

# 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)

18 November 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, 24 November 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/IUiOZp1nOQ0>

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 27 October 2020.

#### **4. Attendance at Meetings**

Councillors Gordon and Purnell will reach the six months deadline for vacation of office due to non-attendance at a Council or other relevant meeting, before the next meeting of the Council on 26 January 2021. Members are invited to consider whether they wish to approve an extension to the period of absence for a further 6 months, in accordance with s.85(1) of the Local Government Act 1972.

#### **5. Updates on Issues from Previous Meetings**

#### **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](mailto:jjoinson.winwickclerk@outlook.com), and must be received by no later than 5pm on Friday 20 November 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. Finance Officer's Report (*circulated under separate cover*)**

#### **11. Draft Budget 2021/22 and Parish Precept 2021/22**

#### **12. Reports from Outside Bodies**

- Warrington Parish Liaison Committee – 12 November 2020

#### **13. Ward Reports / Updates**

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

#### **14. Date and Time of Next Meeting – Tuesday, 26 January 2021**

#### **15. 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.

- 16. Finance Officer's Report – Confidential Matters**
- 17. Staffing Reorganisation – Consultation Responses**

THIS PAGE IS LEFT BLANK INTENTIONALLY

**Winwick Parish Council**  
**Minutes of the Meeting held on 27 October 2020**

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

**Present:** Councillors M Matthews (Deputy Chair in the Chair), T Collins, S Emery, D Friend, G Friend, A Iddon and C Vobe.

The Acting Chair welcomed Councillor Tim Collins (Peel Hall Ward) to his first meeting.

**WPC.76      Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor C Mitchell (Chair).

**WPC.77      Code of Conduct - Declarations of Interest**

There were no declarations of interest made.

**WPC.78      Minutes**

In connection with Minute WPC.63 - 2) Question by Resident JH, the Deputy Chair asked if any resident had been in touch about the details of the covenant on the Playing Field. Julian Joinson, Clerk. reported that no information had been received.

In respect of the same minute, Members asked about further information on the litter picker service. Clare Jones, Operations and Finance Officer, reported that the matter was referred to in her Finance Report at Agenda Item 12. A further report was also included at Item 18, in Part 2 of the Agenda.

Decision – That the Minutes of the Council Meeting held on 22 September 2020 be agreed and be signed by the Deputy Chair as a correct record.

**WPC.79      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. The Deputy Chair commented that the list appeared to have thinned down since last time.

The Deputy Chair enquired about progress on Action 3 – Standing Orders. The Clerk reported that the model document had been received from the National Association of Local Councils, but that there were options within the text which needed to be tailored for Winwick. The intention was to produce a draft version for consideration at the Annual Meeting in 2021, which would be the usual meeting for dealing with Governance issues. It might be necessary to establish a Working Group before then to look at the details.

In connection with Action 7 – Annual Governance and Accountability Return (AGAR), an enquiry was made as to whether the financial discrepancy needed to be identified

before the submission deadline of 30 October 2020. Ms Jones reported that deadline identified was the last date for the submission of the AGAR documents. Completion of this task had been delayed due to priorities arising from the additional financial work required around COVID-19. The matter would now be progressed. The Acting Chair reminded all that it was important to reconcile the figures, which currently showed a discrepancy of £4,644.

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

**WPC.80      Question Time for Electors**

A process for the submission of written questions had been established for use in conjunction with virtual Council meetings. The Clerk read aloud the details of questions submitted by one resident, as follows:-

1) Questions by Resident JH

*“I asked last month if the council could advise what steps they are putting in place to avoid another occurrence like the car park fiasco from happening again. I understand that a certain amount of discussions, including legal matters have to be held in private. However as soon as any party registers an interest in Parish land the village should be consulted. This should certainly be done long before any agreement to sell or even give away the land is made. I notice in the minutes that the Council felt we would have benefitted from the extra car parking space, which could have been used outside school hours. The car park was set to replace the existing car park which was to be eventually turned into a nursery, one car park was to be replaced by another therefore there is no extra benefit to the village. I appreciate that the Council wants to help the school, something I completely agree with, however there was huge resistance to the now withdrawn proposal. I would ask the council to have a public consultation before any land is sold off and certainly before it is simply given away.”*

*Response:* The Deputy Chair remarked that the school's plans were subject to the statutory planning process, which provided for an element of consultation. For any future application in respect of use of the land, the planning and consultation process would need to be followed. The Council was minded at the time to support the school in its aims and a car park would augment the facilities at the Leisure Centre, as the Centre's available parking was sometime under pressure. Councillor Vobe queried what additional consultation the Council might be expected to undertake. It would be up to individual ward councillors to gauge the levels of support among local residents for any change of use. The Deputy Chair added that evidence showed that the public did not attend parish meetings in large numbers, or watch the livestreams of virtual meetings. There was only a certain amount of direct consultation which could be undertaken, however public expectations were that the Council should reach out further. Councillor Iddon confirmed that there were notices posted on the Parish notice boards. Ms Jones noted that the Council had also posted information on its website, but queried whether social media, such as Facebook, could also be used. The Chair had administrator rights to use the Winwick and Hermitage Green Facebook page. The Deputy Chair commented that the school could perhaps have done more to promote the reasons for the development via social media. It was

noted that the Parish Council did not currently have a Facebook page (although the Leisure Centre did have one). Councillor Vobe reminded Members that the Council was clear about which communication channels it used. The Deputy Chair advised Members that most information would be confidential during the early phase of any land negotiations, but there would be a point reached at which the information could be shared in Part 1 of a meeting. For the time being the planning application had been withdrawn by the school.

The Clerk reminded all that there was a statutory consultation process to be followed in respect of the sale of any public open space under Section 123 the Local Government Act 1972. The Council had followed all of the statutory consultation requirements in this case, publishing a notice for 2 consecutive weeks in the local press, and on its notice boards and additionally on its website. However, the legislation did pre-date the digital era and made no mention of use of the internet or social media.

*“With regards to the litter picker employed by the Council I have to agree with Councillor Iddon's comment that £17,000 for two and a half days work is high. With what I can gather from your response last month he has no set route, if the council is paying £17,000 surely he should be given areas he has to cover every week? When the management committee are discussing closing the leisure centre and looking to save money, why are we not looking at cheaper options?”*

*Response:* Ms Jones reported that the litter picker costs were broken down between £12,500 for the employment contract and £4,100 for the hire of the refuse vehicle. The Deputy Chair added that he was happy to respond to the main element of this query in Part 1 of the meeting, although there was a more comprehensive analysis of the litter picker work schedule in Part 2 of the Agenda. The Council did have detailed information about that route that the litter picker took and a on what dates he picked each street. It would be up to Members to check that the routes were being adequately serviced, or to add additional areas not on the current schedule. On the point about the Leisure Centre, there was no plan to close it. However, the Council was trying to deliver a service which provided community value. Councillor Iddon commented that she would welcome a more in depth discussion on the litter picker service in Part 2 of the Agenda. The standards of picking were generally thought to be good, but the cost of the service raised a concern. The Deputy Chair noted that, in so far as possible, the publicly available minutes would record that discussion for a wider audience. The Labour administration had campaigned on a platform of tackling litter and introduced this service. Prior to the service being provided regular complaints had been received about litter. However, Members now needed to consider whether the service offered good value for money, or whether it could be provided in a different way.

Decision      To request the Clerk to provide a written response to the questions raised.

**WPC.81      Written Motions Received**

There were no written motions received on this occasion.

**WPC.82      Police / Community Issues**

There were no written updates from the Neighbourhood Policing Teams on this occasion.

**WPC.83      Correspondence**

The following items were reported:-

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 24/09/20, 25/09/20, 01/10/20, 06/10/20, 08/10/20, 13/10/20, 19/10/20, 22/10/20, 23/10/20 and 27/10/20
2. E-mails from Nikki Hewitt, Cheshire Association of Local Councils (ChALC), about the virtual annual meeting to be held on 19/11/20 at 7.00pm, Risk assessment training available on 03/11/20 and 05/11/20 and enclosing bulletins for the weeks ending 25/09/20, 02/10/20, 09/10/20, 16/10/20 and 23/10/20, enclosing various training and development opportunities and relevant parish news – 23/09/20, 25/09/20, 02/10/20, 09/10/20, 16/10/20, 23/10/20 and 26/10/20
3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council about an Emergency 21 Day Traffic Notice relating to a COVID-19 response requiring the use of Time Square Surface Level Car Park, which is to be effective from 24 September 2020 – 24/09/20
4. Julia Pickering, Civic Office Co-ordinator, Warrington Borough Council seeking information about any local Remembrance Sunday events arranged by parish councils in the light of the pandemic – 29/09/20
5. E-mail from resident, YC, in connection with the Winwick Christmas Tree and the Parish's £250 financial contribution to insurance and lighting costs. The e-mail confirmed that there would be no fundraising activities or switch on event in 2020 in view of the pandemic – 25/09/20
6. E-mail from NHS Test and Trace promoting use of the NHS App for test and trace compliance – 29/09/20
7. E-mail from Richard Griffiths, Tree and Woodland Officer, Warrington Borough Council, reminding parish councils about the deadline of 12 October 2020 for Christmas Tree orders for 2020 – 28/09/20
8. E-mails from Rebecca Lee, Legal Support Officer, 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 1, 8 and 15 October 2020 – 29/09/20, 07/10/20 and 13/10/20

9. E-mail for resident, MB, about a broken swing on Myddleton Lane Playing Fields, which caused injury to his daughter. The equipment was taken out of use the following day and is awaiting repair – 09/10/20
10. E-mail from Andrew Dutton, Head of Environment, Liverpool John Lennon Airport, about progress on the Airspace Change Proposal (ACP). The process had seven stages and the Airport had now completed the first three stages, which included a consultation process. The LJLA ACP had been officially paused to enable design considerations identified in the consultation to be considered with neighbouring ACP designs which had been delayed – 09/10/20
11. E-mail from Jennie Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meeting due to take place on Wednesday, 21 October 2020 – 14/10/20
12. E-mail from Kerry Duffin, Clerk to Lymm Parish Council, providing an update on the South Warrington Parishes vision for a new Local Plan – 15/10/20
13. E-mail enclosing the latest Stakeholder Bulletin (19 October 2020) from David Keane, Police & Crime Commissioner for Cheshire, and Chief Constable Darren Martland, Cheshire Constabulary – 19/10/20
14. E-mail from Laura Dryburgh, CPR Group, seeking a donation in support of the provision of a "How To Save A Life" billboard for every school, in support of their work with NW Ambulance Service – 20/10/20
15. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Civil Enforcement Agents – removal of unauthorised encampments
  - Defibshop – AED batteries and pads (staff discount available from a local resident)
  - Healthmatic – toilet fixtures
  - Kompan – outdoor play and fitness equipment
  - Myparishcouncil – parish council website provider
  - Wesson Gardens – gardening services.
16. E-mail from a resident, BT, highlighting the issues around fly tipping on Hermitage Green Lane and suggesting that the Council install signage and CCTV cameras and to work with Warrington Borough Council to address the problem – 26/10/20
17. Letter from a resident, ER, about overhanging garden greenery causing an obstruction to pavements, in particular on Linsdale Avenue, Falcondale Road and Farringdon Road (submitted via Councillor Iddon) – 19/09/20

In connection with Item 16, the Clerk reported that the Council had been in touch with Warrington Borough Council over a period of time about how best to manage the fly tipping issue at that location. Some measures had been identified for progression. The Clerk would be happy to follow up the matter with the Borough

Council to check what progress had been made. The Deputy Chair agreed that the matter should be revisited with the Borough Council. Councillor Iddon noted that the fly tipping yesterday had occurred on Borough Council land. Councillor Vobe noted that if the materials were on Borough land the Chair would be able to act swiftly to have the waste investigated and removed.

In respect of Item 17, Councillor Iddon enquired if the Clerk had responded to the resident concerned. The Clerk indicated that no response had yet been sent, but this would be dealt with as a priority.

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

**WPC.84      Planning Matters**

The following planning applications and correspondence had been received:

*General Correspondence*

1. Land at Peel Hall –Progress Note 5 - 28 September 2020, provided by Blackfryers Consultants.

*Domestic Planning Applications*

2. Application reference: 2020/37728  
Location: 32, Mill Lane, Winwick, Warrington, WA2 0SU  
Description of development: Householder - Proposed Rear single storey/orangery extension
3. Application reference: 2020/37835  
Location: 4, Hornby Lane, Winwick, Warrington, WA2 8LJ  
Description of development: Householder-Two storey rear and side extension.
4. Application reference: 2020/37913  
Location: 11, Waterworks Lane, Winwick, Warrington, WA2 8LH  
Description of development: Householder - Construction of first floor extension on top of existing kitchen extension to rear of property.
5. Application reference: 2020/37935  
Location: 11, Linkside Avenue, Winwick, Warrington, WA2 8NF  
Description of development: Lawful Development Certificate - Proposed Single storey side extension with new pitched roof to garage no higher than 4m ridge height

*Non-Domestic Planning Applications*

6. Application reference: 2020/37832  
Location: Hermes, Mill Lane, Warrington, WA2 8RJ  
Description of development: Advertisement - Fascia sign and three post signs

In respect of Item 1 - Land at Peel Hall, the Deputy Chair noted that discussions at the Inquiry had centred around the traffic model which did not work. Local objectors had submitted a strong case, but Warrington Borough Council had not submitted a lot of information on those wider matters. However, the protest group's arguments were carrying the day. Those councillors who also served on Warrington Borough Council might wish to take back this message. From the Parish's view, its funds had been well spent and well utilised. The amount of work undertaken by the objectors should also be recognised.

Councillor Vobe commented that he was in regular touch with the Save Peel Hall Group. Peter Black's comments (Blackfryers Consultants) were an accurate assessment of how the Group felt. They had registered their disappointment that some of the input from the Borough Council into the Inquiry was not entirely satisfactory and that it had given too much ground. They were mostly satisfied with the input from elected Members, with some exceptions noted. Mr Black had indicated that the arguments of the Rule 6 Group were resonating with the Planning Inspector.

The Deputy Chair summarised by saying that some lessons had been learned from the overall situation. The on-going approach to the Peel Hall, as part of the Local Plan, could be discussed further under Agenda Item 10. It was not known how many further days would be set aside to conclude the Inquiry in 2021.

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

### **WPC.85      Local Plan**

The Deputy Chair reminded Members that the development of the Local Plan had been paused by Warrington Borough Council. A conversation with Peter Black (Blackfryers Consultants) had suggested that the authority needed to be careful in its approach. If it failed to deliver housing development land, anyone could propose that Green Belt land be put forward and this would need to be considered on a case by case basis. Not having a Local Plan meant that there were no strategic sites identified and could lead to 'open season' for developers and planning consultants. The main reason given for the pause was Coronavirus, but there was a counter view to the decision to pause the process.

Winwick Parish Council cared about the overall development of Warrington and in particular felt that there should be more housing in the town centre. There was a risk of losing smaller sites to development if no Local Plan was produced. A Planning Inspector was likely to rule that Warrington was not meeting its housing need figures. Hence, land in Winwick could be at risk of development.

Councillor G Friend clarified that the Local Plan was paused due partly to COVID-19, but also due to the number of responses received to the consultation and the uncertainty around Peel Hall. If the Peel Hall development was approved on appeal it would substantially alter the Local Plan, if rejected the Plan would swing in a different direction.

The Deputy Chair asked Members about their thoughts on what the Parish Council's

approach should be. Councillor Vobe expressed surprise that the Borough Council appeared to have underestimated the number of consultation responses. He acknowledged the comments from Mr Black. It would be prudent for the Parish Council to use the time available to set out clearly what it would want to see in a revised draft Local Plan. He proposed a separate meeting on the matter to take in the views from all wards in the Parish, to set out what the Parish was lobbying for. This would enable the Council to stay ahead of the strategic planning process. A meeting could then be arranged involving local elected representatives, Warrington Borough Council leaders and local planners, to discuss the direction of travel. A date should be secured for the delegation and Members could then lobby on behalf of the people of Winwick.

Councillor Collins welcomed the opportunity to work for local residents but, as a new councillor, did not believe that he had sufficient experience to represent his ward in this matter. Councillor D Friend reported that parishes in the south of Warrington had organised themselves into a group, but had not yet met the Borough Council. Winwick Council had already been engaging with the Borough Council informally throughout the planning process. The Deputy Chair suggested that there was now a need to do this on a more formal footing. Councillor Vobe acknowledged that individual Members could make representations at any time, but it would be useful for the Parish Council as a body to have one document to explain to residents what its position was on this matter, which would include the Council's aims and reasons. Councillor Collins supported this view. He anticipated that Borough Councillors John Kerr-Brown and Hilary Cooksey from Poplars and Hulme Ward would make their own representations, but the Parish should develop its own case.

The Deputy Chair summarised that a Working Group was required to ascertain the views of local residents. It was envisaged that this would call for more housing in the town centre. New facilities, such as the cinema and restaurants in Time Square, required increased footfall to be viable. As people shifted more towards home working and away from town centre employment, Green Belt land for additional housing might not be required.

Councillor D Friend enquired if Winwick's formal response would continue to say that Peel Hall was not suitable for housing development. The Deputy Chair commented that the only way to get Peel Hall deleted from the Local Plan as a housing site would be to identify alternative housing allocation sites. Councillor D Friend suggested that this was already being looked into, but the identification of alternative housing sites was progressing slowly. The key might be the need to increase footfall in the town centre. The South Warrington parishes were working together to protect Green Belt land in their areas. In Winwick, the issue was about the removal of Peel Hall as an existing housing development site in the Local Plan. A decision to delete this land would need to be accompanied by alternative housing land. The Council would need to make the case for those alternative sites. Councillor Iddon indicated that she tended to support the further develop of the town centre for housing.

Consideration was given as to whether there would be a conflict of interest if Councillor G Friend became a member of the Working Group, in view of his membership of the Borough Council's Development Management Committee. It was noted that an interest would only arise as a parish councillor in the case of

discussions by the Parish around a specific planning applications for consideration by the Committee, however, that was not within the remit the proposed Working Group.

The Deputy Chair undertook to lobby the Borough Council for access to meet its political leaders and strategic planning officers.

Decision To note the update on the draft Local Plan and to approve the establishment of a Working Group comprising Councillors Matthews (to lead), G Friend, Iddon and Vobe, to develop the Council's formal position on the Local Plan.

**WPC.86 Royal British Legion- Poppy Appeal 2020**

The Clerk reported that a wreath for Remembrance Sunday had been ordered from the Royal British Legion (RBL) at a cost of £17. The Parish normally provided payment to RBL of £60, to cover the cost of the wreath and a modest donation. Approval to the above expenditure was now being sought. Ms Jones reported that the above amount had been included in the Council's Budget for 2020/21 and, in anticipation of the Council's decision, payment had already been arranged.

Councillor Vobe noted that there was no formal church service planned this year and that other bodies were being encouraged to lay wreaths in their own time. Councillor G Friend, as Chair of the Armed Forces Committee, confirmed that there would no public service in Warrington this year. Members asked where the wreath should be laid. The Clerk suggested that this could be on Swan Green or at some other suitable local site.

Decision To authorise expenditure in the sum of £60, retrospectively, to include the cost of a wreath and donation to the Royal British Legion Poppy Appeal 2020 and to request the Deputy Chair to consult with the Chair about where to lay the Winwick wreath.

**WPC.87 Finance Officer's Report**

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

**Budget Review 2020/21**

In September, the Council received £8.5k of income through the Leisure Centre, including £715.55 of furlough monies. This put the Centre at a loss of £3k for September and the year to date showing a £7.4k loss.

The above figures needed to be considered in the context of the original Budget of the Leisure Centre which had predicted an operating deficit for the full year of £14k. Accordingly, at half way through the financial year, the Centre was close to the forecast position, albeit with lower levels of income.

Claims for a further £1,089.85 of furlough pay had been compiled in October (covering August wages) and a further claim of £504.10 was being processed for the

September wages reclaim.

The Council had incurred £5.8k of precept expenditure in September with £40k expenditure on the year to date. Parish figures did not show wages for the Clerk in September, as those were processed through the bank in the first week in October. An invoice had now been received from Peter Black for consultancy work regarding Peel Hall. Overall, precept money of £72k currently remained.

### Issues of note

#### 1) Flower replacements quote

Further to September's meeting, the quotations below, for the maintenance of the flower planters, required consideration. Both quotations covered the winter planting for October this year and the spring/ summer planting for 2021, including watering and feeding plants, and maintaining boxes (e.g. weeding).

- Quotation 1 - £880.00
- Quotation 2 - £1,362.24.

Councillor Iddon reported that the work already undertaken by D Hannon on the Leisure Centre patio had made a real difference to the appearance of the outdoor space. As a local resident he had a vested interest in the appearance of the village. The Deputy Chair acknowledged the work of the Operations and Finance Officer and contractor to improve the patio.

#### 2) Cost centre reviews were being undertaken and progress was noted below:

##### *Completed*

- Bottled gas – costs reduced
- Electricity – costs reduced
- Gas – costs reduced
- Card reader – costs reduced
- Bar supplies – costs reduced and GP issues addressed
- Phone lines - costs reduced
- Stock taking – costs reduced by reducing number of stock takes per year.

##### *Currently underway*

- Litter picker – Service schedule recently provided by the Clerk (Agenda Item 18 refers). Contact would be made with Warrington Borough Council about the vehicle hire.

##### *To be reviewed*

- Cleaning supplies
- Trade waste

The following items would be considered under Part 2 of the Agenda (Agenda Item 17 refers):-

- Staffing models as per Covid Tier systems;
- Skeleton budgets for financial year 2021/22.

The Deputy Chair noted that non-confidential information from the Part 2 discussions would be available in the minutes of the meeting and at the next Management Committee meeting.

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2020/21.
- (2) To approve the entering into a contract with D Hannan, in the sum of £880.00, for the maintenance of the various flower planters in Winwick.

**WPC.88      Reports from Parish Council Committees**

The minutes of the meeting of the Management Committee of 13 October 2020 were provided.

The Deputy Chair reported that the main discussions had centred on income and expenditure models and the number of opening nights that could be sustained under Tier 2 restrictions. The discussion had also been held in anticipation of stricter restrictions potentially following. The Committee had looked at staffing levels and the potential support available through the Job Support Scheme following the end of the current furlough scheme. The position had significantly changed, even in the short period of just 2 weeks. The overall aim remained as articulated by Councillor Vobe at the last Council meeting, to obtain best value for the Centre and to remain open for community use, but to maximise efficiency.

Ms Jones reported on the difficulties of keeping pace with the changing business environment. Staff had received a letter last week about the changes precipitated by the Tier 2 restrictions and the end of the furlough scheme, only for area to enter Tier 3, which substantially changed the position.

The Deputy Chair summarised by saying that the Committee had considered the implications of both an optimistic and pessimistic financial forecast, which broadly reflected the Tier 2 and Tier 3 scenarios.

Decision – To note minutes of the Management Committee of 13 October 2020.

**WPC.89      Ward Reports / Updates**

Houghton Green Ward

There were no issues reported on this occasion.

Peel Hall Ward

There were no issues reported on this occasion.

Winwick Ward

There were no issues reported on this occasion.

**WPC.90**      **Date and Time of Next Meeting**

Decision – To note that the next meeting of the Council will take place on Tuesday 24 November 2020 at 7.30pm.

**WPC.91**      **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.92**      **Finance Officer's Report – Confidential Items**

Members considered a report provided by the Operations and Finance Officer, which focused on two key matters, as follows:-

- Staffing models as per COVID Tier systems;
- Skeleton budgets for financial year 2021/22.

*Staffing models as per COVID Tier systems*

Following the introduction of the three-tier system by the Government, three different operating models had been developed and were included within the report along with suggested staff rotas.

At the time of this meeting, Warrington was in Tier 3. The Council needed to look at how this effected on-going operations. The Operations and Finance Officer had consulted the Chair and the Leisure Centre Manager and believed that the Centre would be allowed to open during the Tier 3 lockdown to provide rooms for users such as pre-school, aikido, slimming world, etc. Whilst open in this community centre role, the Centre would be able to provide take away soft drinks and tea/coffee, but would have to ensure that no alcohol was sold. The Manager and Operations and Finance Officer had ensured that before the Centre opened today all draught lines had been disconnected and all spirits and bottled beers removed from the bar and locked in the cellar.

The limited opening model had obvious knock on effects for staffing levels. Members were informed that there were not enough opening hours to allow for all contracted staff to fulfil their hours obligations. Also, with no alcohol income the Centre could not supplement those hours without causing a budgetary loss that

would exceed Councillors' stated acceptable levels. Accordingly, the main decision to be made by the Council was, very regrettably, to consider the issue of potential redundancies.

Two main options were proposed, as set out in the confidential report.

The report also included a proposed approach to take in relation to the flexi-time contract staff and details of a temporary voluntary arrangement made with the cleaner. An adequate cleaning regime was still required to fulfil commitments in the COVID Secure risk assessment.

Members discussed the overall financial situation and implications of the two options proposed. Members also considered the following:-

- alternative staffing models;
- likely financial support from the Government;
- potential for support from the Council's main budget;
- consultations with affected staff;
- redundancy costs for all members of staff;
- implications of a complete shutdown of the Centre;
- longer term plans for an extended period of limited trading; and
- potential Tier 4 and 5 style restrictions.

#### *Skeleton budgets for financial year 2021/22*

The report included initial Budget figures for 2021/22 for comment. It was not proposed to agreeing the Precept at this meeting. The figures would need to be adjusted in the light of the comments made and should any further projects be requested for consideration.

#### Leisure Centre Figures

The income streams noted for the 2021/22 budgets were based on the following premise:-

- The first six months at the average income experienced in August and September.
- The next six months at the above projected rate x1.5 to allow for a steady increase following lockdown end.
- All overheads set at expected levels for full opening.

Should restrictions be reduced significantly enough before September next year that the bar and room hire income was higher than projected this would reduce the potential operating deficit on the year, as long as management were sensible with direct costs.

Parish Figures

Litter picker staffing costs and the vehicle rental for the litter picker had been presented separately to show the split of costs more accurately. The Operations and Finance Officer was currently reviewing the costs for the vehicle rental and would adjust figures dependent on the outcome.

Provision for both pensions and salary costs had been increased to reflect anticipated liabilities and inflationary growth.

As agreed there was a budget for £7k for the Peel Hall planning objections.

After speaking to Councillor Mitchell, provision had been included for an audit of sports and activities across the whole of Winwick Parish.

Overall, to meet the unadjusted commitments identified, the Precept would need a significant increase. Detailed calculations could not be made until the Council Tax Base was set for 2021/22 by Warrington Borough Council, but a reasonable estimate could be made of the Parish's element of Council Tax on a Band D property using the last year's Council Tax Base.

Alternative Model

An alternative model had been produced which reflected the potential revised staffing models under the first part of this report.

Discussions

Members carefully considered the outline Budget proposals. The intention was to bring back some firmer proposals to the November meeting. If necessary, the detailed work could be delegated to the Management Committee in January to meet the submission deadline, but the final decision would then need to be ratified by Council in January 2021.

Members discussed the likely uplift required to the Council Tax to deliver a balanced Budget. Members were not in favour of the proposed audit of sports and activities at this time, due to the various COVID financial pressures. The Operations and Finance Officer would speak to the Chair about comments raised on the sports audit.

Members indicated that they were not in favour of any increase in the Precept and noted that this might require a number of cuts to existing budget headings. The Operations and Finance Officer indicated that no increase would be very difficult, as the Precept had been frozen for a number of years, but costs were rising. Members discussed the level of reserves and to what extent it would be appropriate to use them in a time of great financial pressure.

Decision

- (1) To note the reports provided by the Operations and Finance Officer.

- (2) To approve the staffing model described in Option 2 and the disestablishment of the post identified and consequential redundancy, subject to the outcome of consultation with relevant staff members.
- (3) To request the Operations and Finance Officer to circulate revised figures for the Leisure Centre Operation based upon the decision at Option 2.
- (4) To request the Operations and Finance Officer to provide a draft balanced Budget for 2021/22 for the November meeting, within the following parameters:-
  - (a) not to include a figure for an audit of sports and activities; and
  - (b) to aim for no increase in the total parish Precept.

**WPC.93 Litter Picking Analysis – October 2019 – February 2020.**

Members considered an analysis provided by Julian Joinson, Clerk, on the schedules submitted of areas litter-picked during a sample period of October 2019 to February 2020, including days picked and frequency of picking.

The analysis showed which areas were picked or checked on Wednesday afternoons, Thursdays and Fridays. The exact day of picking sometimes varied due to what was discovered in the areas being picked. Members could use this information to monitor service performance.

Councillor Collins spoke in favour of the production of some KPIs to measure the amount of litter removed. The Deputy Chair indicated that information about the length of streets picked and tonnage picked and comparisons with Burtonwood and Westbrook might be useful. He reiterated that tackling litter had been an election pledge, but that Members needed to manage the service.

Members discussed whether, or not, specific streets were picked and whether picking extended to footpaths and parks. A number of key streets appeared to be missing from the schedule template, which created doubt as to whether they were picked. Some streets were not picked due to speed and health and safety issues. Members also noted that some streets were simply checked, rather than picked.

Councillor Iddon expressed concern that the Borough Council should also contribute to street cleaning. She queried whether picking could be delivered differently. For example, other parishes picked litter, which was then left bagged up and collected by the Borough Council. She also queried whether the litter picker spent time outside of the parish boundary, off Greenwood Avenue and Grasmere Crescent.

Councillor G Friend indicated that it would be useful to understand how frequently the Borough Council picked litter in the area.

Ms Jones reminded Members that she was due to look at the vehicle costs in conjunction with the Clerk to Burtonwood and Westbrook Parish Council.

Decision –

- (1) To authorise the Chair, Deputy Chair, Clerk and Operations and Finance Officer to consider further how best to manage the litter picker service, with a view to obtaining best value.
- (2) To request the Clerk to include an item in Part 1 of the Agenda in November in connection with the litter picker service.

## WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2020/21

| No. | Issue   | Minute No. | Date of Raising | Referred To                    | Referral Date | Response Date | Comments  | Progress  |
|-----|---|------------|-----------------|--------------------------------|---------------|---------------|---|---|
| 1   | To note the development of a draft Data Protection Policy.  | WPC.20(3)  | 22/05/18        | Clerk                          | 22/05/18      | -             | Commenced   |    |
| 2   | 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  |    |
| 3   | To adopt the National Association of Local Councils Standing Orders: 2018 Edition upon receipt and to authorise the Clerk, in consultation with the Chair, to complete those sections where local choice was required.  | WPC.6(1)   | 28/05/19        | Clerk/Chair                    | -             | -             | NALC document now received and under consideration. Due to be submitted to the Annual Meeting in May 2021. A Working Group may be established to consider the local choice options within the model document. |    |
| 4   | In respect of Item 7 - Possible Notice Board at Hermitage Green, to request the Clerk to respond to the resident concerned in accordance with the suggestions set out in the minute above.  | WPC.111(2) | 26/11/19        | Clerk                          | -             | -             | Not yet commenced   |    |
| 5   | 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. | WPC.57(2)  | 25/08/20        | Operations and Finance Officer | -             | -             | AGAR documents submitted in time to meet the external auditors extended deadline of 30 October 2020. Work on the discrepancy issue is on-going.   |  |

Agenda Item 5

|    |   |           |          |                                  |          |          |  |   |
|----|---|-----------|----------|----------------------------------|----------|----------|--|---|
| 6  | To request the Operations and Finance Officer to look into the cleaning of the gates and railings around the playing field entrance on Myddleton Lane and to obtain quotes for repainting in the spring 2021.   | WPC.63(2) | 22/09/20 | Finance Officer                  | -        | -        | In progress  |    |
| 7  | To request the officers to continue to explore the options for providing some flowers on Hermitage Green.   | WPC.63(3) | 22/09/20 | Clerk/<br>Finance Officer        | -        | -        | In progress  |    |
| 8  | To refer the matter of refurbishment of the bar floor area back to Operations and Finance Officer to continue to seek an additional quote and to delegate the final decision to the Management Committee or Operations and Finance Officer, as appropriate. | WPC.75    | 22/09/20 | Finance Officer                  | -        | -        | The Management Committee or Operations and Finance Officer, have delegated authority to determine the matter, as appropriate |    |
| 9  | To request the Clerk to provide a written response to the questions raised.   | WPC.80    | 27/10/20 | Clerk                            | 27/10/20 | 24/11/20 | Completed  |    |
| 10 | To note the update on the draft Local Plan and to approve the establishment of a Working Group comprising Councillors Matthews (to lead), G Friend, Iddon and Vobe, to develop the Council's formal position on the Local Plan.                             | WPC.85    | 27/10/20 | Clerk                            | 27/10/20 | -        | Not yet commenced  |    |
| 11 | To authorise expenditure in the sum of £60, retrospectively, to include the cost of a wreath and donation to the Royal British Legion Poppy Appeal 2020 and to request the Deputy Chair to consult with the Chair about where to lay the Winwick wreath.    | WPC.86    | 27/10/20 | Finance Officer/<br>Deputy Chair | -        | 08/11/20 | Completed  |  |

Agenda Item 5

|    |   |           |          |  |   |   |  |   |
|----|---|-----------|----------|--|---|---|--|---|
| 12 | To approve the entering into a contract with D Hannan, in the sum of £880.00, for the maintenance of the various flower planters in Winwick.  | WPC.87(2) | 27/10/20 | Finance Officer                                      | - | - | In progress  |    |
| 13 | To approve the staffing model described in Option 2 and the disestablishment of the post identified and consequential redundancy, subject to the outcome of consultation with relevant staff members.   | WPC.92(2) | 27/10/20 | Clerk/<br>Finance Officer                            | - | - | An item is included in Part 2 of the agenda on the outcome of staff consultation and the up to date business restart position. |    |
| 14 | To request the Operations and Finance Officer to circulate revised figures for the Leisure Centre Operation based upon the decision at Option 2.  | WPC.92(3) | 27/10/20 | Finance Officer                                      | - | - | The updated Budget Review 2020/21 information will be circulated under separate cover  |    |
| 15 | To request the Operations and Finance Officer to provide a draft balanced Budget for 2021/22 for the November meeting, within the following parameters:-<br><br>(a) not to include a figure for an audit of sports and activities; and<br>(b) to aim for no increase in the total parish Precept. | WPC.92(4) | 27/10/20 | Finance Officer                                      | - | - | An options report appears elsewhere on the Agenda, in connection with the Budget and Precept for 2021/22                       |    |
| 16 | To authorise the Chair, Deputy Chair, Clerk and Operations and Finance Officer to consider further how best to manage the litter picker service, with a view to obtaining best value.   | WPC93.(1) | 27/10/20 | Chair/<br>Deputy Chair/<br>Clerk/<br>Finance Officer | - | - | Not yet commenced. This work will be subject to any steer provided by the Council (see item 17 below)                          |  |
| 17 | To request the Clerk to include an item in Part 1 of the Agenda in November in connection with the litter picker service.   | WPC.93(2) | 27/10/20 |  | - | - | There is no new information to report on this matter   |  |

---

**Progress Legend**

 Completed

 Complete – Immediate review programmed

 Progressing to target

 Issues (exception)

 Early progress / just started

 Not started (lower priority)

**Winwick Parish Council**

**Correspondence since 27 October 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 – 29/10/20 (x2), 30/10/20, 03/11/20 (x2), 09/11/20, 12/11/20 (x3) and 16/11/20 (x3)
2. E-mails and reminders from Nikki Hewitt, Cheshire Association of Local Councils (ChALC), about a Wellbeing Workshop on 16/11/20, Health and Safety Workshops on 03/11/20 and 05/11/20, various workshops on Internal Audit and the Annual Governance and Accountability Return (AGAR) in 2021 and enclosing bulletins for the weeks ending 30/10/20, 06/11/20 and 13/11/20, highlighting relevant parish news – 30/10/20 (x2), 02/11/20, 06/11/20, 09/11/20, 10/11/20 and 13/11/20 (x2)
3. E-mail from Neil Drum, Warrington Local Policing Unit, Temporary Chief Inspector, concerning a change of role for Sergeant Paul Flynn, who has led the Warrington West Beat Management Team since April, 2017. Sergeant Upile Mtitimila has taken over temporarily as the West Beat Team Sergeant and will be in this post into 2021, until the appointment of a permanent sergeant. Follow-up Introductory e-mail from Sgt Mtitimila – 02/11/20 (x2)
4. E-mail from Councillor Sue Gordon seeking permission regarding a proposal from the PTFA of Winwick CE Primary School, to allow pupils to lay pebbles with a poppy painted them on Swan Green, to complement those planned for the driveway to the Church and on the flower bed in front of the East window of the Church to mark Remembrance Sunday – 03/11/20
5. E-mails from Helen Crampton, Performance and Research Officer, Cheshire and Warrington Traveller Team, Cheshire West and Chester Council, regarding an unauthorised encampment of two caravans at Harvard Court, Winwick Quay and the support and advice to be offered to the private land owner. Subsequently, confirmation was received that the encampment was moved on by bailiffs on the day of arrival, 4 November. The three caravans moved to Bishops Court where they were joined by a further two. The group of five caravans left on Friday 6 November following further intervention from bailiffs – 04/11/20 and 09/11/20
6. E-mail from Jennie Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meeting due to take place on Wednesday 11 November, at 6.00pm – 04/11/20
7. E-mail from Sharon Parker, Democratic Services Manager (Statutory Scrutiny Officer), Warrington Borough Council, circulating the Government's revised Guidance on Remembrance Sunday events and advising that the small private event that was due to take place on Sunday at St Elphins Church has been cancelled – 04/11/20

8. E-mail from Nikki Hewitt, Cheshire Association of Local Councils (ChALC), about an invitation from David Keane, Police & Crime Commissioner for Cheshire, to the Cheshire Anti-Bullying Commission Phase One Report virtual launch on Friday 20 November 2020, 10am-12noon. The event will be an opportunity to hear about the work of Cheshire Anti-Bullying Commission and the recommendations from its report, as well as providing an opportunity for local organisations to signal their commitment to tackling bullying through signing Cheshire's own Anti-Bullying Charter – 06/11/20
9. E-mail from a member of the public, IS, seeking information about whether the Council has made an appointment to the Winwick Educational Foundation and subsequent e-mail further to the Council's response – 09/11/20 and 17/11/20
10. E-mails from Katie Halliwell, Democratic Services Officer, Warrington Borough Council, about the Parish Council Liaison meeting, due to take place on Thursday 12 November 2020, at 6pm – 11/11/20 and 12/11/20
11. E-mail from Kirsten Riley on behalf of the Warrington Western Link Team, Warrington Borough Council, regarding on-going public engagement to invite feedback on the latest improvements to the scheme, including a leaflet drop to residents and creation of a project website – 11/11/20
12. Email from Mark Dennett, Senior Accountant (Closure), Warrington Borough Council, enclosing the annual letter regarding the Council Tax Base for Parish Precept setting purposes. The Precept must be notified to the Borough Council by Friday 8 January 2021 – 12/11/20
13. 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.
  - Safecouncil – a health and safety resource and advice service for local councils
  - Myparishcouncil – parish council website provider

Up to date as at 17/11/20

**Winwick Parish Council**

**Planning Matters since 27 October 2020**

**General Correspondence (0)**

Nil

**Domestic Planning Applications (2)**

1. Application reference: 2020/38028  
Location: 93, Newhaven Road, Poplars And Hulme, Warrington, WA2 0NS  
Description of development: Lawful Development Certificate - Proposed single storey side extension
2. Application reference: 2020/38143  
Location: 8, Spires Gardens, Winwick, Warrington, WA2 8WB  
Description of development: Householder - Proposed Single storey to the side, single storey to rear, enlarged drive and off road parking area and reinstating a previously garage conversion from habitable space back to a garage.

**Non-Domestic Planning Applications (2)**

3. Application reference: 2020/38060  
Location: Secured Group, Calver Road, Winwick, Warrington, WA2 8RA  
Description of development: Advertisement Consent - Illuminated sign to rear of building
4. 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 17/11/20