONATION

Each year, the Council has made a donation to the Poppy Appeal which has sponsored a wreath which is supplied each year by Penketh Royal British Legion. The Council, at its meeting on 25 September 2018, approved the purchase of the wreath in the sum of £17. However, the total amount of the donation to the Poppy Appeal remains to be determined.

Last year, a donation of £60 was made (which included the cost of the wreath).

Members views are sought.

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Winwick Parish - Management Committee 25 September 2018

Present: Councillors Gordon (in the Chair) and Iddon

In the absence of the Chair and Vice Chair, Councillor Gordon was elected as Chair for the duration of the meeting.

WPMC 14 Apologies

Apologies for absence were submitted on behalf of Councillors Gosney and Matthews.

WPMC 15 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 16 Minutes

Decision – That the Minutes of the meeting held on 10 July 2018 be agreed as a correct record.

WPMC 17 Action List

Members considered a schedule which outlined actions and referrals from previous meetings. The schedule was provided in response to Minute WPMC 10(2). However, it was acknowledged that the reporting process might need to be refined for future meetings. Ms Jones, Interim Finance officer gave a verbal report on the following Actions:-

In connection with Action 2, a meeting had been arranged between interested parties in connection with the development of the website.

In respect of Action 3, the matter of booking fees had been investigated and the organiser of the keep fit 'boot camp' had been requested to pay a suitable fee for commercial use of the playing fees. However, she had decided to move to a new free venue, which was understood to be Winwick Park.

Regarding Action 4, Drum BSS had developed the template for the Leisure Centre's new website. Content had been received from the Bar Manager, Ken Morley, but this required further refining. A new logo for the Centre also needed to be approved. Some drafts had been produced but were not thought to be suitable. A second graphic designer had been approached, but would charge £50 for the work. A way forward would need to be discussed with the Chair of the Council. However, progress continued to be made.

Actions 5 and 6 had yet to be progressed.

In connection with Action 8, Warrington Borough Council had confirmed that

the litter picker had not been trained to remove or dispose of dog faeces. The litter picker was employed by the Parish Council through an agency, so the contract could be adjusted accordingly. However, the Borough Council had suggested that a better solution might be to discuss improved prevention through signage and enforcement. Councillor Gordon indicated that she used to put periodic reminders about dog waste in the Parish Magazine. Ms Jones suggested that appropriate information be included in the new signage being considered for the playarea.

Decision – To note the schedule of actions and referrals from previous meetings and verbal updates provided.

WPMC 18 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

The Interim Finance Officer provided two reports which showed the financial position at the Leisure Centre for July and the latest position for August 2018. Ms Jones, Interim Finance Officer was in attendance to highlight key elements of the reports.

Income Information

Bar Takings Cumulative

Two graphs were provided showing budgeted and actual bar takings at both July and August 2018. Based on a budget of £10k income expected each month, the bar takings for July ran £6.3k over target (£4.1k over breakeven) with the year to date at July running at £7.5k over target (£1.2k below target in previous month). In July, the bar was £1.3k under the breakeven point for the year to date. For August, bar takings ran at £0.75 over target (£1.5k under breakeven) with the year to date running at £8.3k over target (compared to £7.5k over in the previous month). This pattern was in line with the generally slow performance anticipated for August. The bar was currently £2.8k under the breakeven point for the year to date.

Councillor Iddon enquired about the recent stocktakes, which she understood had showed some losses. Ms Jones confirmed that one stocktake had been low, but subsequently the position had returned to normal.

Ms Jones referred to the detailed response by the Bar Manager, Ken Morley, in relation to a number of matters raised by the Committee or by the Council. The response included information about salaries; cleaning; business plan; and the Local Residents Committee. The information on staffing indicated that the Centre was running with a skeleton staff. Ms Jones would consider the staff rota to ensure that this was operating to maximum efficiency.

It was reported that a member of staff had been carrying out some of the maintenance (repainting), which had increased working hours of staff, but had

saved on the cost of using of a private contractor. Councillor Iddon suggested that funding could be reallocated from the repairs and maintenance budget to support the additional staffing costs. Ms Jones indicated that that would be possible, but that the accounting action would not offset the losses overall.

Ms Jones reported that she had received an e-mail today from the Bar Manager requesting the reintroduction of Sky Sports. The last estimate had suggested costs of around £400-£500, however, she would provide some detailed figures to the Committee for consideration. Increased interest from the rugby and football teams had prompted the renewed request. Mr Morley was confident that the Sky subscription was viable and had offered to subsidise this personally for an interim period, but that was not felt to be appropriate. It was noted that there might also be issues in relation to a multi-year contract.

Councillor Iddon enquired about the planned Harry Potter Quiz Night and suggested that the income and expenditure figures did not balance. Ms Jones reported that the evening was a ticketed event and that any profit would be generated by ticket sales. Admission to the planned Spyrock event was free and the artist cost was £200, which meant that the bar take would need to be significant to ensure a profit. The Bar Manager had been given permission to run a potential loss-leader event to promote the Leisure Centre. However, ordinarily the Centre should aim to charge around £4 per ticket for a £200 artist, which would allow for the venue (200 capacity) to be only half full and still make a profit. Ms Jones indicated that she would discuss the figures further with the Bar Manager. Councillor Iddon commented that the initial intention had been to charge £3 per ticket for the event, but that sales had been slow, forcing a rethink of the marketing strategy.

Ms Jones commented that the Bar Manager was working hard to develop the Centre, but would need to take account of appropriate financial advice when organising events.

Cash Takings

Tables of cash takings for bar sales for the weeks commencing 26 March to 30 July 2018 and updated to 27 August 2018 were 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.

A more detailed breakdown of bar sales, tea/coffee, room hire and ticket sales for August 2018 was 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. In July 11 cups per day had been sold although that had dropped slightly to 8.5 cups in August 2018.

Room Letting Cumulative

Two graphs were provided showing budgeted and actual lettings income at both July and August 2018. Room lettings ran £0.5k over budget for July and was running under budget by approximately £1.4k in total (£1.9k previously). However, the figure was £1.4k above the breakeven point. For August, room lettings ran at £0.7k under budget (£0.02 over breakeven) and was running under budget by approximately £2.1k in total (£1.4K at July, above). The overall figure remained at £1.4k over the breakeven point. The management team were currently looking at optimising the use of the rooms at the Centre and would need a strong marketing strategy and to ensure that the website was updated and effective.

Payments Made

Lists of payments made to 6 August and to 3 September 2018 were presented and the combined information is as follows:-

| Payee | Description | Sum |
|--|--------------------|------------|
| Direct Debits on 30 July 2018 | | |
| WBC Rates | - | £770.00 |
| Extra Energy | - | £764.09 |
| Direct Debits on 1 August 2018 | | |
| BNP lease | - | £223.60 |
| Electronic Payments authorised on 30 July 2018 | | |
| KC Kitchen | - | £614.50 |
| Service Care | - | £1,651.08 |
| Wigan Beer | - | £2,247.12 |
| Wigwam | - | £62.00 |
| Drum BSS | - | £26.40 |
| BOC | - | £155.40 |
| Electronic Payments authorised on 6 August 2018 | | |
| HMRC | PAYE | £1,698.20 |
| DWP | - | £120.20 |
| Bliss | - | £3,428.29 |
| BOC | - | £140.40 |
| Direct Debits on 3 September 2018 | | |
| BNP | - | £266.84 |
| Direct Debits on 6 September 2018 | | |
| VAT | - | £926.82 |
| BT Group | - | £165.71 |

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| Direct Debits on 7 September 2018 | | |
|---|---|-----------|
| Public Works Loan | - | £1,233.12 |
| Direct Debits on 10 September 2018 | | |
| Barclaycard | - | £63.01 |
| Electronic payments authorised 28 August 2018 | | |
| ROJO | - | £96.87 |
| Aquila | - | £246.00 |
| Bliss | - | £339.02 |
| Mott MacDonald | - | £2,850.00 |
| Electronic payments authorised on 4 September 2018 | | |
| Cheshire Pension | - | £1,312.00 |
| Bliss | - | £1,486.42 |
| Dave Forshaw | - | £160.00 |
| Service Care | - | £288.16 |
| Wigan Beer | - | £710.52 |
| Defib Store | - | £470.10 |
| P Harden | - | £125.00 |
| Electronic payments authorised on 10 September 2018 | | |
| BOC | - | £155.40 |
| WBC | - | £1,234.80 |
| WBC | - | £897.52 |
| 4T's | - | £87.90 |
| Bliss | - | £602.79 |

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 for the tablet device had been obtained.

A breakdown of room hires for the period 1 to 12 September 2018 was provided from the Appointed Booking System, which showed the hours of usage for each room/asset and the income generated.

Quotes

There were no quotes to consider for the period.

Items from Previous Agendas and Progress

Progress on a number of items was outlined, some of which linked to the issues reported under Minute WPMC 17 – Action List.

- A content and layout meeting had been scheduled with the web designer on 10 August 2018, following which the web template had been prepared;
- A full staff and Council meeting had been arranged to discuss the

- rebranding at 10am, on 11 August 2018;
- The new logo had yet to be decided;
- The web content was being drafted and would be provided to the Finance Officer for checking by 14 September 2018 and uploaded as soon as possible thereafter; and
- Training session for staff on WordPress (website builder) had yet to be agreed with the web designer.

Decision –

- (1) To note the update report.
- (2) To request the Finance Officer to provide some costings for consideration by the Committee in relation to the possible reintroduction of Sky Sports to the bar.

(B) Rebranding of the Leisure Centre

This matter had been covered during consideration of the Leisure Centre Reports above.

(C) Trees around the Boundary of the Leisure Centre Main Car Park

An enquiry had been submitted by residents of an address on Rectory Close, which adjoined the Leisure Centre's main car park in connection with the trees on the bottom right as you look at the car park from the Leisure Centre building.

Essentially the trees overlooked the garden of the residents' property and they had asked if the trees could be cut back or removed as they blocked out the light.

They had also expressed alarm and concern about some of the planned activities at the Leisure Centre, such as car boot sales. The Chairman had asked the Bar Manager to make contact with them to listen to their concerns.

Members were reminded that requests for the removal of or cutting back of trees had been lodged from time to time by residents who adjoined the Leisure Centre site, including the Playing Fields. The Council had previously engaged a contractor to survey all trees on the site to ensure that they remained safe. Remedial action had then been carried out as and when necessary. The Council had also recently arranged for the removal of some trees adjacent to a property by the entrance road where the trees had started to cause damage to the resident's garden fence.

Under the law, overhanging branches could be removed by the owner of any property over which the branches hung, but should be offered back to the owner of the trees. The high hedges legislation did not cover single or deciduous trees or shrubs.

It was reported that Mr Morley had been in touch with the residents, who had been satisfied by the assurances given. Arrangements had been made to cut back the trees.

Mr Joinson, Interim Clerk, reported that a further complaint had been made from a second resident about an Ash tree overhanging her garden, which would be reported to a future meeting.

(D) Winwick Athletic football Club – Referral from Council

Members were reminded that, at the Council meeting on 24 July 2018, it had been reported that a request had been received from Winwick Athletic Football Club for a reduction in their annual booking fees. It was understood that the treasurer had recently left the club and it had become difficult for them to collect subscriptions for the forthcoming year.

The Council had agreed:

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.

Ms Jones reported that the Bar Manager was currently in discussions with the Football Club about the fees.

(E) Wreath for Remembrance Sunday

Members were reminded that the Council usually commissioned a poppy wreath for use on Remembrance Sunday, which this year fell on 11 November 2018.

The Council's contact at British Legion had recently been in touch to ask if the Council wished to purchase a wreath for 2018. A provisional order had 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 Management Committee was being asked to recommend the Council to formally authorise the purchase.

Decision - To recommend the Council to approve the purchase of a wreath for Remembrance Sunday in the sum of £17.

WPMC 19 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 20 Confidential Matters in line with the Committee's Terms of Reference

(A) Confidential Annex to the Minutes of 10 July 2018

Decision – To note the confidential Annex to the minutes of 10 July 2018.

(B) Community and Leisure Centre Performance Report

The response of the Bar Manager referred to under minute WPMC 18 above had included some information in relation to developments following the incident referred to at Minute WPMC 13(A). Appropriate training and safeguards were in place in relation to outcome of the original incident and matters had calmed significantly and moved on.

Decision – To note the improving situation following the incident recorded at Minute WPMC 13(A).

(C) Employee Matters

There were no employee matters other than those identified at Minute WPMC.20(B) above.