

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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16 September 2020

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be a virtual meeting held on Tuesday, 22 September 2020 at 7.30 pm. The meeting will be held using the Zoom meeting and conference platform and joining instructions will be sent to councillors under separate cover.

Members of the public may view the meeting on You Tube using the following link:-

https://youtu.be/M_IRk-jsioo

It was initially planned to hold this as a physical meeting, but in view of the recent upturn in infection rates for COVID-19, both nationally and locally, it has been decided to retain the virtual meeting format for public health reasons.

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 28 July and the Special Meeting held on 25 August 2020.

4. Procedure for Co-option of a Member - Peel Hall Ward (to follow)

5. Updates on Issues from Previous Meetings (to follow)

6. Question Time for Electors

Due to the limitations of the virtual meeting format, it will not be possible to raise a question orally at the meeting on this occasion.

Written questions from electors may be submitted to the Clerk using the following e-mail address jjoinson.winwickclerk@outlook.com, and must be received by no later than 5pm on Monday 21 September 2020. A maximum of 4 questions will be allowed at each meeting taken on a first come, first served basis, with excess questions carried forward to the next meeting. The questions will be put to the meeting at the discretion of the Chair, having regard to their relevance to the business of the Council. Questions put, but not answered at the meeting, will receive a written response within 10 working days.

7. Written Motions Received

8. Police / Community Issues

9. Correspondence

10. Planning Matters

11. Land at Peel Hall

12. Finance Officer's Report (circulated under separate cover)

13. Reports from Parish Council Committees

- Management Committee – 8 September 2020 (to follow)

14. Ward Reports / Updates

- Houghton Green Ward
(Councillors D Friend, G Friend, Matthews and Purnell)
- Peel Hall Ward
(Councillors Emery and Vobe)
- Winwick Ward
(Councillors Gordon, Iddon and Mitchell)

15. Date and Time of Next Meeting – Tuesday, 27 October 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

18. Possible Refurbishment of Bar Area

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Winwick Parish Council
Minutes of the Meeting held on 28 July 2020

(The meeting was held virtually on Zoom and streamed live via YouTube)

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

WPC.36 Apologies for Absence

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

WPC.37 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.38 Minutes

Decision – That the Minutes of the Council Meeting held on 23 June 2020 be agreed and be signed by the Chair as a correct record.

WPC.39 Updates on Issues from Previous Meetings

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

Julian Joinson, Clerk, reported that most items were progressing to target.

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

WPC.40 Question Time for Electors

A process for the submission of written questions had been established for use in conjunction with virtual Council meetings.

There had been no written questions received from electors on this occasion.

WPC.41 Written Motions Received

There were no written motions received on this occasion.

WPC.42 Police / Community Issues

There had been no written reports received from Police representatives on this occasion.

WPC.43 Correspondence

The following items were reported:-

Agenda Item 3(a)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 22/06/20, 23/06/20, 26/06/20, 29/06/20, 08/07/20 (x2) and 09/07/20
2. Round-robin e-mail from the Clerk to Rixton with Glazebrook seeking information about internal auditors used – 18/06/20
3. E-mails from Jennie Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meetings due to take place on Wednesdays 1, 8 and 22 July 2020 – 24/06/20, 02/07/20 and 15/07/20
4. E-mails from the Clerk to Poulton with Fearnhead Parish Council about the use of virtual meetings and the latest guidance – 24/06/20 and 29/06/20
5. E-mail from Peter Ellam about the Our Green Warrington website, which promotes a 'A Better Plan', which is a call to rethink the Local Plan to allow for the retention of more green space – 25/06/20
6. E-mails from Rebecca Lee, Legal Support Officer, and Cheryl Nicholson, Senior Legal Assistant, Warrington Borough Council, about various Traffic Regulation Notices along with statements of reasons and plans where required, due to be advertised in the Warrington Guardian on Thursdays 2 and 23 July 2020 – 01/07/20 and 21/07/20
7. E-mail from resident, JC, advising that the new ACO drain at the southern edge of the Leisure Centre car park required cleaning out, but also noting improvements to the flooding problems on the path between Rectory Lane and Faringdon Road. The correspondence also suggested the creation of a high level path on Parish Council land adjacent to the existing path as a permanent solution. The ACO drain had subsequently been cleared – 06/07/20
8. E-mail from Linda Smallthwaite, Investigations & Enforcement Manager, Warrington Borough Council, in response to enquiries from the Chair about the Council's offer to assist with the installation of motion activated cameras to stop fly tipping, particularly on Hermitage Green Lane. Measures were currently being worked up and might include the purchase and deployment of CCTV cameras on behalf of the Community Safety – Partnership Tasking and Co-ordination Group, additional Police patrols and additional roadside planting to provide a natural barrier – 06/07/20
9. E-mail on behalf of David Keane, Police & Crime Commissioner for Cheshire, inviting Parish Council representatives in Warrington to attend a virtual liaison meeting, due to be held on Thursday 16 July 2020 at 6.30pm. The Clerk had attended the meeting and a summary of the discussions could be made available on request – 07/07/20
10. E-mail enclosing the latest Stakeholder Bulletin from David Keane, Police & Crime Commissioner for Cheshire, and Chief Constable, Darren Martland, Cheshire Constabulary – 10/07/20

11. E-mail from Katie Halliwell, Democratic Services Officer, Warrington Borough Council, providing a link to a press release and enclosing a poster regarding the reopening of the Borough Council's outdoor play areas – 13/07/20
12. E-mail from a resident on Myddleton Lane, ML, concerning access to her garden by dogs from Myddleton Lane Playing Fields via neighbours' gardens and a suggestion that signage stating that dogs must be on leads should be replaced and sited in a more prominent position – 15/07/20
13. E-mail from a resident, AS, expressing disappointment at the decision to postpone providing some new flooring in the Millennium Lounge and recommending use of a commercial grade polypropylene carpet as a cost effective solution – 20/07/20
14. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Kompan – outdoor play and fitness equipment and webinar training

In connection with Item 8, CCTV cameras, Councillor Matthews commented that cameras had now been installed on a private track off Kenyon Lane to the north of Croft along with a Warrington Borough Council sign. He asked if the Council could find out where other signs were proposed to be erected. The Chair indicated that she would look into the matter and that Winwick ought to be at the top of the list for such installations. Councillor Matthews offered to send the details to the Clerk. However, the Chair confirmed that the Clerk had already been copied into the on-going correspondence with the Borough Council on this matter.

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

Councillor G Friend declared an interest in the following item, due to his position as a Member of Warrington Borough Council's Development Management Committee, and took no part in the discussion or decision, other than to provide a factual statement in relation to Application 1 below.

WPC.44 Planning Matters

The following planning applications and correspondence had been received:

General Correspondence

1. Application reference: 2016/28492
Location: Land at Peel Hall; Land South of M62 bounded by, Elm Road; Birch Avenue; Poplars Avenue; Newhaven Road; Windermere Avenue, Grasmere Avenue; Merewood Close, Osprey Close Lockerbie Close, Ballater Drive and Mill Lane, Poplars & Hulme, Warrington
Description of development: Major Development: (Outline planning application)

A report relating to the above application had been considered by Warrington Borough Council's Development Management Committee at a meeting starting at 6pm on Wednesday 1 July 2020. This was in relation to the ongoing appeal and re-opened public inquiry. The purpose of the report was to provide an update on the Council's case in continuing to defend the appeal.

Councillor G Friend confirmed that the Borough Council would focus its efforts on the traffic issues in relation to this application.

Councillor Vobe indicated that the Residents Action Group had advised that, if Parish Councillors wished to speak at the Planning Inquiry, they would need to register to speak.

Councillor G Friend also reported that Poulton with Fearnhead Parish Council had agreed to contribute £1,000 to the cost of advice and support from the Planning Consultant.

Domestic Planning Applications

2. Application reference: 2020/37203
Location: 88, Coldstream Close, Winwick, Warrington, WA2 0LL
Description of development: Householder - Proposed Two storey side extension
3. Application reference: 2020/37262
Location: 83, Myddleton Lane, Winwick, Warrington, WA2 8LR
Description of development: 42 Day Householder prior approval - Single storey rear extension measuring 5.00 metres beyond the rear wall, a maximum height of 3.35 metres and 2.5 metres height at the eaves.
4. Application reference: 2020/37365
Location: 7, Marryat Close, Winwick, Warrington, WA2 8XS
Description of development: Householder Prior Approval - Proposed double pitched roof single storey extension at the rear with roof lights & bifold doors measuring 6.00 metres beyond the rear wall, height of 3.50 metres and height of the eaves to be 2.55 metres

Non-Domestic Planning Applications

Nil

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

WPC.45 Finance Officer's Report

Members considered a report of Clare Jones, Operations and Finance Officer, on a number of financial issues as at June 2020, details of which are set out below.

Budget Review 2020/21

In June, the Leisure Centre had received £5.3k of furlough money with £11k of expenditure on the Centre (including quarterly bills for gas and electric which included March usage). June was showing a loss of £5.68k with the year to date showing a £9.2k loss. A further claim for £4,133.40 in furlough pay had been submitted.

The precept money was received in May and the Council had incurred £10.5k of precept expenditure in June with £20.9k expenditure on the year to date.

A credit note had been received from Scottish power for £5,267.23 plus VAT (£6,331.47) and rates had been reduced further for both Electricity and Gas contracts with the estimated savings shown below:

Electricity

A revised contract for electricity had been negotiated with the below cost savings (1 year contract only, so that alternatives could be reviewed early next year):

	Current	New	Saving
Standing charge/day	£0.34	£0.26	£0.08
Unit price	£0.21	£0.16	£0.05
Average usage	25700	25700	
Standing charge/year	£125.41	£96.03	£29.38
Units on average usage	£5,430.41	£4,135.13	£1,295.28
Total expected saving			£1,324.66

Gas

As with the electric, the Operations and Finance Officer had negotiated a revised contract with the below cost savings (1 year contract only, so that alternatives could be reviewed early next year):

	Current	New	Saving
Standing charge/ day	£2.43	£0.79	£1.64
Unit price	£0.06	£0.03	£0.03
Average usage	97890	97890	
Standing charge/ year	£885.86	£288.35	£597.51
Units on average usage	£5,591.48	£2,926.91	£2,664.57
Additional direct debit discount (7%)	£453.41	£225.07	£228.34
Total expected saving			£2,805.38

There would be an expected saving of £4,130.04 over both contracts.

Issues of note

- 1) A review of performance of the bar's first few weeks of reopening was as follows:-

The table below shows the tracking of bar take over the course of the last 3 weeks. Overall the Leisure centre had taken £2,186.30

	29-Jun	06-Jul	13-Jul	Total	Average
Friday	£0.00	£300.75	£337.34	£638.09	£319.05
Saturday	£530.67	£142.21	£109.07	£781.95	£260.65
Sunday	£162.42	£351.04	£202.89	£716.35	£238.78
Totals	£693.09	£794.00	£649.30	£2,136.39	£712.13

Additional mid week sales	£0.00	£0.00	£49.91
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With the below overheads:

Staff	£536.90
Electric	£31.53
Gas	£9.80
Water	£14.83
Total	£593.06

NB: Staff costs were £119.90 less in the first week due to 2 day opening

This gave the Leisure Centre the following profit or loss figures once retained stock had been taken into account:

Profit or loss

29-Jun	-£24.26
06-Jul	-£150.89
13-Jul	£315.12
Cumulative	£139.97

A copy of the Covid measures risk assessment was also provided, for information.

- 2) Updated GP figures 2019/20

Due to receipt of 3 bar stock invoices not received, the GP figures had changed from those reported previously:

Agenda Item 3(a)

Item	GP 2019/20	Budget 2019/20	GP 2018/19
Alcohol sales	56.78	64	56.67
Bar snacks	41.83	62.28	40.34
Soft drinks	67.04	67.31	56.67
Tea and coffee	19.19	27.3	55.07

to:

Item	GP 2019/20	Budget 2019/20	GP 2018/19
Alcohol sales	55.18	64	56.67
Bar snacks	40.01	62.28	40.34
Soft drinks	65.32	67.31	56.67
Tea and coffee	19.17	27.3	55.07

A review of individual stock item GP levels had been undertaken and the report was provided in Part 2 of the meeting for councillors' consideration.

Also, tighter controls on stock receipt, stock control and regular stock counts were included in the new set of operational protocols, which were again provided in Part 2 for Councillors consideration.

- 3) End of year accounts – Minute WPC.46 below refers.
- 4) Retail, Hospitality and Leisure Grant – The Council had received a refusal on this, as the grant cannot be issued to a precepting authority, by virtue of s.47(8A) of the Local Government Finance Act 1988. A timeline of events was provided alongside the report, which showed the efforts made by officers between 22 April and 14 July 2020 to obtain a decision.
- 5) Drainage at the rear of car park – Complaints had been received about the ACO drains blocking up. These were cleared on Friday 17 July and would be checked fortnightly and cleared if required.
- 6) Overgrowth from trees and hedges – a separate report was provided to councillors with relevant photographs. A summary is as follows (house numbers have been omitted for reasons of privacy):-

(a) Myddleton Lane

This was the garden that backed onto the shop whilst the ivy has grown up the fence. There was no practical method available of clearing the ivy from the Council's land without destroying the other foliage.

A further issue to be addressed was that someone had been cutting back the nettles at the back of this property. The Operations and Finance Officer confirmed that the Council's maintenance people had not been instructed to clear this and that it might, therefore, be necessary to remind residents they were not to clear anything that was not infringing on their property line. Peter Black's advice was that the nettles were of particular significance to the butterfly population and needed to be retained.

(b) Falcondale Road

The trees in this corner all appeared to need uplifting. After reviewing from the resident's property, the problem trees were leaning towards the property. These did not overhang the fence so much as potentially could take the fence and greenhouse next door out if they fell. The resident was concerned due to the size of the trees and the fact that they were apparently planted on a soakaway. The Operations and Finance Officer would contact Beechwood for a quote on this issue.

(c) Faringdon Road

This issue was decided at the Management Meeting in June and a letter was due to be issued by the Clerk regarding rights of access. For completion, the Operations and Finance Officer had reviewed this area and photographic evidence suggested that the correct decision had been made. This area looked to have had a pathway onto the field at some juncture, however, there did not appear to be particular overgrowth around the residents' gate.

7) Part 2 Items

The following matters would be considered at Part 2 of the Agenda

- Business model update of partial reopening;
- User groups review and staged reopening plan;
- Furlough decision required (dependent on any changes to opening from Government);
- GP review – feedback to Councillors; and
- Updated protocols – cash handling, stock control, and purchasing. – feedback to Councillors.

Decision – To note the Finance Officer's update report, including the Budget Review 2020/21.

WPC.46 Accounting Statement 2019/20 and Exercise of Public Rights

The Clerk reminded Members that the draft Accounting Statement 2019/20 should be provided to the Council for signing off, following which a notice must be published to announce a 30 days period for the exercise of public rights to inspect certain financial documents. The Accounting Statement formed part of the Annual Governance and Accountability Return (AGAR) for 2019/20, along with the Annual Governance Statement which had been approved on 23 June 2020.

Work was on-going to complete that Accounting Statement, but the closure of accounts process had been disrupted by the impact of the Coronavirus pandemic. The Government had relaxed some of the deadlines around this process, meaning the AGAR had to be published between 30 September and 30 November 2020. The

period for the exercise of public rights should start on or before the 1 September 2020, which meant that the draft Accounting Statement needed to be approved before that date.

The next meeting of the Council was not until 22 September 2020. Accordingly, a special meeting of Council would need to be arranged before 1 September 2020.

Councilor Vobe enquired about how the public could exercise their rights of inspection under the COVID-19 restrictions. The Clerk responded that no specific guidance had been issued by the Government around this activity. Requests were rare, but the Council would need to arrange for this to happen in a COVID secure way, if a request was received.

Councilor Matthews indicated that he would wish to consider the accounts and stock issues in detail, before the draft Accounting Statement document was presented to Council for approval.

Decision –

- (1) To note the position regarding the production of the draft Accounting Statement 2019/20.
- (2) To authorise the Deputy Chair to consider the accounting and stock issues in detail, before the draft Accounting Statement document is presented to Council for approval.
- (3) To authorise the Clerk to arrange a Special Council meeting in August for the purpose of approving the Accounting Statement 2019/20 and setting the period for the exercise of public rights.

WPC.47 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 14 July 2020 and notes of an informal meeting of that body on 21 July 2020 were provided.

A number of issues arising from the minutes would be covered under Item 18 – Finance Officer's and Clerk's report – Confidential Matters, in Part 2 of the Agenda.

Councilor Matthews reported that some of the issues considered included:-

- how to assign overheads fairly across the whole Leisure Centre business, rather than just attributing all of those costs to the bar operations; and
- the timetables and figures associated with reopening the various segments of the business.

The Operations and Finance Officer was currently working on those details.

Decision – To note minutes of the Management Committee of 14 July 2020 and the notes of the informal meeting held on 21 July 2020.

WPC.48 Ward Reports / Updates

Houghton Green Ward

There were no issues reported on this occasion.

Peel Hall Ward

Councillor Vobe reported that he had heard that there was a potential for the legislation around the temporary suspension of by-elections to change. The situation had been highlighted by the sad death of Councilor Pauline Nelson (Warrington Borough Council - Birchwood Ward) on 2 July 2020. The Clerk agreed to monitor the legislative position.

Winwick Ward

Councillor Iddon indicated that a second resident on Faringdon Road had reported the issue of overgrown trees on the playing fields affecting their garden. The resident had been informed that they were allowed to cut overhanging branches. Details of the case had been forwarded to the Operations and Finance Officer. Ms Jones indicated that it was understood that the trees were leaning due to being stood on a soak-away. She would look into obtaining quotes for all of the tree issues identified.

Decision – To note the Ward reports and updates provided.

WPC.49 Date and Time of Next Meeting

Decision – To note that the next ordinary meeting of the Council will take place on Tuesday 22 September 2020 at 7.30pm.

WPC.50 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.51 Confidential Minutes – 23 June 2020

Decision – That the confidential minutes of 23 June be noted.

WPC.52 Consultant's Quote for assisting Peel Hall Group

Members considered a quote which had been received for on-going work by Blackfryers Planning and Environmental Consultant to support the Council and Peel Hall Group in connection with the Planning Inquiry and future development of the site. It was noted that Poulton-with-Fearnhead Parish Council had agreed to provide up to £1,000 to help meet the costs of the consultant.

In response to a query from Councilor Iddon it was reported that the inquiry was due to commence in September 2020.

Decision To approve the engagement of Blackfryers to support the Council and Peel Hall Group and to authorise the necessary expenditure in accordance with the quote provided, subject to a proportion of the costs being recovered from Poulton-with-Fearnhead Parish Council.

WPC.53 Finance Officer's Report and Clerk's Report – Confidential Items

Members considered five reports provided by the Operations and Finance Officer, as follows:-

- Business model update of partial reopening;
- User groups review and staged reopening plan;
- Furlough decision required (dependent on any changes to opening from Government);
- GP review – feedback to Councillors; and
- Updated protocols – cash handling, stock control, and purchasing. – feedback to Councillors.

Members also considered the confidential minutes of the informal Management Committee meeting on 21 July 2020 and a draft Motion reflecting its recommendations provided by the Clerk.

Business Model and Phased Reopening

Councilor Matthews highlighted the main discussions at the informal Management Committee meeting last week. The Council would need to consider the income likely to be received by the Leisure Centre operations and set a staffing structure to match. The above business led approach did raise the possibility of redundancies. There were effectively 2 main options:-

- Growth out of downturn, without the need for redundancies; or
- Introducing a smaller staffing structure.

However, the Operations and Finance Officer had confirmed that existing staff hours could be fulfilled, as the Centre was beginning to reopen for business.

Councillor Matthews' view was that the figures might be overly optimistic, but did suggest that it was viable for the Centre to begin to reopen. The Centre's Business Model needed to be nimble and staff proactive. A wider range of business opportunities also needed to be considered.

Members of the Management Committee had been concerned about the need to match the payroll closely to income. The wider views of Council were now being sought on this matter.

The draft Motion sought to establish a Business Recovery Working Group and appropriate delegations to enable agile decisions to be taken in relation to the Leisure Centre during the summer holiday period. Members had suggested inviting Councillor Vobe to consider serving on the Group.

The Operations and Finance Officer indicated that currently a mixture of furloughed staff and a skeleton crew was in use. The Centre would open up further and staff would be unfurloughed as the business returned. She was clear that the business was not at the stage of needing to make redundancies. The situation was stable until at least September. The Chair concurred that a decision now about redundancies would be premature. The signs were good, since many user groups had been asking her about when they could return to the Leisure Centre.

A lengthy debate ensued which included discussion of the following points:-

- The level of certainty and optimism in the projected operating figures;
- The need to take difficult decisions around redundancies, if the finances made that option clear;
- Councillor Matthews and the Operations and Finance Officer to meet soon to discuss finances in more detail;
- The bar was currently open on Fridays to Sundays only in the Main Hall. Functions were not yet permitted under the COVID-19 restrictions.
- It was unclear what impact a second wave of the virus might have on business;
- There was a balance to be found around being proactive, but not panicking and making snap decisions;
- Marketing and repurposing the Centre might help the position; and
- The Council should be cautious about using an excessive amount of public money to support the Leisure Centre in the longer term.

Councillor Iddon asked for regular updates on the financial position of the Centre during the summer. Ms Jones agreed to circulate the relevant figures in lieu of a meeting of the Management Committee in August.

Furlough scheme

Members discussed whether to maintain the 20% top-up to the Government's furlough scheme. The Operations and Finance Officer advised that the existing level of support for staff could be maintained until at least the end of August. She recapped on the timescale for the Government's winding down of its financial support under the scheme and the increase in the Council's future contributions from September to the end of the support in October.

Arguments were put against retaining the 20% level of top-up and the need to be frugal with public money. Members discussed the operation of the Centre as a business, as well as the case for it to be supported financially because of its community value.

Councillor Matthews indicated that, notwithstanding the decision about top-up support, the Council might wish to announce a review of its structures to be

developed throughout August, a period of consultation throughout September and a formal decision by Council in October.

Motion arising from the Informal Management Committee Meeting

Councillor Matthews reported that it was intended to set up a Working Group to develop viable business options for the Leisure Centre. Ms Jones reminded Members that the situation was stable and that the Centre could trade out of its current downturn. Staffing levels could be maintained without the need for redundancies. Room lettings were returning.

Councillor Matthews suggested that the Working Group should look at the situation in August and prepare a report for Management Committee in September. He would work with Ms Jones over a couple of ½ days to develop some figures for the Working Group to consider.

Councillor Vobe declined the invitation to join the Working Group.

Members agreed to approve the Motion as presented. (Minute WPC.53 (4)-(7) refer)

Decision –

- (1) To note the reports of the Operations and Finance Officer and confidential minutes of the informal Management Committee meeting on 21 July 2020.
- (2) To approve the cessation of the 20% top-up to the furlough scheme with effect from 1 August 2020.
- (3) To reconsider the position regarding the use of the furlough scheme in September 2020
- (4) That the Council agree to establish a Business Recovery Working Group, comprising the Chair and Deputy Chair of the Council, Councillor Iddon, 1 other councillor, the Operations and Finance Officer and Clerk.
- (5) That the Terms of Reference for the Working Group be as follows:-
 - (a) To consider and make recommendations on business restart, recovery and diversification in respect of the Community and Leisure Centre including, but not limited to, staffing issues, income streams, staff and user surveys, innovation and business repurposing.
 - (b) That, subject to the degree of urgency involved, Officers be authorised to consider implementing the Working Group's recommendations under their delegated powers.
- (6) To request the Operations and Finance Officer to report to the Working Group on the period of notice for redundancy set out in staffs' contracts of employment, to inform future discussions.

- (7) To request Officers to look into the overall staffing requirement for the Leisure Centre in the light of recovery issues and to make any necessary recommendations to the Working Group.

WPC.54 Registration of Council Land

The Clerk, Julian Jonson, reported that he had hoped to be able to announce the submission of the Council application to register its land holdings for the Leisure Centre and Playing Fields with the Land Registry. The first registration form had now been completed, but the Council's solicitors needed to see and certify copies of the original documents prior to the submission being made. This would be completed shortly.

Councilor Iddon enquired if the school's planning application in relation to construction of a new car park had been determined. The Chair indicated that a decision was expected soon.

Winwick Parish Council
Minutes of the Special Meeting held on 25 August 2020

(The meeting was held virtually on Zoom and streamed live via YouTube)

Present: Councillors M Matthews (Deputy Chair in the Chair), D Friend, G Friend and A Iddon.

WPC.55 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor S Emery, S Gordon and C Mitchell.

WPC.56 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.46 Accounting Statement 2019/20 and Exercise of Public Rights

Members considered a report of the Operations and Finance Officer providing a Profit and Loss Statement and Cumulative Fund Balance for 2019/20. Members also considered a draft Accounting Statement 2019/20, which formed part of the Annual Governance and Accountability Return (AGAR) for 2019/20 and which must be signing off by the Council. Following approval of the accounts a notice was required to be published to announce a 30 working days period for the exercise of public rights to inspect certain financial documents.

Ms Jones, Operations and Finance Officer, highlighted that the full amount of the precept for 2019/20 had been included at Row 2 of the draft Accounting Statement. The figure looked different from the previous year's precept income because in 2018/19 Warrington Borough Council had effectively provided a grant to parishes to minimise the impact of the Council Tax Support Allowance (CTSA) and that grant was shown elsewhere on the Accounting Statement in Total Other Receipts. However, no grant was paid in 2019/20, as the full cost of the CTSA was now passed on the parishes.

Ms Jones added that Total Other Receipts for 2019/20 was up on the previous year, which, when combined with the full precept amount, gave the Council greater overall income. Payments had also increased, but by only a small amount.

During the course of finalising the documents, a discrepancy had been identified between balance brought forward in the Cumulative Fund Balance document and that shown in the draft Accounting Statement 2019/20, which meant that the two documents were not fully synchronised. The balance in the Accounting Statement 2019/20 had potentially been overstated by £4,644. The most likely explanation was that this was an error carried forward from an earlier year, which then recurred in each successive year. The discrepancy could possibly be due to an accrual or a mismatch in the figures during the hand over from the previous Finance Officer to the current post-holder. Officers would look into this matter to identify the issue.

Notwithstanding the above matter, it was acknowledged that the record of transactions during 2019/20 was accurate. The Acting Chair indicated that the Council could either suspend signing the Accounting Statement until the discrepancy had been resolved, or approve the draft for publication with a note acknowledging the discrepancy and the action being taken to understand the issue. Officers suggested that latter course of action, in light of the need to progress the accounts for submission to the external auditors and the deadlines around the publication of a notice for the exercise of public rights.

The Acting Chair commented that there had been a number of factors in previous years which had caused accounting difficulties, any of which could be the root of the current issue, including:-

- The fireworks event;
- extensive cash transactions;
- lack of transparency around the write off of debts; and
- accruals in relation to both grass cutting and electricity bills.

It might be necessary to resolve the discrepancy in next year's accounts. It would also be useful to develop an approval procedure for future write offs.

Ms Jones requested that Clerk to provide the accounts and AGAR documents for the last year prior to her appointment, to enable her to track the origin of the discrepancy. The Clerk commented that amount in question was not large compared to the Council's annual turnover. The Acting Chair indicated that, nevertheless, this was not an insignificant sum and efforts should be made to identify the cause of the discrepancy.

Officers reiterated the point that the records for income and expenditure in 2019/20 were correct and that the issue appeared to be a historic matter related to the balance carried forward from previous years.

The draft Accounting Statement 2019/20 would need to be signed by the person who presided over the meeting at which it was approved. The Acting Chair confirmed that he would be happy to sign off the statement, subject to an appropriate minute being provided which recorded the discussions about the discrepancy between the two sets of figures.

The Clerk reported that it was intended to publish the notice on the exercise of public rights later this week, with the 30 working day period to commence on Friday 28 August. The Clerk agreed to draft the relevant notice, which must be published in the name of the Responsible Finance Officer. The Acting Chair asked how a request to inspect financial documents would be accommodated. Ms Jones advised that Leisure Centre was COVID Secure and that a meeting room could be provided for this purpose.

The Acting Chair recapped the main points of the discussion for Councillor Iddon who been delayed in joining the meeting due to IT difficulties.

Decision –

- (1) To note the Profit and Loss Statement and Cumulative Fund Balance for 2019/20.
- (2) To note that there is a discrepancy of £4,644 between the figures showing the balance brought forward in the Cumulative Fund Balance and in the draft Accounting Statement 2019/20, that this is likely to be a historic issue and that Officers will look into the matter with a view identifying the issue and reconciling the figures.
- (3) Subject to (2) above, to approve the draft Accounting Statement 2019/20 and to authorise the Deputy Chair, as Acting Chair at this meeting, to sign the statement.
- (4) To approve the publication of a statutory notice and the accompanying documents, which provide for the exercise of public rights for the period from 28 August to 9 October 2020.

Informal Discussions

An informal discussion took place on the following matters, which were not included in the Agenda.

Budget 2020/21

The Acting Chair noted that Ms Jones had also circulated the July Budget figures for 2020/21 outside of the meeting, in lieu of an ordinary Council meeting in August. He enquired if Members had any specific concerns, or were happy to leave the content to be discussed at the next Management Committee, which would be held on 8 September. No urgent issues were raised.

Ms Jones agreed to print copies to circulate to councillors. The Acting Chair added that if any subsequent issues were identified they could be raised with him by e-mail.

Peel Hall Ward Vacancy

Councillor G Friend enquired if the vacancy in the Peel Hall Ward had been advertised. The Clerk confirmed that the notice had been published in July and that the period within which an election could be called would have now expired. No formal indication of the outcome had been received and enquiries would be made of the Electoral Services Manager, Warrington Borough Council.

Councillor G Friend noted that the Labour party had identified a potential candidate for co-option. He indicated that there was a precedent for filling a Labour seat with a co-optee from the same party. The Acting Chair indicated that it might be possible to make an appointment at the next full Council meeting, but he would prefer to advertise more widely first. Officers commented that there was no firm rule about how a co-optee should be selected but, in general, an open advert would be more transparent. The Acting Chair suggested that an item on the appointment process

should be included in the Agenda for the next Council meeting.

Physical Meetings

Members enquired if the next meeting would be a physical meeting. The Clerk indicated that this was now permissible under the relevant Regulations. Ms Jones confirmed that the venue could be set up in a COVID Secure manner for councillors, officers and the public. Business meetings for NW Boroughs Partnership NHS Trust had already taken place successfully at the Leisure Centre.

Police report Burtonwood & Winwick August

Here is my police report Since the Coronavirus pandemic

- Since the start of lock down I will called to a high amount of Covid breaches where others we having people over during lockdown, I spent the vast majority of my time engaging and explain the risk of this was.
- Off road bikes have been an issue for me in numerous locations, Old alder lane, Sankey Valley & Magic lake off Delph Lane, I have managed to get the off road bike team to these locations and they have succeeded in seizing an off road bike and an electric scooter being used in an anti-social matter. I am still getting reports of these off road vehicles, which are becoming more of a nuisance during this nice weather.
- One other key issue I have been having since the start of lock down is neighbour issues, there has been an increase of disputes over trivial things such as decorating and parking, which was never an issue when people wasn't working from home. This is happening in all areas.
- Youths gathering in the Burtonwood Nature Reserve, this has been reported to me several times, I have managed to speak to youths that was on there, there was no drink at the time I spoke to them only issue was social distancing and loud music, they was all engaging and turned the music down a spilt up into smaller groups.
- There was reports of drug drop offs next to the Winwick Primary School when the schools was closed, so I worked with the head teacher with the school to find out more information. Since I was a more visible presence around the time, they believed it was happening there has been no more reports and no drug paraphernalia seen around the location.
- I have been assisting other areas with youths when they gather in large numbers.

These are the key things I have done in this time. I hope you have all stayed safe and well.

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

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Winwick Parish Council

Correspondence since 28 June 2020
(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 – 29/07/20, 30/07/20 (x2), 04/08/20, 05/08/20, 25/08/20, 01/09/20 (x2), 02/09/20, 08/09/20, 10/09/20, 17/09/20 and 18/09/20
2. E-mails from Jennie Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meetings due to take place on Wednesdays, 5 and 12 August and 2 September 2020 – 29/07/20, 05/08/20 and 25/08/20
3. E-mail from a resident, PR, about replenishing planters outside the school, by the path opposite the Swan on the village green and at both entrances to the church – 30/07/20
4. E-mail from a representative of Winwick Athletic FC, KC, querying the hiring of football pitches to other teams and lodging a complaint that this has prevented the club from carrying out repairs to goal mouths and drainage work – 01/08/20
5. E-mail from Cheryl Nicholson, Senior Legal Assistant, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as necessary), due to be advertised in the Warrington Guardian on Thursday 6 August 2020 – 04/08/20
6. E-mail from Richard Griffiths, Tree and Woodland Officer, Warrington Borough Council, promoting the use of the Council's Christmas tree and fencing service – 04/08/20
7. E-mail from Helen Crampton, Performance and Research Officer, Cheshire and Warrington Traveller Team, Cheshire West and Chester Council, about an unauthorised encampment of five caravans at the B&Q store on Delph Lane, Winwick, and their offer of advice and support to the private landowner. A subsequent e-mail reported that the encampment had moved on – 05/08/20 and 11/08/20
8. E-mail from a resident, GT, reporting a broken swing (by the rocket ship) on Winwick Park. The matter was reported to Warrington Borough Council, and a response received from Colin Balmer, Senior Facilities Maintenance Officer, but no fault could be found with the equipment – 13/08/20 and 24/08/20
9. E-mails from Joelle Boyd, Trainee Solicitor, Warrington Borough Council, enclosing a Prohibition of Driving and Clearway Order in respect of various roads, including Myddleton Lane, from 7 September 2020. Subsequent correspondence received from Daniel Peers, Highway Maintenance Engineer, has confirmed that the section of Myddleton Lane to be resurfaced is the cul-de-

sac No.99 to No. 113. Therefore, the school and Leisure Centre will be accessible as normal – 18/08/20, 26/08/20 and 01/09/20

10. E-mail from a resident, HS, on Golborne Road, about damage to her garden fence caused by an HGV on Tuesday 18 August 2020. The resident reports worsening traffic on Golborne Road, particularly at the bend section and is requesting a ban on HGV's on the road because of its limited width. Helen Jones, MP was copied into the correspondence – 19/08/20
11. E-mail bulletins from Nikki Hewitt, Cheshire Association of Local Councils (ChALC), for the weeks ending 28/08/20, 04/09/20, 11/09/20 and 18/09/20, enclosing various training and development opportunities and relevant parish news– 28/08/20, 04/09/20, 11/09/20 and 18/09/20
12. E-mail from Daniel Peers, Highway Maintenance Engineer, Warrington Borough Council, enclosing the Highway Investment Programme in the Borough ward of Burtonwood and Winwick, comprising various footway schemes commencing on 28/09/20 for approximately 4 weeks – 28/08/20
13. E-mail enclosing the latest Stakeholder Bulletin (28 August 2020) from David Keane, Police & Crime Commissioner for Cheshire, and Chief Constable Darren Martland, Cheshire Constabulary – 28/08/20
14. E-mail from UTMC, Environment & Transport Directorate, Warrington Borough Council, about a proposal by Nationwide Data Collection Ltd, a traffic counting specialist, to carry out CCTV traffic counts in the vicinity of Junction 22 of the M6 between 21 -27 September 2020 – 03/09/20
15. E-mail from Matthew Cumberbatch, Director of Law & Governance, Warrington Borough Council, providing advice to parish councils in Warrington on the use of physical meetings – 17/09/20
16. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Daventry Norse - Grounds maintenance, grass cutting, hedge cutting, fencing; environmental services, clearances, road sweeping, litter picking; tree work, surveys; playground inspections; weed treatment; commercial waste removing; tractor operations, mowing and flailing.
 - Kompan – outdoor play and fitness equipment.
 - London Hearts – defibrillators and CPR training.
 - Paysource – outdoor play and fitness equipment and safety surfacing.

Up to date as at 18/09/20

Winwick Parish Council

Planning Matters since 22 September 2020

General Correspondence (0)

Nil

Domestic Planning Applications (5)

1. Application reference: 2020/37606
Location: 2, Winwick Park Avenue, Winwick, Warrington, WA2 8XA
Description of development: Tree Application - proposed works to trees covered by TPO 204 (no felling)
2. Application reference: 2020/37670
Location: Stonecroft, Newton Road, Winwick, Warrington, WA2 8SA
Description of development: TPO - T1 Lime situated in the rear garden, crown thin by 20% to increase light and wind permutation through the crown. Crown lift to 6 metres to increase light levels to the suppressed section of hedge underneath.
3. Application reference: 2020/37706
Location: 13, Rectory Close, Winwick, Warrington, WA2 8LD
Description of development: TPO - Proposed T1 Ash Reduce overhanging branches as appropriate.
4. Application reference: 2020/37699
Location: 47, Solway Close, Winwick, Warrington, WA2 0UP
Description of development: Householder - Proposed single storey rear extension and 1st floor side extension.
5. Application reference: 2020/37770
Location: 83, Myddleton Lane, Winwick, Warrington, WA2 8LR
Description of development: Householder - Proposed single storey rear rear extension

Non-Domestic Planning Applications (2)

6. Application reference: 2020/37475
Location: The Old Rectory, Rectory Lane, Winwick, Warrington, WA2 8LE
Description of development: TPO - Proposed Felling of 1x Ash tree and 1x Sycamore tree.
7. Application reference: 2020/37554
Location: Winwick Quay, Townfield Lane, Winwick, Cheshire, Warrington, WA2 8TR
Description of development: Full Planning - Proposal to remove existing 22.5m telecommunications tower and replace with 30m new tower.

Up to date as at 18/09/20

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Peel Hall progress note 3 - (12 Sep 2020)

Prepared by Peter Black¹ (peterblack62@gmail.com; 07505 22 1405). Please contact me if you would like any clarification, documents, want to watch the inquiry or can contribute in any way.

Background

The application 2016/28492 by Satnam for 1,200 houses and other development at Peel Hall was refused by WBC in February 2017. Following an appeal and Public Inquiry the Government refused the development in Oct 2018 in line with the Inspectors' Report. However, following a successful legal challenge by Satnam, the Public Inquiry will be re-opened on-line under a new Inspector on **14 September for two weeks**. The original reasons for refusal were insufficient information (highways mitigation, air quality and noise) and lack of provision for social infrastructure.

Winwick residents group Save Peel Hall have Rule 6 status, which means they can present a Statement of Case, Opening Statement, and detailed evidence including calling witnesses, cross-examine opposing parties' witnesses, and make a closing statement.

Recent developments

1. The **re-opened Public Inquiry (PI)** will be on-line from Monday 14 September. Anyone can listen in from a laptop or phone at home.
2. Residents and Councillors **can still contribute on-line**. If you would like to take part, **Friday 18 September has been set aside for the community** to make their voice heard. Please contact me or the group to work out the best way to make your contribution – this can be from home. We are at a huge disadvantage compared to the well-resourced developers so need help.
3. We have prepared and **submitted Proofs of Evidence on traffic transport, ecology, air quality, noise, climate change drainage and flooding** and have now submitted rebuttal proofs to the developer's proofs. We have also submitted an 'Opening Statement'. All these documents are available – please let me know if you would like me to email any to you.
4. It was not possible to agree '**Statements of Common Ground**' with Satnam as our positions were so far apart.
5. **Warrington Borough Council** are still planning to defend the appeal on highway grounds, but only Save Peel Hall are contesting the other issues such as air quality, wildlife, and noise.
6. The most recent development is that just four days before the Inquiry re-opens **Satnam have admitted that their traffic models do not work**. This is troubling when they have had four years since the original application to get their case right. This is the latest in a long line of sloppy and inadequate evidence on a range of issues including noise, air pollution and transport.
7. We think Satnam should be required to **submit a new, clean planning application** with a clear single scheme, and with a single, competent assessment before a fair decision can be reached.

We will now present our evidence over two weeks of public inquiry, be cross-examined and question Satnam. This will be the culmination of a huge amount of effort by a dedicated group of local people.

End of note.

¹ Peter Black has been engaged by Winwick Parish Council with help from Poulton PC to develop and present the case for the local resident group at the forthcoming on-line re-opened Public Inquiry (September 2020).

Peel Hall progress note 4: 16 Sep 2020

Into the third day of re-opened Inquiry

Prepared by Peter Black¹ (peterblack62@gmail.com; 07505 22 1405). Please contact me if you would like any clarification, documents, want to watch the inquiry or can contribute in any way.

Recent developments

1. The **Public Inquiry (PI) re-opened** on-line from Monday 14 September. Much of the first day was taken up with developments following the news last Friday that there were serious flaws with Satnam's traffic modelling work. Despite assurances, this had not been resolved by the first day of the Public Inquiry. Satnam submitted the initial planning application FOUR YEARS ago, and still have not sorted out their evidence on the most important impact of the scheme.
2. How can it take four years and the key question of traffic modelling is not settled? Perhaps the answer is that if you build 1,200 car-based houses and expect the traffic to join a congested road network, then it just will not work? Some people are now referring to this as 'Model-gate'.
3. The Inspector decided that the Inquiry should continue and to hear traffic and then overall planning balance evidence at the end. The Inquiry will probably reconvene in January 2021.
4. Day 1 heard evidence on **Climate Change**. Despite a mountain of material, the applicant has not provided any assessment or evidence on climate change. We believe a car-based development can never make the contributions that are needed to solve the climate change crisis, regardless of their effects on traffic. Please ask me if you would like a copy of our evidence.
5. Day 2 (Tuesday) was taken up with **Biodiversity**. The site has huge potential as the last Great Wild Space in Warrington. The applicant sought to show the site has poor biodiversity, but this is not surprising given way Satnam has deliberately destroyed habitat over 30 years. The applicant is proposing habitat creation near the M62. But in the same way that this area is not suitable for humans, it is not suitable for wildlife either.
6. Day 3 (day this note is written) is considering amenity, hydrology and flood risk – we will update you on this in the next note.
7. Residents and Councillors **can still contribute on-line**. If you would like to take part, **Friday 18 September has been set aside for the community** to make their voice heard. Please contact me or the group to work out the best way to make your contribution – this can be from home. We are at a huge disadvantage compared to the well-resourced developers so need help.

End of note.

¹ Peter Black has been asked by Winwick Parish Council and Poulton PC to develop to present the case for the local resident group at the forthcoming on-line re-opened Public Inquiry (September 2020).