

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

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



# PARISH COUNCIL

Clerk to the Council:  
Julian Joinson  
Tel: 07818 066549

Email: [jjoinson.winwickclerk@outlook.com](mailto:jjoinson.winwickclerk@outlook.com)  
Web site: [www.winwickparishcouncil.org.uk](http://www.winwickparishcouncil.org.uk)

20 November 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, 26 November 2019 at 7.30 pm.

Prior to the Council meeting there will be a public consultation meeting regarding the possible provision of a parish notice board at Hermitage Green, which will commence at 6.30 pm at the Leisure Centre.

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 22 October 2019.

4. **Updates on Issues from Previous Meetings**
5. **Question Time for Electors**
6. **Written Motions Received**
7. **Police / Community Issues**
8. **Possible Notice Board at Hermitage Green**
9. **Correspondence**
10. **Planning Matters**
11. **Finance Officer's Report**
12. **Draft Budget 2020/21**

Members are asked to give consider the draft Budget 2020/21 and to delegate the fine tuning of the Budget to the Management Committee; to authorise officers to make any necessary submission about the Precept to the Borough Council; and to agree that the final Budget will be ratified by the Council at its meeting on 28 January 2020, in line with the usual Budget timetable.

**13. Reports from Parish Council Committees**

- Management Committee – 12 November 2019.

To approve the recommendation of the Management Committee that the Council approves the establishment of a system of performance review of the Parish Council's senior officers at 6 monthly intervals by a Panel of councillors.

**14. 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)

**15. Date and Time of Next Meeting – Tuesday, 28 January 2020**

**16. Chairman to move to Part 2**

**Part 2**

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

**17. Finance Officer's Report – Confidential Matters**

**Winwick Parish Council**  
**Minutes of the Meeting held on 22 October 2019**

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

**WPC.84      Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor S Emery.

**WPC.85      Code of Conduct - Declarations of Interest**

There were no declarations of interest made.

With the consent of the Council the following Agenda item was taken next at the meeting.

**WPC.86      Police / Community Issues**

A written report was provided by PCSO Neil Brown (Winwick Ward). PCSO Brown was also in attendance at the meeting to answer questions and to gather intelligence about local matters of concern.

PCSO Brown had attended a McMillan coffee morning at St Oswald's care home to show his support and had been to an address on Ilex avenue to deal with a neighbour dispute. He also reported that a number of cats appeared to have been deliberately harmed in the Winwick Park area.

Along with these jobs, he had been conducting surgeries once a week and been patrolling around both Burtonwood and Winwick to show a police presence in the areas. The report also contained a number of other activities which related specifically to the Burtonwood and Westbrook Parish.

In the upcoming weeks, as Halloween and Bonfire Night were approaching, Operation Treacle had been put into place. PCSO Brown would be part of a team tackling issues all over the west side of Warrington. There would be a police presence in every area, but this might vary in intensity in each area, depending on the demand.

Members were invited to report any issues. Councillor Iddon asked if PCSO Brown had attended to drug use at the bottom of the Leisure Centre Car Park. He confirmed that he had approached some youths, but that they had bolted before he could speak to them. However, he would continue to monitor the situation.

Councillor D Friend asked if PCSO Brown could ask PCSO Burke to update the Council with information about the Poplars and Hulme Neighbourhood Team (Houghton Green and Peel Hall Wards). He agreed to pass on the request.

Councillor Matthews enquired if anything could be done by councillors and residents about unlawful motorbike use. PCSO Brown indicated that officers were not allowed

to pursue them if the riders were not wearing helmets, but that they could use DNA spray and follow up the incident later. Photographs of the motorbikes might help, but often they had no registration plates to facilitate their identification.

Councillor Matthews also enquired how lone working affected PCSO Brown's duties. He responded that day time duties were fine, but that night duties could be challenging with long walks if no car was available. Bicycles were available, but were seldom used and only normally used in daylight conditions. Although lone working was an effective use of resources, often the presence of two officers commanded more respect and enabled officers to get to know children across a wide geographical area.

Decision – To note the report provided by the Neighbourhood Policing Team for Burtonwood and Winwick.

**WPC.87      Minutes**

Members noted that in connection with the Payments table included at Minute WPC.73 - Finance Officer's Report, arrangements had now been made to include a description of the goods/services purchased in future financial reports.

Councillor Iddon enquired if the cherry tree referred to at Minute WPC.82 – Tree Inspection Report, was adjacent to residential property on Faringdon Road or Myddleton Lane. Julian Joinson, the Clerk, responded that the tree was behind a property on Myddleton Lane.

Decision – That, subject to the following amendments:

- At Minute WPC.70(2) – Correspondence, the insertion of the letter 's' at the end of the word 'resident';
- At Minute WPC.77 – Ward Reports/Updates: Winwick Ward, paragraph 2, the replacement of the word 'letter' with the words 'telephone call' in the first sentence;

the Minutes of the Council Meeting held on 24 September 2019 be agreed and be signed by the Chair as a correct record.

**WPC.88      Updates on Issues from Previous Meetings**

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Mr Joinson reported that, in accordance with the decision taken at the last meeting, some older actions which were unlikely to be achievable had been deleted and efforts would continue before the next meeting to clear other outstanding actions.

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

**WPC.89      Question Time for Electors**

There were two residents in attendance at the meeting. No questions were submitted on this occasion.

**WPC.90      Written Motions Received**

There were no written motions received on this occasion.

**WPC.91      Correspondence**

The following items were reported:-

1. Clerks and Councils Direct newsletter - Issue 124:July 2019 – 03/07/19
2. Letter from JW Turton, Engineering and Flood Risk Manager, Warrington Borough Council, in connection with highways works on Watery Lane and Mill Lane, Winwick, for 5 weeks commencing 23 September 2019 – 21/08/19
3. Letter from Shirley Parnell, Funeral Director, Broadoak Funeral Service , enclosing cheques to the value of £125.00 donated to the Parish Council in memory of the late Mrs Margaret Woods, who passed away on Sunday 16 June 2019, aged 100 (with thanks to her granddaughter Mrs Danielle Colborn) – 27/08/19
4. Letter from Katherine Parry, Licensing Manager, Warrington Borough Council about a consultation (reported previously) on a draft revised Statement of Licensing Policy and draft Cumulative Impact Assessment, the deadline for which was 23 October 2019 – 11/09/19
5. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 25/09/19, 27/09/19, 04/10/19, 07/10/19, 08/10/19, 10/10/19, 15/10/19, 18/10/19 and 21/10/19
6. E-mail from Kathy Sephton, Environment Manager, Warrington Borough Council, in connection with a complaint received by that Council about planting around the 'Hermitage Green' sign at Hermitage Green – 23/09/19
7. E-mails from Hazel Catt, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), reminding members of the SLCC Cheshire Branch Conference due to be held on Wednesday 9 October 2019, at 9:00am, at the Brio Leisure Centre, Northwich and the next branch meeting due to be held on Wednesday 11 December 2019 at Holmes Chapel Community Centre – 23/09/19 and 17/10/19
8. E-mail chain originating from John Thorp, Public Rights of Way Lead Officer, Warrington Borough Council, confirming that the next meeting of the Warrington Public Rights of Way Forum will be held on 4 January 2019, starting at 10am, at New Town House, Buttermarket St. Warrington WA1 2NH – 30/09/19

9. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council about Traffic Regulation Notices due to be advertised in the Warrington Guardian on 3 October 2019 – 01/10/19
10. E-mail from Elaine Marsden-Ormson, Community Centre Engagement Support Officer, Warrington Borough Council, enclosing a letter seeking the involvement of craft groups from across Warrington in the preparation of individual decorations and baubles to create 'Christmas at Bank Park' – 01/10/19
11. E-mail reminder on behalf of Manchester Airport, about the consultation deadline of 6 October 2019, for comments about changing the airspace around the airport – 01/10/19
12. E-mail from Kirsten Riley, Democratic Services Officer, Warrington Borough Council, enclosing the presentation slides from a Code of Conduct training session held on 7 October 2019 – 08/10/19
13. E-mail from Mr MB requesting permission to wild camp and practice bush craft skills on suitable Parish woodland – 08/10/19.
14. 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 spaces;
  - Playsource – outdoor play equipment repair and new installations.
15. E-mail from Livewire indicating that they were unable to take on board the proposed feasibility study work in connection with the possible development of Winwick Leisure Centre as a sports hub.

In connection with Item 3 – Donations received in memory of the late Mrs Margaret Woods, Councillor Iddon enquired if the gift had been provided for a specific purpose. The Clerk stated that no conditions had been attached to the donation. Members felt that it might be appropriate to use the money to fund the moving or repair of benches on Myddleton Lane Playing Fields. The Council would respond to the family to thank them for their generous donation.

In respect of Item 13 – Wild Camping and Bush Craft, Members asked for further details about the request. The Clerk responded that a Warrington resident and former HM Royal Navy senior rating had asked for permission to camp in any suitable parish woodland and to carry out bush craft in return for collecting and removing any litter and reporting broken fences or damage and other linked activities. Councillor Gosney added that the same individual had also approached Poulton-with-Fearnhead Parish Council.

Decision –

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

- (2) In respect of Item 3, to request the Interim Finance Officer or Clerk to write to Mrs Danielle Colborn to thank her for the kind donation in memory of her late grandmother, Mrs Margaret Woods, and to earmark the money for the repair or re-siting of benches on Myddleton Lane Playing Fields.
- (3) In respect of Item 13, to request the Clerk to advise Mr MB that the Parish Council did not own any land considered suitable for wild camping.

**WPC.92      Planning Matters**

The following planning applications and correspondence had been received:

*General Correspondence*

Nil.

*Domestic Planning Applications*

1. Application reference: 2019/35764  
Location: 84, Kinross Close, Winwick, Warrington, WA2 0UR  
Description of development: Householder. Proposed Rear & Side Extension
2. Application reference: 2019/35893  
Location: 43, Solway Close, Winwick, Warrington, WA2 0UP  
Description of development: Householder. Proposed demolition of existing rear conservatory and erection of single storey rear and two storey side extension with associated internal works

*Non-Domestic Planning Applications*

Nil.

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

**WPC.93      Finance Officer's Report**

Members considered a report of Clare Jones, Interim Finance Officer, on a number of financial issues as at September 2019, details of which are set out below.

Budget Review 2019/20

Members considered detailed breakdowns of profit and loss against the Council's Budget for the year to date at September, for both the Leisure Centre and Parish Council.

Overall the Leisure Centre ran at a £5.1k loss in September, which had been anticipated due to the cost of the roof repair. The bar sales were also looking to be low in October and were likely to hit £1k under the expected income for the month (requiring £4.5k of bar sales in the next 9 days to hit target). There were a number of parties booked within that period which might just help to raise the income to the

target level. However, the room lettings were on track and expected to be around the target figure.

The Centre was running at a £2.5k loss on the year to date, but against the position last year (a £16.4k loss) this was a significant improvement.

There was £6.7k of expenditure against the Parish precept monies in September 2019.

### Issues of Note

#### *Stock Take*

A review of the stock take procedure and independent stock take had been due to take place on 21 October 2019, but due to the stock taker's illness, that had not been undertaken. A revised date would be set and a report issued to councillors following its completion, which would be presented to the next available meeting in the private part of the Agenda.

#### *Business Plan*

The Business Plan would be available for Councillors to consider in Part 2 of the meeting. Comments were sought, in particular, on the Vision and Mission Statement pages, which would enable the Parish's overall direction to be agreed.

#### *Budget 2020/21*

Work was underway to prepare the budget for the 2020/21 financial year, with a view to considering monies available for future projects in the region of £26k, based upon the current level of Precept.

Members considered a number of possible projects, including further development of the traffic management programme, the appointment of a Chief Operating officer and the development of a Sports Hub.

Councillor Matthews reminded Members that the draft Budget would need to be approved the next meeting, and that any fine tuning would need to be delegated to the Management Committee in order to meet the deadline for submission of the precept information to Warrington Borough Council, which was usually before the first Council meeting in January. The Chair encouraged Members to e-mail any suggestions for projects to her. Members noted that the Parish Elections would take place in May 2020 and that decisions taken regarding the Budget would shape the platform on which Members stood for election. The controlling group had been elected in 2016 on a manifesto which had identified street litter, traffic calming and the financial state of the Leisure Centre as its priorities.

In respect of the Leisure Centre, the Council was close to the second phase of the rejuvenation of Centre. As part of a consultation, over 40 members of the public had provided ideas for the future of the Centre, some of which had already been implemented and some of which could be developed moving forward. If the Leisure

Centre deficit could be held at £10k in 2019/20, that would provide lots of scope for improvement in 2020/21. Councillor G Friend commented that the deficit had been around £30k-£40k in recent years, which demonstrated a large turnaround.

On the matter of the traffic management schemes, a budget would be required for the completion of the Myddleton Lane scheme. The Council would also need to manage expectations, as not all of the ideas proposed during the public consultation could be accommodated. One proposal involved the extension of the 20mph gateway as far as the junction of Delph Lane and Myddleton Lane. Further public consultations might be required. The Chair indicated that some funding might also be available from Warrington Borough Council from s.106 development monies, particularly in light of the proposed developments at Parkside and for residential properties off Waterworks Lane. Councillor Matthews commented that, overall, speeds on Myddleton Lane were now modest as the existing scheme was already slowing down cars and young drivers were increasingly installing driving monitors as part of their insurance requirements. It was acknowledged that no form of passive traffic management would prevent drivers who were intent upon speeding. Accident statistics would need to be taken into account to prioritise traffic calming.

Councillor G Friend reminded Members that they might again wish to consider the matter of the boundaries of the Parish and number of seats in each of the wards, as the last review had been completed over 3½ years ago. The 5 year moratorium on changes was due to expire in around 18 months. Currently there were seven councillors serving the two wards to the south of the M62, which seemed disproportionate. The Council could apply for a Community Governance Review after the next Parish Elections.

Councillor Matthews indicated that work needed to be carried out to register the Council's land assets.

Further work might be required to secure legal representation regarding the Local Plan, or in the matter of the proposed Parkside development or future Peel Hall applications. A barrister had been employed previously by the Council to successfully resist a proposed motorway service station development. Significant objections might also materialise in relation to the Waterworks Lane residential development site, as the land was in Green Belt. A member of the public was given permission to speak on this item and concurred that any loss of Green Belt would be strongly resisted and that the Parish had a responsibility to keep the public informed of any such proposals.

Councillor Vobe enquired about when a response was likely to be received from Warrington Borough Council following the latest consultation on the draft Local Plan. The Chair commented that Borough officers were still working through the responses. Councillor Matthews observed that, apart from Peel Hall residents, no other groups had lobbied the Council to express a view on the draft Local Plan. The Chair commented that the Borough Council had written directly to local residents and that a number had attended the consultation events arranged.

Members discussed the merits of creating higher density housing in central Warrington with a view to preserving Green Belt land around the periphery.

However, it was acknowledged that central residents also required access to green space and that a balance would need to be found.

Quotes for Review

*Alarm Replacement*

Two quotes had been received. The existing provider had not submitted the lowest quote. The lowest quote received was from a local firm, which was understood to be reliable and utilised the same components.

*Tree Maintenance*

No quotes had been returned.

*Car Park Drainage*

Three quotes had been sought, but only one returned. The Clerk reminded Members that the Financial Regulation had been amended recently to clarify that, where less than the minimum number of quotes required to be sought had been returned, the Council could accept any of the returned quotes as it saw fit.

Payments made since Management Committee Report presented on 8 October 2019

A list of payments since 8 October 2019 was presented, as follows:-

<b>Payee</b>	<b>Description</b>	<b>Sum</b>
HMRC Cumbernauld	PAYE	£1,435.69
Cheshire Pension Fund	Pension	£313.79
P Healey	Electrician	£199.30
Styles	Payroll	£212.00
Styles	Internal Audit	£1,380.00
Wigwam Property Maintenance	Repairs	£220.00
Wicksteed Leisure	Playground repair	£1,989.70
Warrington Security Systems	Door Staff	£240.00
Diane Cameron	Buffet	£300.00
Bagnall & Morris Waste	Trade Waste	£226.08
Payzone UK	Card Charges	£21.60
Lloyds Bank PLC	Credit Card	£68.99
ScottishPower	Electricity	£6,989.58
BOC Limited	Bottled Gas	£153.60
Cheshire West Council	Pension Fees	£100.00
David Forshaw Entertainments	Entertainer	£160.00
Drum BSS Ltd	IT Consultants	£57.60
KC's Kitchen	Buffets	£1,111.50
Service Care	Litter Picker	£864.48
System Hygiene Ltd	Cleaning Supplies	£258.24
Wigan Beer Co	Bar Supplies	£3,431.33

Young Roofing	Roof Repair	£8,220.00
Barclaycard	Bank Fees	£179.94
Water Plus Limited	Water	£66.00
Bliss Supplies	Bar Supplies	2,498.73
D L Hannon	Green Maintenance	£160.00
BT Group	Phones	£239.38

Decision –

- (1) To note the Finance Officer’s update report, including the Budget Review 2019/20.
- (2) To note that the draft Budget would need to be approved at the next meeting and that Members be requested to e-mail any suggestions for projects to the Chair.
- (3) To note that the latest stock take information will be provided at the next meeting in the private part of the Agenda.
- (4) To accept the lowest quote received, in the sum of £1,225.18, in relation to the Leisure Centre alarm panel replacement.
- (5) To accept the single quote received, in the sum of £2,600.00, in respect of the Leisure Centre car park drainage works.

**WPC.94      Draft Budget 2020/21**

The matter had been cover under the Finance Officer’s report above. Minute WPC.93(2) refers.

**WPC.95      Remembrance Sunday Wreath and Donation to The Royal British Legion**

Members were informed that a wreath had been ordered from the Penketh Branch of the Royal British Legion (RBL) for Remembrance Sunday and was now ready to collect. The cost of the wreath was £17.00. As in previous years, the Council was invited to consider making a donation to the RBL Poppy Appeal 2019 in the sum of £60, to include the cost of the wreath.

The Chair agreed to collect the wreath.

Decision      To approve a donation in the sum of £60 to the Royal British Legion Poppy Appeal, to include the cost of the purchase of a wreath for Remembrance Sunday 2019.

**WPC.96      Reports from Parish Council Committees**

The minutes of the meetings of the Management Committee of 10 September and 8 October 2019 were provided. The Chair of the Committee, Councillor Matthews,

indicated that the Leisure Centre was now taking more money across the bar and that the strategy of focusing on parties and functions was working. Larger staged events had been demonstrated not to work. The Business Plan would need to identify where the Centre positioned itself from hereon. A key priority was to ensure that there was no large scale downturn in the autumn/winter period. The Business Plan would also tackle a range of key themes.

On the question of the stock take concerns, it was not clear yet if this was simply a numbers anomaly. The Committee would need to identify what was the fundamental issue. Some of the figures did appear to be correct and it was hoped that there were no staffing issues identified as a result of the stock take.

Decision That the Minutes of the meetings of the Management Committee of 10 September and 8 October 2019 be noted.

### **WPC.97 Ward Reports / Updates**

#### Houghton Green Ward

There were no matters raised on this occasion.

#### Peel Hall Ward

Councillor Gosney reported he had spoken with one resident about Peel Hall who had been very concerned about the situation regarding the treatment of Peel Hall within the draft Local Plan and, in particular, the fact that the land was considered to be developable. It was suggested that the Parish commission an environmental survey to challenge whether the land was too wet to build on. However, Councillor Matthews indicated that this was unlikely to yield any useful evidence, since techniques were now available to drain most types of land.

It was suggested that provision for legal fees should be included in the Budget for 2020/21. The Council had previously provided a strong case on ecological grounds against the proposed development, based on nesting and feeding sites. The Council had engaged a professional ecologist, but the arguments had not ultimately been accepted during the planning process. It was felt that the technical arguments had now been exhausted and that a legal case might be the only recourse, particularly around the land allocations argument. Peel Hall might be saved if other land, such as Green Belt land, could be built on, or housing densities in the town centre of Warrington were increased. The Chair pointed out that a Green Belt site was more likely to be preserved in the Local Plan than Peel Hall, if the housing allocation requirement could be met. Councillor G Friend reminded members that the main reason for refusal of the last application had been the traffic issues.

Councillor Vobe advised the Council that the Planning Inspectorate's decision regarding Peel Hall had been challenged in the High Court and quashed on the grounds that the Inspector and Secretary of State had misinterpreted some issues. No dates had yet been set to rehear the appeal. The finding that the land was developable but not deliverable was therefore quashed. Accordingly, the case would need to be considered afresh from the original position. Members noted that there

was no fault by any of the Councils involved in the matter and it was felt unfair that they should bear the cost of defending the case again.

Winwick Ward

Councillor Iddon pointed out that the path between Rectory Lane and Faringdon Road was full of leaves and very slippery. The Chair responded that she had been in correspondence with the Borough Council on the matter and it had been suggested that the Litter Picker should sweep the path until the drainage issues were resolved. The path had been cleared not too long ago, but now required sweeping again.

The Chair reported that further discussions had taken place with the Leader of St Helens Council about the Parkside development. The link road was due to be considered broadly at the same time as the Phase 1 development. The link road should help to take some of the traffic away from Winwick. However, there remained some opposition by residents to the overall Parkside development. It was acknowledged that part of the link road came through Warrington's footprint and that planning permission would, therefore, be required from the Borough Council. The Chair commented that the design of the junctions would encourage traffic to turn onto the motorway. However, a proposal to widen the road junction at the Swan by officers had been strongly resisted by councillors. Elected Members in Newton-le-Willows had a similar view to the development as Winwick councillors and had been supportive during discussions.

The matter of the possible Hermitage Green notice board would be taken in the private part of the Agenda.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To agree, in principle, to earmark money within the 2020/21 Budget for on-going legal/planning advice in relation to the proposed Peel Hall development.

**WPC.98      Date and Time of Next Meeting**

Decision – To note that the next meeting of the Council will take place on Tuesday 26 November 2019 at 7.30pm.

**WPC.99      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.100     Draft Business Plan**

Councillor Matthews and Clare Jones, Interim Finance Officer, provided an update in relation to the development of the draft Business Plan for the Leisure Centre. A copy of the Vision and Mission Statement section of the Plan was provided for consideration. Ms Jones reported that the Mission should summarise what the Parish Council wanted the Leisure Centre to be. Councillor Matthews indicated that the Mission and 5 year Vision should help to determine appropriate targets and the necessary Budget to meet those goals.

The Centre should include a Parish Council notice board and include reference to the Parish Council in its branding. The draft Mission Statement had been developed by staff and councillors at the staff engagement exercise held last year. Staff would need to be consulted further about the Vision. It was felt that a three year Business Plan was a realistic model and targets would be achievable.

Councillor D Friend reminded Members that some councillors from the Houghton Green and Peel Hall Wards supported the establishment of a Management Group to run the Centre as a separate entity from the Parish Council. However, the Council might then wish to subsidise certain community use of the Centre. This might be different from the Chair of the Management Committee's emerging Vision. Councillor Matthews commented that he would welcome the establishment of a user group. The Chair added that it was unlikely that there would be sufficient people available of a suitable caliber to establish a Management Group of the type envisaged by some Members. It might take up to 5 years to provide a stable platform on which to build a Management Committee with both councillor and user membership. A priority was to ensure that the current Committee looked at the Leisure Centre's interests and developed the business acumen of its management. It would be risky to hand over control of the Centre too quickly to another body.

Members considered whether alternative models like the volunteer run Cinnamon Brow Farm, or a private members club, would be appropriate for the Centre, but these models were not universally supported. It was felt that there was still a need for councillors to be directly involved in the management of the Centre at this time.

Decision –

- (1) To note the update on the draft Business Plan and for Members to give further consideration to the Vision and Mission Statement.
- (2) To request the Clerk to circulate to Members the Parish Council's existing Mission Statement to help inform the above process.
- (3) To authorise the Chair of the Management Committee and Interim Finance Officer to meet with staff to consider the Vision for the Leisure Centre.

**WPC.101     Possible Notice Board at Hermitage Green**

The Chair reminded Members that the Council had agreed that a leaflet be

distributed to the residents of Hermitage Green about a public meeting to discuss a possible notice board in that locality. A draft leaflet had now been produced.

It was suggested that the Council needed to determine whether a majority or a certain percentage of the public voting in favour would be required for the decision to be progressed by the Council.

Councillor Iddon noted that the site was referred to in the draft leaflet as a Village Green and she queried whether that was in fact the case. Mr Joinson, the Clerk, confirmed that he had seen documentary evidence to that effect.

Members considered who should print and who should deliver the leaflets. The Interim Finance Officer agreed to print the leaflets and Winwick Ward Members agreed to hand-deliver the leaflets to residents. It was noted that there used to be a notice board in the vicinity, off the Green, beside the now demolished Hermit Pub.

Decision –

- (1) To approve a two stage decision process in relation to the possible provision of notice board on Hermitage Green, as follows:-
  - (i) To seek confirmation of the principal of providing a notice board (with an appropriate threshold of support to be determined for approval to proceed);
  - (ii) Subject to (i) above, either to terminate all further discussions on the matter, or to seek a majority decision as to a credible location for the notice board based upon a number of options provided to residents.
- (2) To arrange a public consultation meeting at 6.30pm on Tuesday 26 November 2019 at the Leisure Centre and to agree to that leaflets about the consultation be hand-delivered to local residents.
- (3) To provide contact details on the leaflet for those who are unable to attend the public consultation meeting, but who still wish to submit comments.

**WPC.102 Sale of Land to Winwick CE Primary School**

Mr Joinson reported that four expressions of interest had been sought from local solicitors for the conveyancing works in relation to the possible sale of Parish land to Winwick CE Primary School. The deadline for replies was midnight on Thursday 31 October 2019. To date a single positive response had been received, which had also included some informal advice.

The Clerk also indicated that, in the light of information received from the former Parish Clerk, Mr Les Higgins, he had written to Steels Solicitors to request that they revisit their search for the Council's deeds.

The Chair reported that she and the Clerk were due to meet with representatives of the school at 1pm on Thursday 28 November 2019 to discuss progress.

Decision –

- (1) To request the Clerk to arrange a consultation meeting/interview with any solicitors expressing an interest in the proposed conveyancing work, to include the Clerk and the Chair of the Council.
- (2) Subject to the outcome of any meetings arranged as above and, taking into account additional factors including price and office locations, to authorise the Clerk, in consultation with the Chair, to enter into a suitable contract for legal services in the matter of the sale of land.

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 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	29/10/19	E-mail sent to UU.	
2	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Commenced	
3	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.	
4	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	
5	To adopt the National Association of	WPC.6(1)	28/05/19	Clerk/Chair	-	-	NALC document now received and under consideration	

	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.							
6	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	-	29/10/19	E-mail sent to the resident concerned	
7	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		29/10/19	E-mail sent to the resident as per the item above. An item on pre-planning advice was considered on 24 September 2019. That discussion resulted in a leaflet being distributed and a public consultation meeting being convened on 26 November 2019 which is reported elsewhere on the Agenda.	

Agenda Item 4

	residents by letter to attend the meeting.							
8	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	
9	To note the update on the possible transfer of land to Winwick CE Primary School	WPC.62	23/07/19	Clerk			This matter is on-going and will be reported separately as progress is made.	
10	To request the Clerk to write to the resident concerned in respect of Item 9 – Notice Board on Hermitage Green, to acknowledge receipt of the letter and to confirm that the Council has received their views.	WPC.70(2)	24/09/19	Clerk		31/10/19	E-mail sent to the resident concerned.	
11	To authorise the production and distribution of a leaflet to local residents asking if	WPC.72(3)	24/09/19	Chair		November 2019	The leaflet has now been finalised and delivered to residents. The consultation meeting is due to take place on 26 November 2019	

Agenda Item 4

	they still wanted a notice board; seeking consensus as to its location and inviting them to the next meeting of the Council.							
12	To approve the nomination of Councillor Mike Matthews as the Council's representative on the Winwick Educational Foundation, subject to his personal decision on the matter, following a meeting to be arranged with the Trust's administrator.	WPC.76	24/09/19	Clerk/Deputy Chair		02/11/19	The Clerk has put Cllr Matthews in touch with Ian Sydenham, of FDR Law, with a view to a discussion taking place on becoming a Trustee.	
13	To provide an item to the next meeting of the Management Committee (in Part 2 of the Agenda) on the latest stock take position.	WPC.80(2)	24/09/19	Management Committee			A verbal update was provided on 08/10/19, and a written report provided on 12/11/19. The matter is due to appear in Part 2 of the Council's Agenda for 26/11/19. Follow up work remains on-going and any issues will be reported separately.	
14	In respect of Item 3, to request the Interim Finance Officer or Clerk to write to Mrs Danielle Colborn	WPC.91(2)	22/10/19	Finance Officer/Clerk			The Finance Officer has undertaken to send a letter. A verbal report will be provided when the action is completed.	

	to thank her for the kind donation in memory of her late grandmother, Mrs Margaret Woods, and to earmark the money for the repair or re-siting of benches on Myddleton Lane Playing Fields							
15	In respect of Item 13, to request the Clerk to advise Mr MB that the Parish Council did not own any land considered suitable for wild camping.	WPC.91(3)	22/10/19	Clerk		02/11/19	E-mail sent to the enquirer.	
16	To note that the draft Budget would need to be approved at the next meeting and that Members be requested to e-mail any suggestions for projects to the Chair.	WPC.93(2)	22/10/19	All Members		26/11/19	The Management Committee considered a preliminary report on 12 /11/19. An Item on the draft Budget appears elsewhere on the Agenda	
17	To note that the latest stock take information will be provided at the next meeting in the private part of the Agenda.	WPC.93(3)	22/10/19	Finance Officer		26/11/19	The Management Committee considered a report on 12 /11/19. Further information will be available in Part 2 of the Agenda for 26/11/19	

**Agenda Item 4**

18	To approve a donation in the sum of £60 to the Royal British Legion Poppy Appeal, to include the cost of the purchase of a wreath for Remembrance Sunday 2019.	WPC.95	22/10/19	Finance Officer		18/11/19	A cheque has been submitted to RBL and was received recently.	
19	To agree, in principle, to earmark money within the 2020/21 Budget for on-going legal/planning advice in relation to the proposed Peel Hall development.	WPC.97(2)	22/10/19	Finance Officer		26/11/19	The Management Committee considered a preliminary report on 12 /11/19. An Item on the draft Budget appears elsewhere on the Agenda	
20	To note the update on the draft Business Plan and for Members to give further consideration to the Vision and Mission Statement	WPC.100(1)	22/10/19	All Members			The Management Committee considered a report on 12 /11/19. Further information will be available in Part 2 of the Agenda for 26/11/19	
21	To request the Clerk to circulate to Members the Parish Council's existing Mission Statement.to help inform the above process.	WPC.100(2)	22/10/19	Clerk		01/11/19	An e-mail was sent to all members with the relevant information.	

Agenda Item 4

22	To authorise the Chair of the Management Committee and Interim Finance Officer to meet with staff to consider the Vision for the Leisure Centre.	WPC.100(3)	22/10/19	Cllr M Matthews/ Finance Officer			To be arranged.	
23	To approve a two stage decision process in relation to the possible provision of notice board on Hermitage Green, as follows....	WPC.101(1)	22/10/19	All Members		26/11/19	The consultation meeting is due to take place on 26 November 2019 and an item appears elsewhere on the Agenda, which will enable the next step to be determined.	
24	To arrange a public consultation meeting at 6.30pm on Tuesday 26 November 2019 at the Leisure Centre and to agree to that leaflets about the consultation be hand-delivered to local residents.	WPC.101(2)	22/10/19	Chair / Finance Officer		26/11/19	The consultation meeting is due to take place on 26 November 2019 and an item appears elsewhere on the Agenda, which will enable the next step to be determined.	
25	To provide contact details on the leaflet for those who are unable to attend the public consultation meeting, but who still wish to submit comments.	WPC.101(3)	22/10/19	Chair			A leaflet has been circulated, which includes relevant contact details.	

26	To request the Clerk to arrange a consultation meeting/interview with any solicitors expressing an interest in the proposed conveyancing work, to include the Clerk and the Chair of the Council.	WPC.102(1)	22/10/19	Clerk			Not yet commenced. A single expression of interest response was received.	
27	Subject to the outcome of any meetings arranged as above and, taking into account additional factors including price and office locations, to authorise the Clerk, in consultation with the Chair, to enter into a suitable contract for legal services in the matter of the sale of land.	WPC.102(2)	22/10/19	Clerk			This action is subject to progress on minute WPC.102(1) above.	

**Progress Legend**

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

Police report Burtonwood & Winwick November.

- From the 27<sup>th</sup> of October – 5<sup>th</sup> November, I was on an operation helping to cover all areas that have been having trouble with ASB over the Halloween period. There was only a few incidents in the burtonwood area on Gorse Lane. 1 ASB job and a criminal damage one. I spent the majority of my time in the Bewsey are as this is where the majority of the ASB occurred.
- I have dealt with thefts from Hermes as they have been targeted for bike thefts.
- I have been investigating recent criminal damage to 2 vehicles on Spurling Road, which have had their tyres slashed.
- I have dealt with a neighbour dispute in Winwick over firework being set off after the 11pm curfew. Both parties have been spoken to.
- School parking has been done at various schools throughout the month, no issues when I have been there.
- Speed enforcement has been conducted by Traffic officers on Penkford Lane, no speeders were caught, they also did broad lane and they got 5speeders all of them was given traffic offence reports on the spot.
- I have done speed monitoring, just to get an idea the speed people are traveling down certain roads.
- I have held my surgeries once a week at the library.
- I have done foot patrols around Both Burtonwood and Winwick.

Other than that at this moment in time I have nothing else to update you on

If you want or need anything off me please don't hesitate to email me and I will reply as soon as possible. Neil.Brown@cheshire.pnn.police.uk

Thanks

PCSO Neil Brown

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

**Winwick Parish Council**

**Correspondence since 22 October 2019**  
**(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 – 25/10/19, 31/10/19, 31/10/19, 07/11/19, 12/11/19, 12/11/19, 14/11/19 and 19/11/19
2. E-mail from Dave Rayner, on behalf of the Charity Scope, seeking to identify new locations for textile recycling banks, including any potential new locations in Winwick – 29/10/19 and 17/11/19
3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council about various Traffic Regulation Notices due to be advertised in the Warrington Guardian on 7 November 2019 and regarding a Town Police Clause Notice relating to the Remembrance Sunday Parades– 05/11/19
4. E-mail from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, about the operation of the Purdah period for the upcoming General Election and enclosing a guidance note – 07/11/19
5. E-mail from Elaine Marsden-Ormson, Community Centre Engagement Support Officer, Warrington Borough Council, enclosing a poster in relation to the Christmas Event in Bank Park on Sunday 1 December 2019, between 2pm and 4pm –11/11/19

Up to date as at 20/11/19

**Winwick Parish Council**

**Planning Matters since 22 October 2019**

**General Correspondence (1)**

1. Notice of Appeal By Way Of Written Representations  
Application reference: 2019/35001  
Location: Land at Birch Avenue, Warrington, WA2 9TN  
Description of development: Full Planning - Retention of existing wooden enclosure fence

An appeal has been made to the Secretary of State against the decision of Warrington Borough Council, to refuse to grant planning permission. The appeal will be determined on the basis of Written Representations. All representations must be received by the Planning Inspectorate 3 December 2019.

**Domestic Planning Applications (3)**

2. Application reference: 2019/35978  
Location: 46, Falcondale Road, Winwick, Warrington, WA2 8NB  
Description of development: Householder - Proposed single storey side extension
3. Application reference: 2019/35989  
Location: 88, Dundee Close, Winwick, Warrington, WA2 0UL  
Description of development: Householder - Proposed two storey side extension with single storey extension to rear and alterations to Porch
4. Application reference: 2019/36048  
Location: Myddleton Hall, Delph Lane, Winwick, Warrington, WA2 0RE  
Description of development: TPO- Works to trees covered by TPO 173 including felling & management

**Non-Domestic Planning Applications (1)**

5. Application reference: 2019/36003  
Location: Cop Holt Farm, Newton Road, Winwick, Warrington, WA2 8SH  
Description of development: Prior Notification (Agricultural) - Proposed steel framed agricultural building

Up to date as at 20/11/19



Mr J Joinson  
C/o Winwick Leisure Centre  
Myddleton Lane  
Winwick  
WA2 8LQ

Professor Steven Broomhead  
Chief Executive

Lynton Green  
Director of Corporate Services

Quattro 5<sup>th</sup> Floor  
Buttermarket Street  
Warrington  
WA1 2NH

18 November 2019

Dear Mr Joinson,

## **Winwick Parish Precept 2020/21**

I am writing to you regarding arrangements for parish precepts for 2020/21.

For funding purposes, the 2020/21 tax base for your parish has been calculated as 1727. This compares to 1725 for 2019/20, and you should consider this change when setting your precept.

Would you please send me the amount you require for your 2020/21 parish precept, based on this tax base, by no later than Friday 10<sup>th</sup> January 2020. Please note for parish councils with a precept over £140,000 we are required to send a breakdown of parish expenditure with our Council Tax bills. To enable us to do this would you please provide details of your budget and expenditure for 2020/21 with your letter confirming your precept, where applicable.

The specific amount payable in respect of your parish precept will be shown separately on the bill sent to each taxpayer. Please find enclosed a worked example that illustrates the council tax for each property band if the band D precept remains the same as last year, and what precept this would equate to.

Your precept payment will be paid by 30<sup>th</sup> April 2020 but if you have any further queries regarding your parish precept please contact Mark Dennett on 01925 442274.

Yours sincerely,

**Lynton Green CPFA**  
Director of Corporate Services



INVESTOR IN PEOPLE



**Winwick**

**Worked Example**

	<b><u>2019/20</u></b>	<b><u>2020/21</u></b>
a) Your Tax Base - Band D equivalents	1,725	1,727
b) Your Band D Charge (based on current year)	£65.01	£65.01
c) Your parish precept	£112,150	£112,280

The amounts relevant to the other bands are calculated as follows:-

Band A = b) multiplied by 6/9	£43.34	£43.34
Band B = b) multiplied by 7/9	£50.57	£50.57
Band C = b) multiplied by 8/9	£57.79	£57.79
Band D = b) multiplied by 9/9	£65.01	£65.01
Band E = b) multiplied by 11/9	£79.46	£79.46
Band F = b) multiplied by 13/9	£93.91	£93.91
Band G = b) multiplied by 15/9	£108.36	£108.36
Band H = b) multiplied by 18/9	£130.03	£130.03

# Winwick Parish - Management Committee

## 12 November 2019

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

### **WPMC 31 Apologies**

Apologies for absence submitted were submitted on behalf of Councillor S Gordon.

### **WPMC 32 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 33 Minutes**

In respect of Minute WPMC.26 – Minutes, the stock take issue would be discussed further in the private part of the meeting. On the matter of performance management of staff it was noted that this should be pursued further. Ms Jones, Interim Finance Officer, noted that Ken Morley, Leisure Centre Manager had been carrying this out for bar staff.

In connection with Minute WPMC.27 – Action List, Action 7, Ms Jones reported that a drainage contractor had now been commissioned and a start date was awaited for the project. It was hoped to be able to confirm the relevant details in writing tomorrow.

Decision –

- (1) That the Minutes of the meeting held on 8 October 2019 be agreed as a correct record.
- (2) To recommend that the Council approves the establishment of a system of performance review of the Parish Council's senior officers at 6 monthly intervals by a Panel of councillors.

### **WPMC 34 Action List**

Members considered a schedule, which outlined actions and referrals from previous meetings, including the following:-

Action 1 (Stock take) – This action should be retained on the list.

Action 2 (Business Plan) – This action had been superseded by Action 4 below and would be deleted from the list.

Action 3 (Car Park Drainage) – A contractor had now been engaged. This action would be deleted from the list.

Action 4 (Business Plan) – The development of the Business Plan would be kept under review and the action retained on the list.

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

**WPMC 35 Non-Confidential Matters Raised in line with the Committee’s Terms of Reference**

The Chair requested that where possible financial reports should be circulated in advance of the meeting. Normally these should be made available three clear working days before the meeting to be circulated at the same time as the Agenda. It was acknowledged that in order to achieve this it might be necessary to reconsider the total working hours of the Interim Finance Officer.

**(A) Community and Leisure Centre Performance Reports**

The Interim Finance Officer provided a report which showed the financial position at the Leisure Centre for October 2019. The report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in 2018/19. Ms Jones, Interim Finance Officer, was in attendance to highlight key elements of the report.

Income Information

*Key Performance Indicators (Bar Sales)*

The annual budget for bar sales (£140k) had been broken down over the 12 month period, based on the percentage fees taken last year. The relevant percentage and target income for each month was outlined in a table. 2019/20 income would be assessed against the table provided below.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.50	8.25	10.00	13.00	8.50	7.50	8.25	8.25	8.50	8.00	6.25	7.00
Budget (£1,000s)	9.10	11.55	14.00	18.20	11.90	10.50	11.55	11.55	11.90	11.20	8.75	9.80

*Bar Takings Monthly*

A graph was provided which showed monthly budgeted and actual bar takings as at October 2019, using the profile outlined above.

The Bar take for the month was down by £0.6k below the anticipated fees for the month, and would be £0.7k under a straight monthly split. However, the Bar was still running £6k over the expected year to date target as at October and at 58% of the way through the year it had achieved 66% of the fees for the year. It was acknowledged that the Centre could not support further losses over the next few months as that would drain the profits achieved so far.

### *Bar Takings Cumulative*

A graph was also provided showing the cumulative budgeted and actual bar takings as at October 2019, using the profile outlined above. As noted above, the overall income was above target.

### *Monthly Bar Sales Comparison*

A bar chart had been produced for October 2019 showing monthly bar sales compared to the same month last year. Sales for the month were up on the position at the same time last year by £0.6k (6.5%). A graph was provided which showed that overall, compared to last year, the bar sales were up on the year to date by £14.2k (18.66%).

### *Cash Takings*

Tables showing cash takings for bar sales (including tea and coffee) for the weeks commencing 30 September to 28 October 2019 were presented, together with a commentary on performance.

The green boxes (in the original reports) highlighted where takings had exceeded the daily target figures based upon the following income profile:-

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Percentage	6%	7%	9.5%	7.5%	14.75%	37.5%	17.75%
Bar sales	£160.00	£200.00	£250.00	£210.00	£385.00	£1,005.00	£480.00

A lack of events at the Centre on Fridays and Saturdays in October had impacted on bar take. For November, there was nothing booked for the forthcoming weekend, but thereafter the main hall was fully booked for functions. A recent charity night had been very successful and raised over £1,700 in donations, as well as providing a good bar take for the Centre.

Exceeded sales were due to the following bookings:-

- 2 October – Line dance
- 3 October – Band and Unite the union
- 4 October – Party and rugby team hire
- 5 October – Party
- 10 October – 2x band
- 11 October – Band
- 14,18, 21 and 24 October – General sales
- 15 October – Band and darts
- 17 October – Flower club, gaming and band
- 23 October – Line dance
- 25 October – Party
- 27 October – Charity night

### *Coffee Sales*

Regarding the coffee sales, as previously reported, to break even the Centre needed to sell 6 cups per day. A monthly breakdown of tea/coffee sales in 2019/20 was provided. In October 2019, 11.1 cups per day had been sold, compared to 10.1 cups in September 2019. Total cumulative income as at October was £3,596.80.

A second table was provided, which showed the number of additional cups sold per month in 2019/20 above the 2018/19 figure, which demonstrated the overall performance improvement. A dip in sales for September 2019 had been reversed, but sales for October showed that only 4 more cups had been sold in that month for the current year compared to last year.

At 58% of the way through the year the Centre was at 75% of the total income made on coffee sales last year (£1,290.58 up on the position for last year).

Councillor Matthews queried whether it was necessary any longer to track the coffees sales using the level of detail currently provided. It was recommended that the tables should be discontinued and the figures be provided as a single line in the accounts commencing in 2020. The Chair noted that overall the coffee income stream had been a success. Councillor Iddon added that it could be even more successful if advertised better.

### *Key Performance Indicators (Room Lettings)*

As with the bar sales, the room lettings had been analysed and the expected fees (£58k), including buffet sales, had been split across the relevant months by percentage. 2019/20 income would be assessed against the table provided below:-

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage of Total (%)	7.00	8.00	7.00	9.25	7.00	10.00	9.75	7.50	10.25	8.25	5.75	10.25
Budget (£1,000s)	4.06	4.64	4.06	5.365	4.06	5.8	5.655	4.35	5.945	4.785	3.335	5.945

### *Room Lettings Monthly*

A graph was provided which showed monthly budgeted and actual room lettings income as at October 2019, using the profile outlined above.

Room lettings for the month ran at £0.5k under the anticipated fees for the month, based on the percentage splits and £0.3k over a straight monthly split of £4.8k expected income. Lettings for October were running at £0.3k under the expected year to date target and at 58% of the way through the year 57% of the fees for the year had been achieved. Continuing work was needed to fill any diary gaps to bolster the lettings performance for the financial year.

### *Room Lettings Cumulative*

A further graph was provided showing the cumulative budgeted and actual lettings income as at October 2019, using the profile outlined above. As indicated above, the overall income was marginally below target.

### *Monthly Room Lettings Comparison*

A bar chart had been produced for October showing monthly lettings compared to the same month last year. Lettings for the month were up on the position at the same time last year by £0.1k (a 2% increase). A graph was provided which showed that overall, compared to last year, the lettings were up on the year to date by £3.6k (12%).

As indicated previously, room hire for November had recorded a slow start, but every Friday and Saturday subsequently had a booking in the main hall.

Councillor Iddon reported that the overall occupancy of the Centre was not good, with often only one room let. Ms Jones indicated that she intended to meet with Mr Morley to discuss how best to market the rooms available. The Chair suggested that a late bookings (discount) system might help and that existing customers could be targeted by informing them of what rooms were free. Members felt that a member of staff dedicated to marketing was needed. Members also considered whether there might be too many staff working at any one time for the numbers of rooms actually let.

### Events

Members considered an update on the planned Christmas Party event on Saturday 21 December 2019. To date there remained only 16 tickets sold at £19.50 per head, with income generated of £312.00. The Committee was reminded that a minimum of 65 tickets would need to be sold for the event to break even (not including bar sales). At 80 tickets sold (room capacity) the event should return a profit of £288.68 on the function and a further £825.72 on bar sales.

Ms Jones expressed some concerns about the event based on the lack of further ticket sales. She was about to take a decision on the event in consultation with the Centre Manager. However, Councillor Iddon suggested that, from experience, ticket sales would normally start to pick up within the next two weeks. The Chair indicated that the room would need to be occupied by at least 65 people in order to create the right party atmosphere. Ms Jones agreed to let the event remain live for a further two weeks before taking a decision on its future.

In response to queries from Councillor Iddon about possible cancellation fees, Ms Jones clarified that there was no act, just a DJ and that table dressing was probably cancelable before the end of November. It was suggested that the event should be advertised across the Burtonwood and Winwick social media group and that Councillor Mitchell be contacted to undertake this. Councillor

Iddon commented that the advertising for the event was currently inadequate and that the poster was particularly poor. Members discussed the wider issue of marketing for the Leisure Centre and the need for someone to be able to produce quality posters. It was felt that marketing and publicity should be within the job description of a specific member of staff.

Councillor Iddon enquired about progress on the Children’s Christmas Party. Ms Jones responded that this had now been advertised on Facebook. The party was expected to sell out easily.

### Payments Made

A list of payments made from 22 October to 12 November 2019 was presented, as follows:-

<b>Payee</b>	<b>Description</b>	<b>Sum (£)</b>
<b>Electronic Payments / Direct Debits Paid</b>		
Barclycard	Bank charges	£137.43
BT Group	Phones	£239.38
BNP Paribas	Coffee machine hire	£266.84
WBC	Rates	£525.00

### Quotes

There were no quotes for review on this occasion.

### Issues of Note

A summary was provided of progress on various items:-

- Stock report – A report was due to be provided in Part 2 (the private part) of the Agenda.

Decision –

- (1) To note the update report on the Leisure Centre performance and the improvements both completed and currently being made.
- (2) To agree that the financial tables regarding coffee sales should be discontinued from the monthly performance monitoring report and the figures be provided as a single line in the accounts commencing in 2020.
- (3) To request the Finance Officer and/or Clerk to ask the Leisure Centre staff to publicise the Christmas Party on Facebook and to display suitable posters at key locations with immediate effect.
- (4) To note the views expressed regarding the requirement for a dedicated Member of staff to carry out marketing for the Leisure

Centre and to give this matter further consideration within the Business Plan for the Centre.

### **(B) Sweeping of the Path between Rectory Lane and Faringdon Road**

Members considered correspondence between Warrington Borough Council and the Chair of the Council, Councillor Cathy Mitchell, regarding the path between Rectory Lane and Faringdon Road. The correspondence followed concerns raised by residents about the leaves and debris accumulating on the footpath and in particular the slipperiness of the path and amount of trapped water following heavy rainfall. The e-mail from the Borough Council noted that the Council had made significant progress in planning the necessary drainage works to its car park, which should alleviate the problem in all but the worst weather conditions. The e-mail suggested that the Council's contracted litter picker be tasked with sweeping the path from time to time until the drainage works were completed.

Councillor Iddon noted that the path had in fact been swept recently. She commented that the paths were swept by the Borough according to a programme of works, but if extra sweeping was required the Parish Council could undertake this itself. However, there was a risk that if the Parish undertook to sweep the path on a regular basis, the Borough Council might cease to carry out its planned sweeps.

Members considered whether to request Edge Landscapes to sweep the path as part of the drainage construction works due to commence shortly. However, it was noted that there were other areas to consider for sweeping, including the steps and the slope from the car park to the path. Those areas were on Parish Council land and needed to be maintained free from hazards. This included gritting the areas in times of ice. It was suggested that the Leisure Centre staff should carry out this work. Ms Jones agreed to speak to the Leisure Centre Manager about allocating the sweeping work to staff.

Decision –

- (1) To agree that the Litter Picker be authorised to inspect to path between Rectory Lane and Faringdon Road during the autumn months for excessive build-up of leaves and debris and to clear these away, as appropriate, and to request the Clerk to contact the Environment Manager, Warrington Borough Council, to request that the litter picker be instructed to carry out this work.
- (2) To agree that Leisure Centre staff be authorised to inspect the steps and ramp from the car park to the aforementioned path to ensure that they remain free from leaves and ice in autumn and winter months and to request the Finance Officer to contact the Leisure Centre Manager to arrange for the necessary deployment of staff.

## **WPMC 36 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 37 Confidential Matters in line with the Committee's Terms of Reference**

### **(A) Community and Leisure Centre Performance Reports**

#### Stock Take Report

Members considered a confidential report of the Interim Finance Officer on the stock take results. Included in the report was a table on Gross Profit, which included wastage figures identified in stock takes for the period 18 January 2018 to 11 November 2019. It was noted that the Gross Profit for the Centre was currently on, or slightly above target. The report also included two further tables, which provided additional details on wastage, comprising line clean, drip tray, breakage and miscellaneous costs. A commentary was provided on the issues identified within the tables.

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

Decision –

- (1) To note the stock take matters reported and to approve the actions identified in the Confidential Minute to this item.

#### Budget

The Committee considered a Budget report of the Interim Finance Officer, which set out the anticipated outturn for the Leisure Centre and for the Parish Council for 2019/20, based upon the profit and loss figures for the period 1 April 2019 to 30 September 2019 and which provided an estimate of the Budget requirement for 2020/21.

The Budget assumptions for 2020/21 included an anticipated increase in turnover for the Leisure Centre and additional income from flip charts and projector usage. It was estimated that the Leisure Centre could be operated with losses of only £3.7k in 2020/21. This was based, in part, on anticipated increased income from items including bar sales, snacks and soft drinks and a drive to improve lettings.

The draft Parish Council Budget was based on a precept set at the same level as 2019/20 (£112,150). The draft Budget included a contingency of £10k to cover for any downturn in the Centre's financial performance. The Parish Budget also included provision of £2k for traffic management and £7k for a

fighting fund for the protection of Peel Hall from development. The estimates allowed for a special project budget of around £17.5k, which could potentially be applied to the creation of a Chief Operating Officer post.

Members discussed whether the precept should be held at the same level as 2019/20, or increased by an amount for inflation.

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

Decision –

- (2) To note the provisional outturn position for 2019/20 and the draft Budget for 2020/21.
- (3) To request the Finance Officer to submit the draft Budget to the Council meeting on 26 November 2019 and to provide further narrative within the report about the Budget assumptions made and to include an explanation of why the Leisure Centre projections are considered to be achievable.
- (4) To recommend that the report on the draft Budget at (3) above, include two options for 2020/21, based upon a precept at the same level as in 2019/20 and with a 2.7% increase.
- (5) To request the Finance Officer to provide a list of current fees and charges for the Leisure Centre to the Council meeting on 26 November 2019, to enable the Council determine any price increases for 2020/21.

### Business Plan 2019/20

The Committee received the latest draft of the opening section of the Business Plan for the Leisure Centre, which comprised the Vision and Mission Statement. The section was broken down into the following sub-sections:-

- Mission;
- Vision;
- Functions; and
- Values.

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

Decision –

- (6) To note the on-going development of the Business Plan as presented and to approve the actions identified in the Confidential Minute to this item.
- (7) To agree to revise the wording of the Mission for the Leisure Centre as follows: “A family friendly community and business

centre, which reinvests into the community, providing sports, social, leisure and wellbeing amenities which provide:...[1) to 4)]”.

- (8) To approve an additional meeting of the Management Committee on 10 December 2019 to look further at the Business Plan.

### Tree Inspection Report

Members considered the Tree Inspection Report produced by Blackfryers Consultants on 18 September 2019 and e-mail correspondence relating to a request by a resident who lived adjacent to Myddleton Lane Playing Fields for works in connection with alleged damage to his property caused by a particular tree.

The report noted that the tree in question was out of alignment with others in an avenue of similar trees and that the resident also had concerns around foliage and vegetation across the boundary and loss of light. Under the circumstances, the report recommended the removal of the tree and scrub in the vicinity of the path on the Playing Fields. However, it was noted that the tree report did not support the resident’s claim that the tree concerned was causing damage to the resident’s fence and gateway.

Decision –

- (9) To note the Tree Inspection Report dated 18 September 2019 and to approve the removal of the tree identified within the report behind a resident’s property, but not to agree to the request for removal of roots or compensation for any alleged damage to the resident’s garden fence and gateway.

### **(B) Employee Matters**

There were no staffing matters to report on this occasion.