

WINWICK

*Best Kept Village
in Cheshire – 2000*

C/o Winwick Leisure Centre
Myddleton Lane
Winwick
Warrington
WA2 8LQ



PARISH COUNCIL

Clerk to the Council:
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18 September 2019

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 24 September 2019 at 7.30 pm.

Yours sincerely

Julian Joinson
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 23 July 2019.
- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**
- 6. Written Motions Received**

- 7. Police / Community Issues**
- 8. Correspondence**
- 9. Planning Matters**
- 10. Pre-Planning Advice in relation to Possible Hermitage Green Notice Board**

Warrington Borough Council has indicated that planning permission would be required to erect a parish notice board on land owned by the highway authority.

Members are invited to consider whether the Council should purchase pre-planning advice prior to considering further the question of siting a notice board at Hermitage Green. It is envisaged that advice could assist in the determination of a suitable site. Payment would be required for pre-planning advice in the sum of £268.00. A further fee would be payable for the full planning application, which is likely to cost £66.00.

- 11. Finance Officer's Report**
- 12. Reports from Parish Council Committees**
 - Management Committee – 10 September 2019
- 13. Reports from Approved Outside Body Appointments**
 - Rights of Way Forum (Councillor G Friend)
- 14. Appointment to Winwick Educational Foundation**
- 15. 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)
- 16. Date and Time of Next Meeting – Tuesday, 22 October 2019**
- 17. 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.

- 18. Confidential Minutes from 25 June and 23 July 2019.**

Winwick Parish Council
Minutes of the Meeting held on 23 July 2019

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

Prior to the meeting the Chair and Deputy Chair had attended a public consultation event regarding the Myddleton Lane traffic management scheme proposals in the Main Hall of the Leisure Centre.

WPC.45 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Gosney.

WPC.46 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.47 Minutes

Decision – That the Minutes of the Council Meeting held on 25 June 2019 be agreed and be signed by the Chair as a correct record.

WPC.48 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council.

In respect of Action 6 – former Parkside Colliery Development, the Chair indicated that she had received a briefing from Officers of Warrington Borough Council. St Helens Council was pressing on with the Phase 1 development and would widen some roads. However the link road would not commence until Phase 2 of the development. The Chair indicated that WBC officers had taken the position that this was not acceptable, but the Council had only limited powers as a consultee. It was hoped to be able to reach some agreement via political avenues. Members discussed the powers available to influence development schemes in neighbouring authorities. Similar cross-border traffic issues had been identified during discussions about restrictions on HGVs at Lowton. The Chair was due to meet with solicitors representing Newton-le-Willows residents next week.

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

WPC.49 Question Time for Electors

There were two residents in attendance at the meeting and the following issue was raised:-

Millennium Trust Fund

A resident asked if the Trustees of the Millennium Fund would consider returning the capital to the Parish Council's General Fund, rather than allocate the money to specific projects such as a sports hub. The money had come from the Council's General Fund in the first instance. The return of the capital would mitigate year on year increases to the Council Tax. This would also be an equitable way of returning money to the whole of the population of Winwick and would be particularly helpful to residents in a time of austerity when pay rises were rare.

Response: Councillor Iddon commented that the Trustees would need to consider the matter carefully. Councillor Matthews indicated that a number of proposals had been raised for spending the capital, including grants for school uniforms and other minor schemes across all three wards. It was envisaged that the Leisure Centre would not be a large drain on resources going forward and would not require additional money to support it beyond that budgeted for. Ideas had been sought about how to spend the £10k before the Trustees next meeting in September 2019.

The Clerk, Julian Joinson, added that the larger than usual rises in the Parish's element of the Council Tax over the last two years had been to prepare for the loss of the Borough Council's grant to cover the Council Tax Support Allowance. This was now fully funded by the Parish Precept and should not be an issue in future years. It was also worth noting than any use of windfall monies to reduce the general level of Precept would provide savings for one year only and would then need to be funded for future years causing a sharp Council Tax increase in the following year.

A second resident asked if the public could contribute to discussions at the next meeting of the Trustees.

Decision –

- (1) To note the questions and issues raised by residents.
- (2) To agree to allow the public to participate in the next meeting of the Millennium Fund Trustees.

WPC.50 Written Motions Received

There were no written motions received on this occasion.

WPC.51 Police / Community Issues

A written report was provided by PCSO Neil Brown (Winwick Ward).

PCSO Brown had been attending local schools conducting school parking monitoring, including at Winwick CE Primary School. There had been no specific issue when he had been present.

He had been to a few community events, promoting the Police by giving out leaflets

and liaising with North West Ambulance Service.

He had been on foot patrol around Winwick, near the Leisure Centre playing field after receiving intelligence that cannabis use was taking pace on the field. The information had been passed to other officers who had apprehended the perpetrators.

He had conducted speed enforcement on Alder Lane, following continuing reports of cars speeding in that location. The top speed recorded was 56MPH, so he would be carrying out more enforcement on that road.

Other than those activities, PCSO Brown had been carrying out his local patrols around both Burtonwood and Winwick, and attending coffee mornings and church coffee mornings to reach the majority of the people in the area.

The report also contained a number of other activities which related specifically to Burtonwood and Westbrook Parish.

Decision – To note the reports provided by the Neighbourhood Policing Teams.

WPC.52 Correspondence

The following items were reported:-

1. E-mails from Hazel Catt, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), reminding members of the next branch meeting of SLCC due to be held on Wednesday, 17 July 2019 at Northwich Town Council at 10am – 01/07/19 and 11/07/19
2. E-mail from Lara Jacob, Clerk to Stockton Heath Parish Council, requesting information about the purchase of a Speed Indicator Device – 10/07/19
3. E-mails from Nik Iddon, Highway Asset Maintenance and Street Works Inspector and Kathy Sephton, Environment Manager, Warrington Borough Council, about the permission issues required in connection with the provision of a notice board and flowers beds at Hermitage Green – 28/06/19 and 16/07/19
4. A verbal request received on behalf of the Winwick Carnival Committee to book Myddleton Lane Playing Fields for the Carnival for 2020 – 23/07/19
5. Letter from Alison McCormick, Electoral Services Manager, Warrington Borough Council, about a polling districts and polling places review, which included the districts within the Warrington North Parliamentary Constituency, Burtonwood and Winwick Ward – Undated

In respect of Item 3 – Hermitage Green, Mr Joinson reminded Members that a request had been received by a resident on behalf of others at Hermitage Green, seeking the planting of flowers and the erection of notice board in the area. The Council was also aware that there might be alternative views put forward by some residents. Correspondence had now been received from Warrington Borough

Council's Environmental Services and Highway Asset Maintenance Service that they were happy, in principle, for flowers to be planted and a notice board to be erected in one area of the Green, namely the area immediately opposite the entrance to Hermitage Close. In respect of the flowers it was suggested that the Parish Council would subsequently need to undertake the mowing of that section of the Green, which would involve the purchase of a pedestrian mower and the use of staff (possibly the litter picker) to carry out this work.

Members were cautious about the levels of local support mentioned in connection with the proposals. An alternative approach might be to ask the Borough Council to plant the area as a wildflower meadow.

A member of the public was given permission to speak on this matter and indicated that the Green was uneven, making mowing difficult. There were already issues with the existing small group of plants around the sign as the Borough Council did not cut close to the flower border. The area was not well maintained and many weeds were present. In addition, some conifers had been planted which were likely to grow to a very large size. It was anticipated that the cost to the Parish Council of maintaining a flowerbed and surrounding grassed area would be high. Equipment would be required and cut grass would need to be picked up and disposed of.

The Chair indicated that the original commitment from the Council had been only to look into the provision of a noticeboard. Members agreed that flower beds would look attractive, but the level of maintenance required meant that their provision would not be practical. A possible solution might be to ask the residents to decide what exactly they wanted and for them to talk directly to the Borough Council, with the Parish making a small financial contribution. The provision of planters as a possible alternative was also considered, but it was noted that physical structures could not normally be placed on the Green. It was generally felt that a flowerbed scheme was not deliverable by the Parish Council.

It was suggested that a noticeboard only should be considered. The aforementioned resident enquired about the proposed position of the noticeboard. The Clerk indicated that the original residents' proposal had identified land at the southern end of the Green, however, indications were that planning permission had been granted for the plot of land facing that location, which might necessitate moving the board at a later date. Accordingly, the Borough's suggestion was that the noticeboard should be on the area facing Hermitage Close. It was likely that planning permission would be required for the erection of a notice board, but no information on this element had yet been received.

It was essential to engage with residents about what the Council could realistically provide. Members noted that there were already spring daffodils planted on the Green, although their quality had deteriorated somewhat over time.

Decision –

- (1) To note the correspondence submitted to the Parish Council.

- (2) To request the Clerk to write to the resident co-ordinating the Hermitage Green flowerbed proposals to advise her to take up the matter with Warrington Borough Council directly.
- (3) To request the Clerk to clarify the original offer to the residents of Hermitage Green, regarding a noticeboard, to chase up the issue of planning permission, to provide a report to the Council meeting on 24 September 2019 and to invite residents by letter to attend the meeting.

WPC.53 Planning Matters

General Correspondence

Nil.

Domestic Planning Applications

1. Application reference: 2019/35343
Location: 1, Fleming Drive, Winwick, Warrington, WA2 8XP
Description of development: 42 Day Householder Prior Approval - Proposed single storey rear extension to replace conservatory to extend beyond the rear wall by 4.8 metres, maximum height of 4.0 metres and height at the eaves 2.5 metres.
2. Application reference: 2019/35321
Location: 24, Dundee Close, Winwick, Warrington, WA2 0UL
Description of development: Householder. Retrospective Application - Two Storey Side Extension
3. Application reference: 2019/35434
Location: Waterworks House, 1, Delph Lane, Warrington, WA2 0RF
Description of development: Householder. Proposed Two Storey side/ Rear Extension

Non-Domestic Planning Applications

4. Application reference: 2019/35366
Location: Winwick Quay, Woburn Road, Winwick, Warrington, WA2 8RN
Description of development : Discharge of conditions - Proposed discharge of Condition 4(Cycle storage)
On application 2019/34271
5. Application reference: 2019/35375
Location: Bowling Green Farm, Mill Lane, Winwick, Warrington, WA2 0SX
Description of development : Discharge of conditions - Proposed Discharge of Conditions 3(Samples of facing materials), 5(Landscaping scheme), 7(Construction Method Statement), 8(Foul and surface water shall be drained on separate systems.), 9(Contaminated Land Condition: Characterisation &

Remediation Strategy), 14(Boundary treatment) and 17(construction management plan)

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

WPC.54 Finance Officer's Report

Members considered a report of Clare Jones, Interim Finance Officer, on a number of financial issues, which are set out below. Apologies had been presented on behalf of Ms Jones who was on leave. Mr Joinson, Clerk, highlighted key areas of the report.

Budget Review 2019/20

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council.

Overall the Leisure Centre ran at a £4.1k profit in June, which was due in part to the income for June being one of the peak points in the income stream. Work would need to continue following the summer peak to maintain the position, as the Centre moved into September onwards. The Centre was running at a £0.8k profit on the year to date, again due to the peak income point and, although positive, must be reviewed post summer as the Centre moved into what were historically slower income periods.

Councillor Matthews remarked that the strategy of focusing on parties and functions, rather than events, appeared to be working.

There was £5.7k of expenditure against the Parish precept monies in June, largely due to the loan charges paid this month.

Issues of Note

Traffic Management Consultation Meeting – 23 July 2019

Letters regarding the traffic management consultation meeting had been delivered to most sectors of Winwick prior to 15 July 2019, with some elements of delivery completed by councillors due to the Finance Officer's leave.

Stock

Stock levels had been requested by the Management Committee to be reported as part of the report. A graph was provided which showed monthly Gross Profit and Year to Date Gross Profit from stock takes for the period 18 January 2018 to 18 April 2019.

A table was also provided which showed the wastage levels for the stock takes and which identified that wastage came predominantly from line cleaning. Steps had been taken to improve the position and stock takes would be checked to ensure that wastage levels from line cleaning were reduced to a minimum.

Members considered that the wastage figures were significant. Mr Joinson reported that Ken Morley, Centre Manager, had provided a written formal response to the Management Committee about the levels of wastage and both staff had discussed the matter earlier today. The new lines at the Centre were not shorter, but produced less waste due to reduced graining and better flow. Members also commented on the high level of breakages, the possibility of reducing the frequency of line cleaning and the miscellaneous figures reported in the table. The Interim Finance Officer and Members of the Management Committee would continue to monitor the situation carefully.

Payments made since Management Committee Report presented on 9 July 2019

A list of payments since 9 July 2019 was presented, as follows:-

Payee	Description	Sum
Bank Payments		
HMRC PAYE	-	£1,372.95
Cheshire Pensions	-	£656.15
Aquila	-	£937.82
Bliss	-	£659.96
BOC	-	£140.40
Gardenia Gardens	-	£162.50
Paul Harden	-	£490.00
Rocket Embroidery	-	£252.30
Service Care	-	£1,464.16
System Hygiene	-	£172.13
Wigan Beer	-	£1,485.55
Direct Debits		
Barclaycard	-	£131.88

Decision – To note the Finance Officer’s update report, including the Budget Review 2019/20.

WPC.55 Review of Financial Regulations

Members considered proposed amendments to the Financial Regulations. Mr Joinson reminded Members that, at the last meeting, the Council had requested that the Clerk update the Financial Regulations to take account of a requirement for the Responsible Finance Officer to receive tender documents, on occasion, and to clarify that additional tenders did not need to be sought if the requisite number had been sought but not received.

Decision – To approve the amendments highlighted at Paragraphs 3.3, 11.3 and 11.4 of the Financial Regulations.

WPC.56 Reports from Parish Council Committees

The minutes of the meetings of the Management Committee of 11 June and 9 July

2019 were presented.

In respect of Minute WPMC13(B) – Playing Fields Boundary Inspection, it was noted that the Council was being requested to consider the engagement of an arboriculturist to assess the trees on the Playing Fields, in the light of the findings from a recent site inspection by the Committee’s Chair. Councillor Matthews indicated that it was good practice and in line with Health and Safety Executive (HSE) advice to assess the site annually. A large tree over the children’s play area might require attention and other smaller trees were leaning. Other potential issues included crown-lifting on trees by the Leisure Centre and trees blocking light from gardens on Rectory Lane. It was noted that no tree felling would be permitted until after nesting season.

In respect of Minutes WPMC5(A) – Community and Leisure Centre Performance Reports –Payments Made, Councillor G Friend asked for an explanation of the various acronyms. The Clerk provided a brief explanation and Members suggested that the ‘Description’ column needed to be completed in future to improve clarity.

Decision –

- (1) That the Minutes of the meetings of the Management Committee of 11 June and 9 July 2019 be noted.
- (2) That the Finance Officer be requested to complete a ‘Description’ column for Payments Made, where the nature of the payment or payee was unclear.

WPC.57 Reports from Approved Outside Bodies

Rights of Way Forum
(Councillor G Friend)

No meeting of the Forum had taken place recently. The next meeting was due to take place on 8 August 2019, but Councillor Friend would be on holiday at that time.

Decision – That Councillor Mike Matthews be appointed as substitute Member for the next meeting of the Rights of Way Forum.

WPC.58 Ward Reports / Updates

Houghton Green Ward

Councillor D Friend commented that she had been dealing with one complaint in relation to grass cutting, but that there were no current concerns in relation to litter. The Chair added that the litter picker had been asked to focus on Grasmere Avenue and Greenwood Crescent.

Councillor G Friend referred to an issue regarding trees on Dundee Close. It was understood that one of the trees was on Warrington Borough Council land and a meeting had been arranged with the relevant officer, however 5 trees were on

private/unregistered land, which belong neither to the Council nor the Housing Association.

Peel Hall Ward

Councillor Vobe reminded Members that Warrington Borough Council's consultation on the draft Local Plan had now concluded. He wished to place on record that residents of Peel Hall had contributed significantly to the public response and that they eagerly awaited the outcome.

Winwick Ward

Councillor Iddon reported that the benches on Myddleton Lane Playing fields needed repairing as a number of lattes were missing. In addition, following the Carnival, a post by the car park path had been broken and a jagged edge remained protruding from the ground.

Councillor Matthews added that the Council needed to identify which officer was responsible for arranging for items such as the above repairs and maintenance to be carried out. The matter could be delegated to an administrative/executive officer, given that the Clerk and Finance Officer had limited additional capacity. Mr Joinson responded that the Council had no detailed Scheme of Delegation, although responsibility for the main duties could be ascertained from individual job descriptions, as approved. In the absence of any clear delegation to a specific officer, the task would normally fall to the Council's most senior member of staff, the Clerk, to implement. It was suggested that the Deputy Chair, Finance Officer and Clerk give further consideration to the issue of implementing Council/Committee decisions and developing a Scheme of Delegation.

The Chair reported that there was a hole behind the swings on Myddleton Lane Playing Fields which might be hazardous and required filling in. However, it was likely that this was a rabbit burrow, which might be a problem that was difficult to eradicate.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To authorise the Deputy Chair, Finance Officer and Clerk to give further consideration to the issue of implementing Council/Committee decisions and developing a Scheme of Delegation.

WPC.59 **Date and Time of Next Meeting**

Decision – To note that the next meeting of the Council will take place on Tuesday 24 September 2019 at 7.30pm.

WPC.60 **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.

WPC.61 Confidential Minute from 25 June 2019

The minute was not yet available and would be provided at the next meeting in September 2019.

WPC.62 Sale of Land to Winwick CE Primary School

The Clerk provided an update in relation to the progress on matters relevant to a proposal to sell land to Winwick CE Primary School.

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

Decision – To note the update on the possible transfer of land to Winwick CE Primary School and to approve the actions identified in the confidential minute.

WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2019/20

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 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	
3	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	

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4	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Commenced	
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.	WPC.44(5)	24/07/18	Chair/Clerk	24/07/18	-	Progress will be monitored	
6	To approve the reinstatement in a prominent location of the various plaques commemorating the opening of the Leisure Centre and its extension.	WPC.111(4)	27/11/19	Leisure Centre Manager	-	-	Efforts are being made to locate the various plaques	
7	To note the draining issues in connection with the Leisure Centre Car Park and to instruct Warrington Borough Council to carry out works to drain the car park into the existing soak-away in the south west	WPC.127	22/01/19	Clerk	-	-	A site visit and preliminary discussions have taken place with Nik Iddon, Highways and Street Works Inspector, Warrington Borough Council about a potential scheme. Discussions are progressing and a scheme is being developed.	

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	corner of the playing fields.							
8	To authorise Members to meet with residents of Hermitage Green to test the mobile phone coverage in the area, which might be necessary to contact emergency services in the case of a road traffic accident.	WPC.138(2)	26/02/19	All Councillors	-	-	Not yet commenced	
9	To request the Clerk to carry out the actions set out in the confidential minute to this section.	WPC.167(2)	26/03/19	Clerk	26/03/19	-	Work is on-going to progress this matter which relates to the deeds of Council owned land.	
10	To authorise the Clerk to update the Council's website in accordance with the issues raised above.	WPC.172(2)	23/04/19	Clerk	-	-	Available policy documents uploaded. Reordering of Agendas will require further consideration, as drag and drop facilities are not installed.	
11	To note the work to be undertaken on the Definitive Map and to request the Clerk to produce and circulate widely an advert for Footpath Wardens for the Winwick area.	WPC.179	23/04/19	Clerk	-	-	Work is on-going to develop a suitable job description for advertisement	
12	To adopt the National	WPC.6(1)	28/05/19	Clerk/Chair	-	-	NALC document now received and under consideration	

	Association of Local Councils Standing Orders: 2018 Edition upon receipt and to authorise the Clerk, in consultation with the Chair, to complete those sections where local choice was required.							
13	In respect of Document 3, to invite Mr McDonald, manager of Warrington Foodbank to attend the Council meeting on 24 September 2019 to discuss its work.	WPC.12(2)	28/05/19	Clerk			Mr McDonald is unavailable on 24 September 2019 but is happy to attend on some future date if required.	
14	To note draft Leisure Centre Business and Recovery Plan and to refer it back to the Management Committee for refinement before resubmitting it to the Council.	WPC.23	28/05/19	Finance Officer and Management Committee			The Committee is working to develop and refine the Business and Recovery Plan. A substantive draft was submitted to the Management Committee on 09/07/19 with an updated version provided on 10/09/19	
15	To request Members to submit any ideas (with costings) for use of the	WPC.39	25/06/19	All Members/ Clerk			Members were invited to submit any suggestions prior to September 2019. Suggestions received included the provision of a conservatory on the patio area at the front of the Centre and work to replace the	

Agenda Item 4

	Millennium Trust Fund money to the Clerk, prior to the next meeting of the Trustees in September 2019						carpets in the bar area. The Millennium Trustees met on 10 September 2019 and agreed to refer the matter back to Council to see if other ideas emerged.	
16	To agree to allow the public to participate in the next meeting of the Millennium Fund Trustees.	WPC.49(2)	23/07/19	Clerk			Members of the public were in attendance	
17	To request the Clerk to write to the resident co-ordinating the Hermitage Green flowerbed proposals to advise her to take up the matter with Warrington Borough Council directly.	WPC.52(2)	23/07/19	Clerk			Not yet commenced	
18	To request the Clerk to clarify the original offer to the residents of Hermitage Green, regarding a noticeboard, to chase up the issue of planning permission, to provide a report to the Council meeting on 24 September 2019 and to invite	WPC.52(3)	23/07/19	Clerk			Completed in part. An item on pre-planning advice is included elsewhere on the Agenda. That discussion will help to shape whether further public consultation is undertaken.	

	residents by letter to attend the meeting.							
19	That the Finance Officer be requested to complete a 'Description' column for Payments Made, where the nature of the payment or payee was unclear.	WPC.56(2)	23/07/19	Finance Officer			Not yet commenced	
20	To authorise the Deputy Chair, Finance Officer and Clerk to give further consideration to the issue of implementing Council/Committee decisions and developing a Scheme of Delegation.	WPC.58(2)	23/07/19	Deputy Chair/ Finance Officer/ Clerk			Not yet commenced	
21	To note the update on the possible transfer of land to Winwick CE Primary School	WPC.62	23/07/19	Clerk			The items identified in the confidential minute are being progressed.	

Progress Legend

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