

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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17 March 2021

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be a virtual meeting held on Tuesday, 23 March 2021 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/q6xzcaLJT_o

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

- 1. Apologies for Absence**
- 2. Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to give advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the Meeting of the Parish Council held on 23 February 2021.

- 4. Updates on Issues from Previous Meetings**

5. 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 Friday 19 March 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.

6. Written Motions Received

7. Police / Community Issues

8. Correspondence

9. Planning Matters

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

11. Litter Service

12. Reports from Parish Council Committees

- Management Committee – 9 February 2021
- Management Committee (informal meeting) – 9 March 2021 (*to follow*)

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

- Parish Assembly – Tuesday, 27 April 2021 at 7.00pm
- Parish Council - Tuesday, 27 April 2021 at 7.30pm

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

Winwick Parish Council
Minutes of the Meeting held on 23 February 2021

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

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

WPC.138 Apologies for Absence

There were no apologies for absence submitted on this occasion.

WPC.139 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.140 Minutes

Decision – That the Minutes of the Council Meeting held on 26 January 2021 be agreed and be signed by the Chair as a correct record.

WPC.141 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most items were progressing to target and the list had been reduced somewhat.

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

WPC.142 Question Time for Electors

A process for the submission of written questions had been established for use in conjunction with virtual Council meetings. Two residents had submitted multiple questions on the matter of litter picking, which had been circulated with the main Agenda or by way of an addendum.

The Chair summarised the questions at the meeting and the full questions are reproduced in full, as follows:-

1) Questions by Resident BT

“Background

1) *I submitted a written question to WPC to its 24 November 2020 meeting (agenda item 16) which was discussed and some actions taken. Incidentally, I received no feedback to this written submission.*

2) *Clearly this issue is not going to go away. We are blessed with some very attractive roads and lanes, but we are close to two Motorways and some of these have become “vehicle rat-runs” (eg Delph Lane near B&Q). In all likelihood, those*

responsible for 90% of the litter and fly-tipping are not local to Winwick and the remainder of our Parish, but vehicle drivers – many of them probably light goods vehicles of which there are more and more with growing home deliveries – and also a small number of individuals who choose to go out at night and find a quiet Lane to dump stuff in.

3) *This week on Tuesday 17 February a small group of us undertook a highly successful litter-pick on Hermitage Green Lane collecting 26 bags during a road closure; this was at [GM's] suggestion. We all socially distanced. We were unable to deal with some oil drums, a number of old tyres and some asbestos sheeting and I have been in liaison with Councillor Cathy Mitchell on this; (she continues to be extremely supportive in this respect). However, by Thursday 19 February we were notified that someone had dumped a bed, a mattress and a headboard on that very Lane (on a farmer's field). This is very indicative of the problem we face.*

4) *I am extremely conscious - in good part from reading your Minutes – that a) there are severe budget pressures on WPC exacerbated by the Covid 19 pandemic and Lockdown on the Leisure Centre and that, b) there is discussion on the effectiveness and value for money being derived from the current Litter Picking contract costing around £17k pa including vehicle hire.*

5) *Littering and fly-tipping is NOT going to go away. It is likely to be a growing issue. I believe it merits a concerted Community response with support from Local Councillors and the Parish Council. It impacts on many of our residents in the Parish each time they go for a walk or a bike ride and the vast majority of residents would, I feel, be highly supportive of an initiative to address the problem.*

Suggestions and Recommendations

1) *The PCC “sponsor” the setting up of a group of residents who help formulate an active response to this issue.*

2) *There are obvious constraints at present during Lockdown, but soundings taken suggest there are a good number of people who would become actively involved in keeping Winwick green and tidy on a regular basis. This would also serve to foster community spirit and set an example to young people growing up in Winwick. By removing litter from “hot spots” it might just stem the ongoing flow of fresh litter.*

3) *In due course this may lead to the need for a paid-for Litter-picking service to be reduced or even done away with completely.*

4) *It also needs to ensure that Health & Safety issues for anyone getting involved are at centre stage. The potential risks of traffic accidents with volunteers or individuals getting an injury from a jagged piece of aluminium can, a broken bottle or, worse still, becoming infected from dealing with a plastic bag with unknown contents go without saying.*

5) *There needs to be co-ordination with WBC on dealing with larger items. Could special arrangements be made for old tyres? Where might we stand on*

selected road closures and signage? Is there a role for Community funded cameras in certain locations where some level of permission from the Local Authority is necessary? Could litter collected go through an organised volunteer re-cycling process, perhaps in the Leisure Centre car park after a litter-pick rather than all be destined for landfill?

6) *Liaison with the local Police also needs incorporating.*

Your feedback and support in this matter is requested.

Regards.”

Response: The Chair thanked the resident concerned and the other volunteers for their interest and positive actions. The volunteer group could ask Warrington Borough Council to supply bags with a marker to distinguish the bags from fly-tipped litter, then agree a pick up spot. There was an e-mail address to contact the Borough and technical support was available. Residents could search the website: warrington.gov.uk.

Residents could also let that Council know if they identified fly-tipping. It was better not to remove such waste, as the Borough would investigate and prosecute offenders if they could be identified from the waste.

If particular grot-spots were identified residents should inform Winwick Parish Council, which could deploy its own litter picker.

The Chair was notified of road closures in the area, so could let volunteers know the details. This had worked well during the closure of Hermitage Green Lane. However, caution should always be exercise when picking litter in normal traffic. Risk assessments in place for Council staff had identified that it was not safe to pick certain unrestricted roads where there was no pavement. There had been examples of workers killed in the past undertaking such activity. The Chair noted comments about the willingness of the police to assist. She had e-mailed Cheshire Constabulary to understand the nature of the offer.

A lengthy debate ensued about litter picking and key points are summarised below:-

- A recent inspection of Highfield Lane had revealed this road to be in the cleanest state for a long time, due to the efforts of a small number of residents. The local farmer had also been witnessed clearing the gateway to the ‘top field’ with a tractor and shovel. This work was a credit to those involved. However, the middle layby was still in a poor state.
- Delph Lane (behind B&Q) was clear on one side of the road, but the side without a pavement was in a very poor state and required attention.
- The work undertaken on Hermitage Green Lane by volunteers had made big difference.
- A query was raised as to why the Parish’s litter picker had roads on his picking schedule which effectively he drove along to inspect, but could not pick. The need for this element in the service specification was challenged.

- Acknowledgment that some fly-tipping on Hermitage Green Lane had recently been removed and that the Parish's litter picker service did allow for fly tipping to be removed more swiftly than the basic Borough service. However, there were some roads and sites that were simply not safe for him to pick.
- The Council had made a decision on the litter picker service recently and would bring it in-house, giving a greater degree of control to parish councillors.
- Volunteer pickers on Hermitage Green Lane had recovered lots of bags of litter from sites normally covered by the parish litter picker, which raised questions about the level of service being provided. Acknowledgment that the litter picked, in fact, covered an enormous area on his rounds. Also, the volunteers had been able to go further off the road than the Council's litter picker was authorised to, due to safety issues.
- Prior to the litter picking service commencing there had been numerous complaints about litter in the parish. This time of year often produced an increased number of complaints because the lack of foliage cover made embedded litter in the undergrowth more obvious. It was understandable that volunteers might want to pick litter at this time of year.
- A young man had been picking litter on Delph Lane (between Myddleton Lane and Mill Lane) at 6.30pm on a Sunday evening when visibility was poor. The Deputy Chair, normally placed cones outside his house to cut his hedge and did this only when roads were likely to be quiet. The risks of litter picking on the highway should not be underestimated. A neighbour had received broken fingers from a passing car's door mirror while out dog-walking.
- The Parish Council needed to communicate the risks associated with litter picking to potential volunteers.
- It was envisaged that the Council's litter picking service would be reorganised to make it more accountable; that there would be regular reporting to the Operations and Finance Officer; and that the Council would be more responsive to public involvement and would provide guidance as necessary on safety.
- The Chair reiterated that the Council's litter picker carried out work on foot, but could only do so where it was safe to do so. The majority of complaints were about roads that the litter picker was not permitted to pick.
- It was noted that fly-tipping had been removed from two specific locations since being reported recently.
- Concerns that volunteer groups might pick litter without the necessary risk assessments in place and putting themselves in harm's way. There were issues around what training had been provided to volunteers.
- The cost of closing roads specially would be prohibitive and might cost several thousand pounds for each closure. The usual cost was around £3k.
- The need to harness community spirit at the same time as ensuring that volunteers remained safe. Busy roads and steep embankments presented a significant hazard.
- Concerns around what liabilities might fall on the Council if it endorsed the activities of voluntary litter picking groups.
- The need to collaborate with the Borough Council about the use of volunteers.

- Acknowledgment that the Council's litter picker did valuable work. However, there was a need to review the litter picking schedule to clarify those roads which could be safely picked, in order to obtain best value for money.
- The need for the Borough Council's Waste Manager and the Litter Picker to contribute to the debate about the reorganisation of the litter picking service to produce a workable joint venture.
- The Operations and Finance Office had already commenced some work on the issues raised at the last meeting, including seeking costings to inform the redesign of the service and obtaining risk assessments from the Borough Council to advise the public via the Council's website of potential dangers.
- The litter picker could operate a checklist, which identified the location of litter which he was not authorised to pick so that this could be reported to the Borough's Fly-tipping Team. An estimate could then be obtained of how long the litter would take to be removed, so as to provide feedback to those reporting the issue.

2) Questions by Resident GM

"[BT] has just forwarded me a copy of the email that he sent you as an item for discussion at the next Parish Council meeting on 23rd February.

His note summarises very succinctly the ongoing problem of littering and fly tipping in the area and records the fact that a group of residents recovered a large amount of rubbish (26 large bin bags in total) from Hermitage Green Lane on 15th Feb. What was encouraging was the response I received when I suggested litter-picking Hermitage Green Lane, midweek, and at short notice. This was because the road was closed, making it a safe proposition. Even more encouraging has been the significant response from people on the Winwick and Hermitage Green Facebook page who are very keen to do help in the future. I know that there are a number of residents who tackle some other areas on a regular basis. Highfield Lane, for example, seems to be remarkably clear of general litter.

What was very concerning, on the other hand, is that we found leaking oil drums that had been recently dumped on the bank of the stream with the obvious risk of pollutants leaching into the water course. WBC and the Environment Agency have both been informed about this and are taking action. It was also worrying to find that sheets of asbestos were still present despite having been reported on several occasions over the past 16 months. I notified WBC again and also contacted Cathy Mitchell and I believe that this is now being dealt with. My understanding is that Hermitage Green Lane presents a particular problem because of some ambiguity about ownership of the land.

Delph Lane (by B&Q) is another major site for general litter and fly tipping and I'm hoping we can arrange a group to address this in the next few weeks. I believe [PC] Simon Dadswell has indicated that he could offer partial road closure on a rolling basis so that it could be done safely where there is no pavement and I'll be speaking to him next week to arrange a suitable date. Cathy Mitchell has provided me with contact details at WBC to arrange a supply of bags etc and collection of rubbish which I expect to be significant.

I'm confident that there is the will and enthusiasm among local residents to take part in litter-picking on a regular basis but it is disheartening when you know that it will be a continuing problem.

With that in mind, I would like to ask the Parish Council three specific questions.

1. *Have they ever approached Burger King and/or B&Q for help to address the issues along Delph Lane as it is evident that their presence does contribute, to some extent, to the litter found there? For example, there is a huge volume of litter around the goods entrance to B&Q where lorries wait to deliver to the store. Burger King's contribution is self-evident from the branding on some of the discarded rubbish. Is it possible that they could contribute by installation of CCTV and signage for example?*

2. *Large-scale fly tipping is clearly a significant problem all over the borough and must be a major headache for WBC. I know that the question of installation of CCTV has been raised with WBC but I recognise that the cost and logistics of that would be expensive. Therefore, has the Parish Council (or indeed WBC) investigated the possible use of mobile cameras that could be installed on a temporary basis at known fly-tipping sites?*

3. *Does the Parish Council have any specific plans or proposals to deal with the problems of littering and fly tipping, locally.*

[Additional Questions Submitted]

4. *Further to my earlier email regarding litter; could I ask what areas does the official, employed litter-picker cover and how many days he is employed for? I just wonder if he is being spread a bit too thinly.*

5. *Would it be possible for the Parish Council to publish, say monthly, which areas have been visited by the official litter-picker so that volunteers don't end up re-visiting an area that has already been cleared?*

6. *Also, could the litter-picker be asked to provide feedback on any areas that he considers would benefit from additional effort?"*

Response: The Chair thanked the resident concerned for his questions, which raised similar points to those debated above. An approach had been made to Burger King several times in the past and had been well received. Their staff did pick litter in the vicinity of the fast food outlet, but could only safely go so close to the highway. However, a 20m strip of the grass verge should be easily accessible. It would be possible to include Burger King and B&Q in the engagement exercise.

The Borough Council was still finalising the plans for signage along Hermitage Green Lane.

The litter picker did have a regular weekly route, but it was acknowledged that this covered a large area. Feedback from residents would be important in identifying which areas to focus on. Contact information could be placed on the Council's website.

Decision –

- (1) To note the questions submitted by residents, the debate and the responses provided.
- (2) To request the Officers, as soon as possible, to add some information to the Council's webpages:-
 - (i) To outline plans for the reorganisation of the existing litter picking service;
 - (ii) To welcome the public's engagement and involvement in litter picking;
 - (iii) To highlight concerns over public safety to prevent any accidents occurring.
- (3) To request the Officers to consider organising a public engagement event at the Leisure Centre (when gatherings are permitted again), to discuss how litter picking should be organised and coordinated across the paid for service and voluntary groups.

WPC.143 Written Motions Received

There were no written motions received on this occasion.

WPC.144 Police / Community Issues

Updates had been circulated from PCSO Neil Brown (Winwick Ward) for February 2021 and from Anna-Maria McGreal (Peel Hall/Houghton Green Wards) for January 2021.

Winwick Ward

- Speed enforcement was taking place in numerous locations across the area. This was going to be more frequent, due to the Force's current priority of road safety. PCSO Brown had submitted a request for more site codes, so the speed camera could be used in more locations.
- PCSO Brown had been keeping in touch with local schools via emails over the past months.
- There had been suspicious activity reported on Rectory Lane and PCSO Brown had attended and reviewed the footage. The witnesses had been requested to pass on any more information if it continued.
- There had been numerous reports of off road bikes travelling along Myddleton Lane. PCSO Brown had submitted intelligence about this, as their point of origin was believed to be known.
- The rest of PCSO Brown's time had been spent doing foot patrols around the areas.

The report also contained information specific to Burtonwood and Westbrook Parish which is not recorded in these minutes.

The Chair was aware of the reports of incidents of anti-social behaviour in Rectory Lane late at night.

Peel Hall/Houghton Green Wards

In total, there had been 243 incidents recorded across the Borough Council's Poplars and Hulme Ward, which included the Parish's Peel Hall Ward.

Crime

- ABS;
- Shoplifting – Co Op Cotswold Road;
- Domestic Incidents.

ASB/Incidents of note

- Reports of ASB around the carpark off Ballater Drive, including the use of canisters;
- Reports of ABS around Winwick Road;
- Reports of covid breaches around the ward.

Other Matters

- Over the month of January PCSO McGreal had focused on parking issues around the area. Advisory notices and fixed penalty notices have been given out at Hermes on Mill Lane and Poplars Avenue.
- PCSO McGreal and been working with the community PCSO to do speed enforcement over the area.
- Warrington North Beat team have been paying attention to the car park off Ballater Drive due to issues with ASB.

The report also contained information specific to areas of Poplars and Hulme Ward outside of Winwick, which is not recorded in these minutes.

Councillor Matthews reported that there had been a spate of vandalism which appeared to have targeted one neighbour's garden on Delph Lane. Three separate incidents had occurred, culminating in an outbuilding being burnt down.

Decision –

- (1) To note the reports on police and community issues submitted.
- (2) That residents are encouraged to report any suspicious activity to the Police.

WPC.145 Correspondence

General 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 – 26/01/21, 27/01/21, 28/01/21, 02/02/21, 04/02/21, 09/02/21, 11/02/21, 12/02/21 and 18/02/21
2. E-mails and reminders from Jackie Weaver and Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about crowd funding in response to local flooding, virtual meetings, website accessibility standards and various other training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 22 and 29 January and 5 and 12 February 2021. E-mail offering an annual subscription (21% discounted for 1 year) at £1,086.04 – 22/01/21, 25/01/21, 27/01/21, 29/01/21, 02/02/21, 05/02/21, 10/02/21, 12/02/21 and 15/02/21,
3. E-mail from Jenny Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meeting due to be held on 10 February 2021 – 03/02/21
4. E-mail from a resident, PH, asking if the Parish council is responsible for litter bins and advising of a lack of litter bins in the area from the Millhouse roundabout towards the Motorway bridge and beyond and for the length of Mill Lane up to and past the Plough and for the length of Radley Lane. The resident points out that responsible dog walkers are having to carry dog waste bags for long distances and irresponsible owners may simply discard the waste – 08/02/21
5. E-mail from Anna-Maria McGreal, PCSO, seeking information about the existence of, or possibility of establishing, a neighbourhood watch scheme around Mill Lane –10/02/21
6. E-mail from Stephen MacKellar, Solicitor, FDR Law, providing further information about Winwick Educational Foundation, as part of the induction process for the Council's newly appointed Trustee Councillor Mike Matthews – 11/02/21
7. E-mail from Jackie Neal, Chair - Governing Body, Winwick CE Primary School seeking initial feedback from the Council about their school and community improvement proposals, prior to wider public consultation taking place. An item is included in Part 2 of the Agenda and associated planning correspondence is included at Agenda Item 9, Issues 2) and 3) – 10/02/21
8. E-mail from David Keane, Police and Crime Commissioner for Cheshire, enclosing a special Budget Edition stakeholder bulletin for February 2021 – 16/02/21
9. E-mails from Katie Halliwell, Democratic Services Officer, Warrington Borough Council, about two Parish Councillor Briefing sessions offered by Michael Bell, Planning Policy and Programmes Team, on the Town Centre and House

Extensions SPDs, on Tuesday 23 February and Monday 8 March 2021 at 6pm – 17/02/21 (x2)

10. Letter dated 19/01/21 from Ison Harrison Solicitors (This correspondence includes confidential matters and a verbal update will be provided by the Clerk as part of the Finance Officer's report at Agenda Item 17) – 18/02/21
11. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Healthmatic – Automatic public conveniences
 - Kompan – outdoor play and fitness equipment.
 - Terrain Safety – Safecouncil.uk Service: sector specific health and safety advice

In respect of Correspondence Item 2 (ChALC bulletins), Councillor Matthews expressed an interest in what the Association and other Cheshire authorities were doing in relation to flooding risks. Julian Joinson, Clerk, reported that the bulletin had been around raising funding for the victims of flooding after Storm Christoph. Members noted that there had been numerous flooding incidents across Warrington, including areas of Croft and Kenyon Lane. Members queried whether the gullies and drains were sufficiently well maintained. Councillor Matthews had previously written to the Leader of Warrington Borough Council about the possible establishment of a fund for gully maintenance through the s106 planning process.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) To request the Clerk to forward the correspondence about flooding at Correspondence Item 2 to Councillor Matthews.

WPC.146 Planning Matters

The following planning applications and correspondence had been received:

General Correspondence

1. E-mail dated 12/02/21 from the Planning Policy and Programmes Team, Warrington Borough Council, in connection with that Council's consultations on Supplementary Planning Documents (SPDs) - a draft Town Centre SPD and a draft House Extensions SPD.

Town Centre SPD

The Town Centre SPD would support the Council in managing the increasing number of development proposals coming forward in the town centre by:

- Bringing together the Council's vision and aspirations for the sustainable development of the Town Centre to benefit all residents, business and visitors to the town.
- Establishing clear design principles to guide new development in the Town Centre and across key development sites.
- Requiring developers to give more detailed consideration to how their proposals would contribute to the wider Town Centre at the start of their design process.

House Extensions SPD

Warrington Borough Council's House Extensions SPD would provide benefit to householders and their agents when planning extensions and alterations to houses. It would illustrate the criteria which would usually be applied by the Council in assessing proposals for house extensions.

The Council's current House Extension Guidelines had been adopted in 2003. Whilst it was a useful and well used document, it was now out of date and required revision to better reflect current national and local policies. This clarity would improve assurances to applicants on the likely acceptability of proposals before submission and, in turn, would allow officers and Councillors (through Development Management Committee) to make more robust decisions.

Consultations

The draft SPDs were now subject to formal public consultation, as required by The Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement.

Copies of the draft SPDs together with supporting information on the consultation was available to view on the Council's web site:

<https://www.warrington.gov.uk/TownCentreSPD>

<https://www.warrington.gov.uk/HouseExtensionsSPD>

The consultation period was from Friday 12 February until Sunday 14 March 2021. Late representations would not be accepted.

2. Letter dated 09/0221 from Niki Gallagher, Development Manager, Warrington Borough Council, seeking comments from the Council on the planning application referred to at 9 below. Any response should be submitted within 21 days of the date of the letter, ie. by 2 March 2021.

Domestic Planning Applications

3. Application reference: 2021/38584
Location: 112, Dundee Close, Winwick, Warrington, WA2 0UL
Description of development: Lawful Development Certificate -Proposed single storey rear extension and partial garage conversion with roof window.

4. Application reference: 2021/38621
Location: 13, Maple Road, Winwick, Warrington, WA2 8NH
Description of development: Householder - Proposed single storey extension at the side and back of the existing house, front entrance porch and shed in the back garden
5. Application reference: 2021/38711
Location: 1, Pilgrim Close, Winwick, Warrington, WA2 8TF
Description of development: 42 Day Householder Prior Approval - Proposed single storey rear extension to extend beyond the rear wall by 3.80 metres, maximum height 3.60 metres, height at the eaves 2.50 metres
6. Application reference: 2021/38721
Location: 4, Hollins Drive, Winwick, Warrington
Description of development: Full Planning - Proposed rear extension
7. Application reference: 2021/38738
Location: 15, Ballater Drive, Winwick, Warrington, WA2 0LX
Description of development: Householder - Proposed single storey front / side extension

Non-Domestic Planning Applications

8. Application reference: 2021/38540
Location: Land South of M62, Mill Lane, Houghton Green, Warrington, WA2 0SU
Description of development: Outline Planning Application (Major); Outline planning application for 27 residential dwellings (15 three storey townhouses and 12 two storey semidetached houses), open amenity space and associated development (access, layout and scale only - landscaping and appearance are reserved matters).
9. Application reference: 2020/38376
Location: Winwick C E Primary School, Myddleton Lane, Winwick, Warrington, WA2 8LQ
Description of development: Full Planning - Proposed vehicle barriers, gates and fencing and resurfacing and line markings of car park
10. Application reference: 2020/37672
Location: 4, Birch Avenue, Winwick, Warrington, WA2 9TN
Description of development: Lawful Development Certificate - Proposed Garage conversion into hair salon

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

**WPC.147 Review of Risk, Internal Controls and Financial Regulations
2020/21**

Members considered a joint report of the Clerk and Operations and Finance Officer on the Review of Risk, Internal Controls and Financial Regulations 2020/21.

The Accounts and Audit Regulations 2015 stated that a Council must ensure that it had a sound system of internal control which—

- (a) facilitated the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensured that the financial and operational management of the authority was effective; and
- (c) included effective arrangements for the management of risk.

The Regulations also required an annual review of the effectiveness of the Council's overall system of internal control.

The Parish Council was responsible for ensuring that its business was conducted in accordance with the law and proper standards and that public money was safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council was also responsible for ensuring that there was a sound system of internal control which facilitated the effective exercise of the Council's functions and which included arrangements for the management of risk.

The report set out further details on the following:-

- Purpose of the system of internal control (a copy of statement of internal controls was provided);
- Personnel/bodies involved with the internal control environment;
- Review of effectiveness;
- Financial risk arising from health and safety issues; and
- Review of Financial Regulations (the current Financial Regulations and Summary of the Procedure for Contracts were provided).

The report sought endorsement of the Operation and Finance Officer's decision to appoint Styles to the role of internal auditor. Changes to the Financial Regulations were proposed at Agenda Item 11 – Finance Officer's Report, including powers authorise additional signatories for cheques and/or electronic banking payments.

Decision –

- (1) To note the report on the Review of Risk, Internal Controls and Financial Regulations 2020/21
- (2) To endorse the appointment of Styles as the Council's internal auditor for the completion of the accounting statements 2020/21 and for all other matters for the duration of 2021/22.

WPC.148 Finance Officer's Report

Members considered a report of Clare Jones, Operations and Finance Officer, on a

number of financial issues as at January 2021, details of which are set out below. The report included a detailed profit and loss statement for the Leisure Centre and income and expenditure statement for the Parish Council as a whole.

Budget Review 2020/21

In January 2021, the Council had received £1.3k of income through the Leisure Centre including £700 of furlough monies (The full January furlough balance of £2.4k would show in February figures, as payment had only been received on 4 February). This put the Centre at a loss of £3.2k for January, with the year to date showing a £32.8k loss.

Furlough claims for a further £1.8k (Feb reclaim) had been received on 15 February 2021 and further claims were being processed weekly.

The Council had incurred £8.1k of precept expenditure in January with £84.1k expenditure on the year to date.

Work was ongoing to bring in outstanding credit accounts for room hire and to clear outstanding payments to suppliers. Details of amounts received, amounts due and customers under further debt chasing measures were due to be reported in Part 2 of the meeting, due to data protection and commercial sensitivity issues. A summary of creditors due was also due to be reported in Part 2.

Review of Financial Regulations

Members considered proposed amendments to the Council's Financial Regulations, a summary of which is as follows:-

- (a) Paragraph 5.3 – amended wording (Cheques and electronic payments to be signed by any three of the authorised signatories, to include both Members and staff. This will ensure greater resilience within the system, particularly following an Election);
- (b) Paragraph 6.9 – amended wording to clarify that the Bank Mandate may include officers as signatories;
- (c) Paragraph 9.1 - delete final sentence (This action was no longer considered to be necessary as expenditure was signed off by the Operations and Finance Officer and Centre Manager and retained on a file which was available for inspection);
- (d) Paragraph 9.2 – additional sentence to authorise relevant staff to obtain purchase order numbers from hirers, as appropriate;
- (e) Paragraph 9.3 – additional wording setting out a phased approach to debt chasing, with escalating levels of response at 30, 45, 60 and 75 days; and
- (f) Paragraph 9.7 – deletion of paragraph, as this process was outdated. Electronic systems now recorded which bank payments had been received and allocated them to an invoice. The electronic system provided the necessary audit trail between hires and payments received and any follow up actions could be undertaken from that information.

Councillor Matthews suggested that the number of days allowed for debt chasing

was too generous and that at 30 days outstanding debts should be reported to the Management Committee under Part 2.

Councillor Matthews enquired about the production of a statement of account for each customer. Ms Jones replied that the Council already did so, however there was still a manual process to match up individual payments received to hirings for those organisations with multiple bookings.

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2020/21.
- (2) To approve the amendments to the Council's Financial Regulations as set out in the report subject to the following variations:-
 - (i) The change identified at (a). Insert a new Paragraph 5.4 to require that on those occasions where the three signatories comprise officers only, the prior consent of the Chair or Vice Chair should be obtained by any reasonable means of communication.
 - (ii) The change identified at (c) above. Delete final sentence at paragraph 9.1 and insert a new sentence to provide that weekly bar returns should be submitted to the Management Committee on a monthly basis.
 - (iii) The change identified at (e) above. At Paragraph 9.3(i) insert wording to ensure that debts over 30 days are reported to the Management Committee
- (3) To request the Operations and Finance Officer to circulate an amended version of the Financial Regulations with the papers for the next Council meeting.

WPC.149 Reports from Outside Bodies

Member considered a report of the Clerk on the meeting of the Parish Council Liaison Meeting held on 11 February 2021 hosted by Warrington Borough Council. The report provided an outline of the main discussion points, which were as follows:-

- Introduction by the Solicitor to the Council;
- Minutes of 12 November 2020;
- Comments from the Chef Executive;
- Update from the Electoral Services Manager;
- Local Plan Update from the Planning Policy and Programme Manager;
- Update from the Development Manager;
- Update from the Director of Public Health;
- Budget and Precept Setting Update from the Senior Accountant (Closure);
and
- Update from the Executive Director of Environment and Transport

Decision – To note the update on outside bodies.

WPC.150 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 9 February 2021 were not yet available as the meeting had been adjourned and reconvened immediately prior to the Council meeting today. The minutes would be provided to Council at its March meeting.

WPC.151 Ward Reports / Updates

Peel Hall Ward

Councillor Collins reported that an e-mail had been circulated to all Members about the erection of a dirt mound and oil-drum barrier on Satnam's land adjacent to Birch Avenue. This had caused great upset to the residents and represented a significant insult. The matter was panning issue. The construction was both an eyesore and a wholly unsuitable construction, as the loose dirt would blow away when dry or wash into the drains under heavy rainfall. Members were encouraged to seek its removal.

A number of Members expressed concern at the development and queried whether enforcement action could be taken by the Borough Council. The incident spoke to the character of the developer and perhaps reflected the level of success by residents in opposing the proposed overarching development at Peel Hall.

Houghton Green Ward

There were no issues reported on this occasion.

Winwick Ward

There were no issues reported on this occasion.

Decision –

- (1) To note the ward reports and updates provided.
- (2) To request the Clerk to write to Warrington Borough Council to seek advice upon the status of the earthwork and oil-drum barrier on Birch Avenue and to ascertain the planning implications of the development.

WPC.152 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 23 March 2021 at 7.30pm.

WPC.153 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.

Councillor D Friend declared a personal interest in the following item on the basis of her membership of the Warrington Educational Trust (the owner of Winwick CE Primary School's land)

WPC.154 Winwick School and Community Improvement Plan

Members considered some presentation slides from the Governing Body of Winwick CE Primary School, in connection with a School and Community Improvement Plan.

The report was taken in private as, at this stage, the school was seeking the Parish Council's initial views on the proposals before rolling out a full public consultation. The Council would engage more widely with the public at that time.

The Plan included 3 distinct Phases, as follows:-

- Phase 1 - Creating a safer environment (for completion spring/early summer 2021) - Upgrade of the side access road from Myddleton Lane along the side of the shops approaching the Leisure Centre, as well as the current school carpark
- Phase 2 – Upgrade proposals (2022 onwards)
- Phase 3 – Future vision for the school (2022 and beyond)

Details of Phase 1 were already in the public domain, by virtue of the planning application submitted to the Borough Council (reported at Minute WPC.146 (No.9)).

In respect of Phase 1 Members expressed some concerns about the plans to install a barrier across the access road to the Centre as this might have implications for customers arriving at the Centre in the morning and create traffic congestion generally in the area. The afternoon barrier closures should have less of an impact on the Centre's operation and its customers. However, the walk up coffee trade could also be affected. Further discussions would need to take place with the school to agree a workable system to balance the safety needs in respect of children and parents with the business requirements of the Centre.

The review of the Access Road Licence Agreement under Phase 1 might give rise to some additional financial pressures on the Council.

Some concerns were expressed around the implications of Phase 2 regarding general access to parking and of Phase 3 in connection with the Centre's Business Model and existing lettings. These matters would need to be discussed more fully with representatives of the school.

It was hoped that the school could provide further information to the Council at a later date which the Council could share with the public a part of a wider consultation exercise.

Members were invited to agree the schools proposals, in principle. The Clerk

reminded Members that the proposals were at an early stage and that many details would need to be worked out during formal negotiations with the school's representatives. Phase 1 involved school land only, but did affect the lane over which the Centre had a right of access. Comments or objections could be submitted to the planning authority in respect of Phase 1, if Members so wished.

Decision – To note the Winwick School and Community Improvement Plan and to agree the proposals, in principle, subject to negotiations with the school's representatives about the details of what is proposed.

WPC.155 Finance Officer's Report – Confidential Items

Finance Report

Members considered a confidential report of Clare Jones, Operations and Finance Officer, on the following:-

- Casflow statement;
- Creditors (at Feb 2021);
- Debtors (outstanding room hire income).

Ms Jones reported on the cashflow position for February 2021, which showed the cash at bank and expected income and expenditure for the month. The report had been provided following concerns expressed by the Chair of the Management Committee that the bank balance was low. However, the Finance Officer's view was that the Council had sufficient resources to continue to meet its commitments, provided anticipated receipts for room hire continued to flow into the Council.

A request to provide further information to the Committee about historic debt had been received. This would require a significant amount of extra work by the Operations and Finance Officer, which could not be undertaken unless some of her hours were unfurloughed. If unfurloughing was not agreed, the greater priority would be to continue to chase outstanding debt. Members were reminded of the number of furlough hours currently applied to the Operations and Finance Officer's post.

Councillor Matthews expressed concern about the level of historic debt which individuals and agencies had been able to accumulate without intervention. This had led to the Council itself having to slow down payments to its suppliers to protect its cashflow, a situation which it deeply regretted. He suggested that a further report be provided which identified the age of outstanding debts and set realistic targets for its recovery to support the cashflow. The Council should then negotiate with its creditors about likely timescales for meeting its liabilities. He added that it would not be feasible for him to continue to Chair the Management Committee effectively without the above information.

Members expressed their confidence in the Operations and Finance Officer who had inherited a difficult situation based on outdated custom and practice around lettings.

Councillor Iddon asked if the Centre would continue to allow lettings to debtors who owed significant sums.

The Chair enquired about the number of hours which would need to be unfurloughed to carry out the work around additional reporting. Ms Jones highlighted that the Xero accounting system did not provide a suitable spreadsheet for creditors. For debtors, the system provided all of the amounts, but not in a format which was searchable automatically by age of debt. Hence significant manual operations were required to produce the reports requested.

Councillor Matthews considered that the system for reviewing cashflow and chasing debts required more structure. Weekly cash forecasts might be required to take the Council up to the 2021/22 financial year, particularly as the amount of outstanding debt recoverable was not certain. The Council would need to consider budgeting for bad debts and agree a process for authorising the writing off of unrecoverable debt. The Council aimed to be a trusted customer and did not wish to damage its relationship with its own creditors due to late payments.

Ms Jones could not be certain about the additional hours needed until she carried out the extra tasks for the first time. Councillor Matthews suggested that the Council's auditors might be able to assist with the accounting software issues. He also enquired about the Council's ability to access an overdraft for emergency use and access the Millennium Fund bank account. The Clerk confirmed that he had search his records regarding the Trust's bank account, which was with Yorkshire Bank. However, there was no cheque book with the file.

Ms Jones reported that some significant outstanding monies were starting to be recovered from a number of public sector bodies in arrears and that one large business debtor had begun to clear outstanding debts in large blocks. It was acknowledged that some businesses with whom the Council traded had their own cashflow issues and the Council was trying to be as supportive as possible to local businesses.

Public Liability Claim

The Clerk reported that a claim had been received by the Council in respect of public liability, which was being dealt with by the Council's insurers. Members were informed of the nature of the alleged incident and the injury sustained.

Decision –

- (1) To note the report of the Operations and Finance Officer on cashflow, creditors and debt.
- (2) To request the Operations and Finance Officer to provide cashflow forecasts, creditors and debtors reports with information on the age of the credit or debt to the Management Committee.
- (3) To agree to unfurlough the Operations and Finance Officer for an appropriate number of hours to carry out the tasks at (2) above and any ancillary work necessary, including contacting the Council's auditors, if required.

- (4) To note the verbal report of the Clerk in respect of a public liability claim.

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 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	-	-	Progress subject to current budgetary constraints	
6	To request the officers to continue to explore the options for providing some flowers on Hermitage Green.	WPC.63(3)	22/09/20	Clerk/ Finance Officer	-	-	Progress subject to current budgetary constraints	

Agenda Item 4

7	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	
8	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	-	-	Progress subject to current budgetary constraints	
9	To request the Officers, as soon as possible, to add some information to the Council's webpages:- (i) To outline plans for the reorganisation of the existing litter picking service; (ii) To welcome the public's engagement and involvement in litter picking; (iii) To highlight concerns over public safety to prevent any accidents occurring.	WPC.142(2)	23/02/21	Clerk	-	-	In progress	
10	To request the Officers to consider organising a public engagement event at the Leisure Centre (when gatherings are permitted again), to discuss how litter picking should be organised and coordinated across the paid for service and voluntary groups.	WPC.142(3)	23/02/21	Finance Officer	-	-	Awaiting lifting of restrictions on gatherings. The Deputy Chair has held a preliminary meeting with representatives of the Winwick Litter Network	
11	To request the Clerk to forward the correspondence about flooding at Correspondence Item 2 to Councillor Matthews.	WPC.145(2)	23/02/21	Clerk	-	-	Not yet commenced	

12	<p>To approve the amendments to the Council's Financial Regulations as set out in the report subject to the following variations:-</p> <p>(i) The change identified at (a). Insert a new Paragraph 5.4 to require that on those occasions where the three signatories comprise officers only, the prior consent of the Chair or Vice Chair should be obtained by any reasonable means of communication.</p> <p>(ii) The change identified at (c) above. Delete final sentence at paragraph 9.1 and insert a new sentence to provide that weekly bar returns should be submitted to the Management Committee on a monthly basis.</p> <p>(iii) The change identified at (e) above. At Paragraph 9.3(i) insert wording to ensure that debts over 30 days are reported to the Management Committee</p>	WPC.148(2)	23/02/21	Finance Officer	-	-	In progress	
13	<p>To request the Operations and Finance Officer to circulate an amended version of the Financial Regulations with the papers for the next Council meeting.</p>	WPC.148(3)	23/02/21	Finance Officer	-	-	In progress	
14	<p>To request the Clerk to write to Warrington Borough Council to seek advice upon the status of the earthwork and oil-drum barrier</p>	WPC.151(2)	23/02/21	Clerk	-	-	Not yet commenced	

Agenda Item 4

	on Birch Avenue and to ascertain the planning implications of the development.							
15	To request the Operations and Finance Officer to provide cashflow forecasts, creditors and debtors reports with information on the age of the credit or debt to the Management Committee.	WPC.155(2)	23/02/21	Finance Officer			Completed at Management Committee (09/03/21)	
16	To agree to unfurlough the Operations and Finance Officer for an appropriate number of hours to carry out the tasks at (2) above and any ancillary work necessary, including contacting the Council's auditors, if required.	WPC155(3)	23/02/21	Finance Officer			A partial unfurlough only was required.	

Progress Legend

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

Version 8.0 - (Final) – 17/03/21

From: [REDACTED]
Sent: 23 February 2021 08:04
To: jjoinson.winwickclerk@outlook.com
Subject: Council Meeting 23/02/2021

Hi

Apologies for the lateness of this question, if there are no others I hope you will still consider it for this month's meeting.

Could the council advise if they have had any discussions with the school regarding their new planning application?

While I accept this is an application that in no way involves the council the gates that will block the entrance at certain times of the day will directly affect the leisure centre and the businesses using it, the nursery for example.

Will the leisure have any control over the gates? If not how are they to be opened in the case of an emergency, ambulance or fire for instance? If they are accidentally locked at night or on weekends how are they to be opened?

I have already commented to the borough on the planning page with my concerns, but it would be good to know what the councils thought are on this matter and how it will affect the Parish.

Many Thanks

[REDACTED] [JH]

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Poplars and Hulme Ward

February 2021

PCSO Anna-Maria McGreal	Anna-Maria.McGreal@cheshire.pnn.police.uk
PC Sophie Berry	Sophie.Berry@cheshire.pnn.police.uk
PS Lee Hillyard	Lee.Hillyard@cheshire.pnn.police.uk

In total there have been 240 incidents recorded across the Poplars and Hulme ward. The repeat locations for the parish perimeter

Crime -

Neighbour Disputes
Covid Breeches
Traffic Offences – Winwick Road
Reports of online fraud/scams

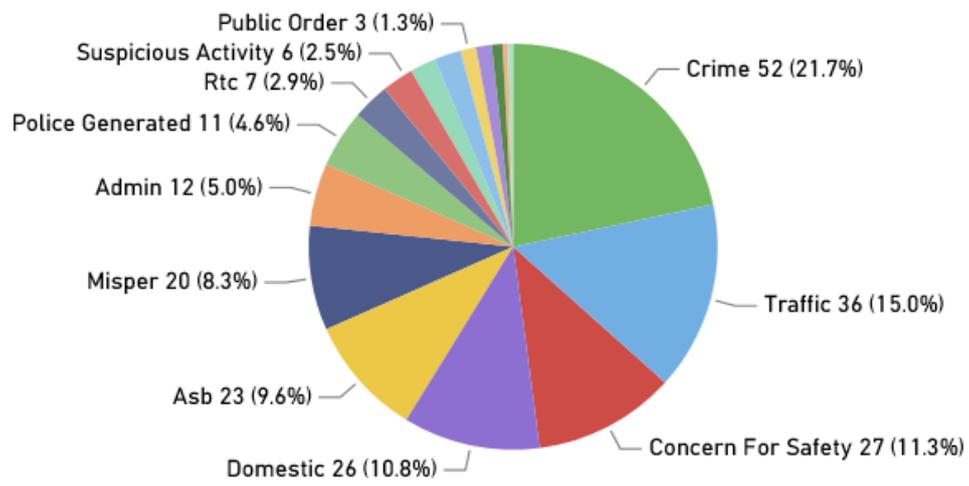
ASB/Incidents of notes –

Reports of ASB involving scrambler bikes in the area.
Reports of youths smoking cannabis around the area of Statham Avenue.

OTHER –

This month has been a busy month:

- We have a new beat manager for the area PC Sophie Berry.
- TurCam has been done on both Poplars Avenue and Blackbrook Avenue; we have caught several motorist exceeding the speed limit.
- We have been tackling the on-going parking issues on the junction of Statham Avenue/Poplars Avenue. The issue being causing an unnecessary obstruction by parking within 10 meters of a junction, several advisory notices have been issued. The next step are fixed penalty notices to any vehicles parking on this junction.
- PCSO McGreal and PCSO Paulo have been out on Mill Lane delivering letter to residents regarding joining a neighbourhood watch. We are waiting for response from parish council.
- We have been in contact with local primary schools St Stephens and St Andrews with 'Whilst you are at home' PowerPoint.



Winwick Parish Council

Correspondence since 23 February 2021
(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 – 24/02/21, 04/03/21, 09/03/21, 15/03/21 and 18/03/21
2. E-mails and reminders from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 26 February and 5 and 12 March 2021 – 26/02/21 (x2), 01/03/21, 02/03/21, 04/03/21, 05/03/21 and 12/03/21 (x2)
3. Electronic enquiry form submission by Warrington resident, GH, asking about the possibility of metal detecting on Council land – 24/02/21
4. E-mail from Theresa Whitfield, Head of Strategic Support & Coordination, Warrington Borough Council, about a consultation with the public and stakeholders on a proposal to re-introduce a Public Space Protection Order (PSPO) for Warrington. This, if made, will allow the Council to continue a range of measures to address anti-social behaviour issues (which can be linked to the use of alcohol) and help maintain public spaces in this area. The consultation has commenced and runs for 4 weeks, closing 5pm on Wednesday, 24th March 2021 – 26/02/21
5. E-mail from Peter Hanlon, Census Engagement Manager (Warrington & St Helens), Office for National Statistics, reminding the Council of the date of the Census (21 March 2021) and offering support and informational materials – 01/03/21
6. 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 4 and 11 March 2021 – 02/03/21 (x2) and 10/03/21
7. E-mail from Katie Halliwell, Democratic Services Officer, Warrington Borough Council, providing access to purdah guidance applicable during the pre-election period – 09/03/21
8. Electronic enquiry form submission by Winwick resident, SA, enquiring about the reasons for the Parish Precept increase and complaining about the condition of Peel Hall Park – 11/03/21
9. E-mail from Lisa Farmer, Royal British Legion Industries, about support for the VE Day Remembrance on 8 May 2021 and promoting purchase and display of the RBL's Tommys – 15/03/21

10. E-mail from Mike Pope, Clerk & Responsible Financial Officer, Croft Parish Council, enquiring if any parish councils are aware of permanent signs erected adjacent to the highway to deter fly tipping and under what arrangements – 18/03/21

11. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - GoCompare – website links regarding winter preparedness of householders
 - Healthmatic – automatic footfall, vehicle and bicycle counters
 - Kompan – outdoor play and fitness equipment and inspection and repairs.
 - myparishcouncil.co.uk – website design
 - Playsource - outdoor play and fitness equipment and repairs
 - Snow innovations – business and finance software supplier

Up to date as at 18/03/21

Winwick Parish Council

Planning Matters since 23 February 2021

General Correspondence (1)

1. Update dated 21 February 2021 from Peter Black, Blackfryers Consultants, on the Peel Hall Inquiry:-
 - Because the appellant (Satnam) had not prepared their traffic evidence properly, Satnam were given a significant amount of extra time to run additional traffic models and as a result the Public Inquiry was adjourned after hearing the majority of the evidence.
 - The Inquiry is still on course to resume on Tuesday 9 March 2021 and will hear transport and planning evidence
 - Save Peel Hall are also intending to raise flooding and drainage again given the recent flooding events in Warrington
 - Warrington Borough Council are maintaining their objection on highway grounds, at least for the time being
 - Save Peel Hall have put a huge amount of time and effort into preparing and presenting their case, which they have done in a professional and persuasive fashion despite the difficulties of doing this on-line.

Domestic Planning Applications (4)

2. Application reference: 2021/38779
Location: 38, Myddleton Lane, Winwick, Warrington, WA2 8NJ
Description of development: Lawful Development Certificate - Proposed Dormer
3. Application reference: 2021/38862
Location: 1, Waterworks House, Delph Lane, Warrington, WA2 0RF
Description of development: Householder - Proposed two storey rear extension
4. Application reference: 2021/38861
Location: 8, Spires Gardens, Winwick, Warrington, WA2 8WB
Description of development: Householder-Proposed single storey to side and new drive and off-road parking, reinstating a previous garage conversion from habitable back to garage.
5. Application reference: 2021/38989
Location: Rock Cottage, Newton Road, Winwick, Warrington, WA2 8SA
Description of development : TPO - T1 Oak situated to the rear of the property, crown reduce height and spread by 1-2 metres providing clearance from Rock Cottage, Leaving a balanced crown and to allow more light to Rock Cottage and Oak House.

Non-Domestic Planning Applications (3)

6. Application reference: 2021/38708
Location: Carshop, Calver Park Road, Winwick, Warrington, WA2 8JH
Description of development: Full Planning (Major) - Proposed portal framed building for vehicle preparation, finishing and photozone building

7. Application reference: 2020/37672
Location: 4, Birch Avenue, Winwick, Warrington, WA2 9TN
Description of development: Full Planning - Part retrospective garage conversion into Hair Salon with associated works

8. Application reference: 2021/38791
Location: Land Adjacent To Winwick Road, Warrington
Description of development: Agricultural Prior Approval - Proposed Grain Store

Up to date as at 18/03/21

Update for Winwick Parish Council's meeting on Tuesday 23rd March 2021

This is a summary of how our first month's activities since the launch of Winwick Litter Network, less than a month ago, on 21 February. Requests are shown in italics through the numbered bullet points and also in the Concluding section of this paper.

1. Our facebook group <https://facebook.com/groups/winwicklitter> now has over 160 members and notwithstanding the fact we are still in Lockdown, we have managed to achieve a significant amount of preparatory work and also facilitate the clean-up of wide sections of our Parish.
2. In particular, we have cleaned up the entire section of the Sankey Valley Trail from Old Alder Lane's railway bridge to meet up with a neighbouring Network in Callands. Delph Lane near B&Q and down to the junction with Mill Lane has been significantly tidied up (with excellent support from our local Police Officer Simon Dadswell). Hermitage Green Lane has been litter-cleaned. Dave Taylor continues with his regular Myddleton – Highfield – Waterworks Lanes clear-ups. Hollins Lane down to the hospital, Golborne Road, Green Lane and a good deal of the green space surrounding Winwick Park is now being "managed" by our Volunteers. Mapping tools on our site show where routes / spaces have been "adopted".
3. Liaison with Warrington BC has been good on a two-way basis. 20 Litter pickers have been loaned to us. We are in dialogue with them on advance booking of pick-ups from selected "safe" locations and are keen to bed down the establishment of a regular collection on litter and detritus we have "picked". Please see later.
4. We've met with John, our Parish Litter picker and relations seem good. Dovetailing-in of his forward planning and ours is *something we would like to see PC support on*.
5. We've negotiated support from B&Q and AAH Pharmaceuticals for a significant amount of rubble bags, work gloves, hi-vis jackets and PPE equipment. We hope to be able to continue this support. One of our Members has donated hi-vis jackets, work gloves, red and white tape and two large "SLOW DOWN" signs which we used very effectively on Delph Lane. As such there will be a requirement for an ongoing supply of a large number of the new WBC blue bags on a regular basis.
6. We also have the offer of support on one free skip a month from Winwick Road Skip Hire. *There may be occasions where we need a "safe" location for this to be left (not overnight, but from, say, 10.00am 'til 4.00pm), while we arrange the transfer of litter / detritus from elsewhere. The Leisure Centre parking area seems ideal for this – please consider.* This capability would augment WBC collections and save Council money.
7. We've negotiated 100 10% Discount Cards for our active Members with Kenyon Hall Farm Shop, who have been very supportive indeed.
8. Other support has been obtained to support Monthly Prizes for active Members w.e.f. April from Bents Garden Centre, Thorougoods, GrazeCheshire and Bottlewick. Bottlewick is a SME run by a young couple in the village who use re-cycled bottles to produce fragrant candles. We are supporting them with wine bottles and the like litter-picked from our verges and hedgerows in what we feel is a unique tie-up.

9. We have awarded Dave Taylor with an Unsung Heroes Award to thank him for all his efforts over the past couple of years. This has been underpinned with a £25 Bents' voucher and a Certificate designed by local artist Jane Naylor.
10. We've e-mailed the CEO of Burger King UK without success but followed this up with a detailed letter setting out our desire to see them bringing in far more Social Responsibility in relation to littering by their customers in Winwick. As of 18 March, we have not had a response as yet, but we are quite tenacious in our approach and do not intend to let this line of approach go. We have enlisted the support of a journalist from the Warrington Guardian to liaise with their Press Office. We are also actively considering an e-Petition from within our Membership to lobby for all the major fast-food chains in Warrington to be required to add number plate details to cups and other items of packaging. We are pretty confident that through our wider Litter Networks base across the Borough, we could reach a 1500 e-signature threshold.
11. On 17 March we had a very useful Teams video meeting with Sue Dymond at the local school to agree planning an Easter Holidays Art Competition for her pupils aimed at the impact of litter on the local and wider environments. This is consistent with the school's social passport scheme, directed at increasing the childrens' awareness of responsibility within the community.
12. We also had a very useful Zoom meeting with Cllr Mike Matthews on 8 March, bringing him up to speed and discussing a range of topics, all of which are covered in this paper.
13. Since then, we've reached out to residents in Houghton Green who might be interested in supporting us. We do want to be 'pan-Winwick' in everything we do. Indeed, we have noticed that Winwick Village and Winwick Park residents have "pulled together" on a number of initiatives which has been very good to see.
14. We've built up very good working relationships with sister Networks in Croft, Westbook & Callands and received excellent support from Litter Networks.org. There looked to be a touch of discontent in evidence from the "Woody Wombles" in Burtonwood (particularly on our being able to secure Police assistance on Delph Lane), but we are due to meet with one of their Organisers. We've made the point we can achieve far more by working together, rather than having an "us and them" tension holding us both back. That olive branch approach *seems* to have worked.
15. We have approached out to Warrington Wolves for Community-based support (for our school-based programme, for example).
16. We are also in dialogue with The Warrington Guardian on a feature (and see item 10 above).
17. We are keen to hold a Meeting in the Leisure Centre in late June (Regulations permitting) to get people together – including local Councillors – to assess where we've got to and to look at future plans. *We are looking at Thursday 24 June. Is this possible please on a "no fee" basis? This was discussed with Cllr Matthews and he seemed supportive.*
18. Cheshire Fire & Rescue Service have responded very positively to an approach to their Chief Fire Officer to help us by recovering just short of 30 fly-tipped tyres and other non-hazardous items from the stream-bed on Hermitage Green Lane (based on the historic significance of the site). We have subsequently had a very positive meeting with Gareth Scott (Station Manager of Lymm, Birchwood, and Stockton Heath Fire Stations). He is very supportive and is referring our request upward in his management chain. His

proposal is to enlist the help of a Prince's Trust team to clear this site, working under the supervision of the fire brigade. If approved, it is likely that this will take place around June when the area is somewhat drier.

Update : Gareth Scott has notified us that he paid a return visit to Hermitage Green Lane to further examine a couple of oil drums that we have previously reported to WBC Environmental Health and the Environment Agency. His assessment is that they are no longer leaking but he called a fire crew to lay absorbent matting around one of the drums as a preventative measure in case of any further leakage. He has also contacted the Environment Agency to log the incident with them and spoken to Warrington Borough Council regarding removal of both drums due to the hazard they pose to the environment.

Councillor Cathy Mitchell will also be aware at our on-going dialogue with her on the Hermitage Green Lane fly-tipping situation.

Absolute clarity on ownership of the wooded area does need resolving. Is it in fact Common Land?

19. We have purchased a Browning trail camera of a type that has been supplied to councils and the police to record and provide evidence of rural crime including fly-tipping. We have been provided with a best practice document, which gives guidance on concealment and legitimate use, including the necessity for signage, and it is intended to trial it in vulnerable areas. On the broader question of the lack of Borough Council CCTV technology to tackle fly-tipping through Warrington, we are actively considering a second (in parallel) e-petition to the Borough Council on this issue. Again, we feel there is such a groundswell of feeling on this issue that we could achieve a minimum threshold of 1,500 e-signatures throughout the Borough by leveraging our Litter Network affiliated counterparts right across the town, augmented by a Warrington Guardian feature.
20. We are considering the concept of cataloguing the status of all fly-tipped waste of any significance within our Parish at around the turn of each month – commencing the end of March, with photographic / video footage. We would then subsequently report each month's status to 1) The Parish Council, 2) Warrington BC's relevant senior Manager and 3) Highways England (as appropriate), with a copy to our Facebook site. This is based on a deep-seated concern that not enough timely, robust action is being taken on this key environmental problem.
21. There is an established procedure to arrange collection, by WBC Technical Support, of large volumes of rubbish generated by organised litter picks at particularly bad hotspots. However, our volunteers are often collecting a small number of bags, individually. WBC Technical Support have advised that they will collect small amounts of litter (2/3 bags) and endeavour to pick them up before their scheduled collections, which are usually on Mondays. They have also asked if we could leave these near a public bin, if possible. Our feeling is that this could look unsightly, and prove unacceptable if the bags were left within the village itself and there was a delay of a few days before being collected. Therefore, we would like to identify a centralised location for temporary storage of small numbers of bags of litter collected by volunteers, which would be removed on a regular basis by WBC as part of their normal collection schedule. *We would like to propose the idea of a lockable bin (or possibly a cage) near the leisure centre. We would request Parish Council support on this.* If agreed, we do hope this could be arranged quickly. Other alternatives for regular pick-up locations are the A49 layby around 0.5km north of

St Oswalds Church, and /or the Old Alder Lane area near the Sankey Valley Trail. This collection arrangement would allow our Volunteers to collect litter on, say Fridays, Saturdays and Sundays and have it marshalled in a pre-agreed location with a firm WBC collection booked. Such bookings would be “rolled forward” at all times two or three weeks ahead, with only the location changing. Our concern with this approach is that it may act as a magnet for fly-tipping.

22. Finally, Health & Safety and the use of Risk Assessments is absolutely central to our approach; we issued a reminder on 14 March and will continue to reinforce this message.

Observations / Requests.

Historic information signs in the Winwick section of the Sankey Valley Trail are in very poor condition and/or defaced. Could the Parish Council approach the organisation with responsibility for these signs to see if they could be replaced?

There are no bins available in the Winwick section of the Sankey valley Trail (i.e. from Stanners pool to Newton Brook), whereas the Callands section we litter-picked on has around half a dozen in the first 0.5kms as one moves south into “their” patch. Why is this?

Looking at our Membership base in comparison to most other similar Networks across Warrington – from Bewsey, through Lymm to Woolston, we have more Members – over 160 – and a more “energised campaign approach” than any other single Network throughout the entire Borough (although the ad hoc group in Burtonwood may be slightly larger). We are not saying this in a “trumpet blowing” fashion, but purely to make the point that we really do need to keep our momentum going and it is critical that, if the Parish is to gain the benefits, the basic “infrastructure” to support us needs to be firmly anchored around our clean-up work. This is especially the case as we begin to ease out of Lockdown and Spring weather is more attractive to venture out in. We don’t want to see lots of effort but a haphazard collection regime letting us down, with collected bags lying around attracting more fly-tipping.

The oil drums and asbestos sheeting in the woods on Hermitage Green Lane will be outside the scope of the potential CFRS exercise. These items have been reported on several occasions (including to the WBC Environmental Health and the Environment Agency in regard to the drums). These really do need tackling in the short term. Cllr Cathy Mitchell is aware of our on-going very recent dialogue with her on this issue.

Finally, when we do succeed in getting the historic wooded area in the Lane free of fly-tipping, a robust prevention regime needs putting in place to avoid a recurrence. Beyond that, the unique historic importance of the site is completely and utterly under-valued at present. What plans are there to remedy this? Can our Members become involved in any way?

We propose to update the Parish Council at each future meeting in a similar fashion, at least in the short term. However, please rest assured it should not be necessary for us to send such a lengthy paper to future meetings.

**George Melvin
& Bob Towers
Joint Co-ordinators Winwick Litter Network
19 March 2021**

Our addresses in the Parish are already on record with you.

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REQUEST RECEIVED BY THE CHAIR FROM THE WINWICK LITTER NETWORK

**From: [GM]
Date: 25/02/2021 22:13 (GMT+00:00)
To: Mitchell, Councillor Cathy
Cc: [BT]
Subject: Re: Sorry - this is about litter again**

Hi Cathy

I realise that you can do that when there's a large number of bags. I was thinking of the situation when someone has collected, say 2 or 3 bags, haven't got room in their bin but doesn't want to take specific trip to the tip.

My thinking was that, if they had somewhere they could take them it would a) make it easier and b) encourage people to take a bag out with them while out for a walk.

It was just a thought that it may be a simple solution if it was just a matter of requesting a third bin.

Cheers

[GM]

On Thu, 25 Feb 2021, 21:16 Mitchell, Councillor Cathy wrote:

Hi

If you leave the bags in one place and then notify the council where they are by emailing technicalsupport@warrington.gov.uk they will usually be picked up the following day.

Hope this helps
Cathy

----- Original message -----

**From: [GM]
Date: 25/02/2021 21:09 (GMT+00:00)
To: Mitchell, Councillor Cathy
Cc: [BT]
Subject: Sorry - this is about litter again**

Hi Cathy

One of the members of the group has been out litter picking today and collected a small number of bags and she asked us if there was anywhere she could readily dispose of them without having to drive to the tip.

When we carried out the litter-pick along Hermitage Green Lane a week or so ago, I spoke to Sue Gorden and she said we could use the leisure centre bins if there was room because the leisure centre is currently closed. In the event I made a couple of trips to the tip instead.

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However, I was wondering whether the Parish Council would be able to help us by providing another bin, located at the leisure centre, for the exclusive use of the Litter Network to dispose of small amounts of litter. My thought was that it could be locked to prevent general use with the key being held by a small number of people plus the leisure centre manager.

Do you think that is something the PC could support?

Thanks

[GM]

Winwick Parish - Management Committee 9 February 2021

Present: Councillors M Matthews (Chair), T Collins, C Mitchell (substitute - temporarily filling a vacancy) and A Iddon

The Chair welcomed Councillor T Collins, to the meeting, as a new member of the Committee.

WPMC 40 Apologies

Apologies were submitted on behalf of Councillor S Gordon.

Councillor G Friend was not present, having recently tendered his resignation from this Committee.

WPMC 41 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 42 Minutes

The Chair thanked the Operations and Finance Officer for her work reported at the last meeting (Minute WPMC.37(A)(2) – Historic Reports) to identify the daily, weekly and on-going responsibilities of staff during lockdown.

The Chair noted that work undertaken to investigate the use of a trusted key-holder (Minute WPMC.39(A)(3). Ms Jones, Operations and Finance Officer, reported that the Leisure and Community Centre Manager was now opening and closing the Centre, but did not remain on site once the pre-school staff were secure. The arrangement did comply with requirements of the Council's insurers. Pre-school staff had been reluctant to take on full responsibility for opening and closing the Centre when the unit was operational. The Centre Manager would only remain on site if other meetings, such as first aid training, were taking place. The income from the pre-school letting covered the basic staffing costs and the income from others lettings covered both staffing and other building/energy costs when operating in this manner.

Councillor Iddon sought assurance that the Centre was allowed to open under the current Coronavirus restrictions. Officers confirmed that opening to support essential services was not unlawful. Education and key services, including emergency first aid training and the work of the NHS and Mental Health Team, were considered to be essential activities. In the case of the first aid training, the provider normally ran 4 or 5 courses monthly, but had reduced this to just one, to cover essential activity only. The Chair confirmed that he had considered this position carefully and was satisfied the essentiality criteria trickled down to supporting organisations. Councillor Mitchell noted that the work described above could not be undertaken from home.

Decision –

- (1) That the Minutes of the meeting held on 12 January 2021 be agreed as a correct record.
- (2) That the Committee was satisfied that the opening of the Leisure and Community Centre to support essential services, such as those described above, was lawful.

WPMC 43 Action List

Members considered a schedule, which outlined actions and referrals from previous meetings.

Members noted the completion of a number of items, but that items linked to non-essential expenditure at the Leisure Centre were subject to review, in the light of the Council's financial pressures.

All completed actions would be omitted from the next update to the list.

In respect of Action 1 (Business Plan), the Chair invited Members to give further thought to the business plan over the next few meeting cycles, as the post lockdown landscape became clearer.

In connection with Action 2 (Monitoring Reports), the Chair indicated that further thought would need to be given to key performance indicators going forward, to enable the Committee to report succinctly to Council, particularly given the tight budget constraints anticipated in 2021/22. The pressure had been exacerbated by the Council's inability to access business rates discounts and leisure and hospitality grants made available by the Government to the rest of the leisure sector, through Warrington Borough Council, because of legislation preventing the payment of discretionary business rates discounts to precepting authorities. The Chair noted that the Centre was continuing to operate at the pessimistic forecast end of its business plan.

Ms Jones clarified that the Action described under this item was for the Centre Manager to provide a regular report to the Committee on operational issues at the Centre. Before lockdown the economic outlook for the business was moving in the right direction. Business recovery would depend on what the 'new normal' looked like. Budget monitoring templates had already been set up with the 2021/22 forecasts financials included. The reports from Leisure Centre Manager would supplement the financial information being provided, with details of operational matters.

Regarding Action 3 (Training), this could be progressed further as and when funding became available.

In respect of Action 5 (Toilet Repair), a cheaper quote had been obtained and the work had now been carried out. (This Action to be deleted). Councillor

Agenda Item 12(a)

Iddon advised caution before any further repair and maintenance expenditure was authorised, given the current cash flow position. Ms Jones responded that other repairs expenditure (Actions 4 and 6 to 8) had already been halted. In terms of the cash flow position, income from the pre-school letting was already factored into the calculation, but income from *ad hoc* bookings, such as training, was not included, thereby providing a welcome bonus.

In connection with Action 10 (Litter Picker), an implementation plan would need to be established with timelines set around each Committee cycle, so as to prevent any slippage of the key objective to reorganise the service to achieve 20% budget savings.

Councillor Iddon indicated that there had been lots of chatter on Facebook recently about litter picking. The Council acknowledged that many individuals provided their time on a voluntary basis to pick litter. Councillor Mitchell added that complaints made about litter were often in relation to those areas that could not be picked safely. The Chair added that he had witnessed one well-intentioned individual picking litter close to his home address, but on a very dangerous part of the highway. Traffic flow, daylight levels and high-vis clothing should be considered when picking litter. Councillor Mitchell confirmed that certain roads could only be picked safely if a road closure order was in place, but that at around £3k the cost of a road closure was prohibitive. The Chair suggested that the Council engage with the volunteers to advise them about safety considerations. Information could be provided on the Council's website.

Councilor Iddon asked if the litter picker reported dumped waste on private land. Councilor Mitchell confirmed that fly tipping and other litter was reported via observation on his worksheet. Waste on private land was the responsibility of the land owner, although there were enforcement powers available to the Borough Council as a last resort. The Chair suggested that residents be allowed to report litter via the Council's website, which would enable the Council to focus the efforts of its own litter picker on the areas of greatest need.

Councilor Iddon asked if the litter picker could clear Hermitage Green Lane while the road was currently subject to a road closure order. Councillor Mitchell confirmed that this had already been requested.

The Chair reminded Members that the litter picker service was currently a matter for Council rather than this Committee and that any substantive debate would need to be listed as an agenda item for that body.

The Clerk, Julian Joinson, indicated that the litter picker should be informed at the earliest possible opportunity of the reorganisation proposals for the service, as these were now in the public domain, as part of the Budget decision.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings, the verbal updates provided and the updates to be applied to the next list.
- (2) To give further consideration to the Centre's business plan over the next few meeting cycles, as the post lockdown landscape became clearer.
- (3) To request the Clerk to provide safety advice for members of the public choosing to pick litter on a voluntary basis, via the Council's website.
- (4) To request the Clerk to draft a letter to the litter picker to advise him of the proposals in connection with the reorganisation of the litter picking service and to provide reassurance that he will be consulted fully around any proposed changes.

WPMC 44 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

(1) Finance Report

The Operations and Finance Officer provided a report which showed the financial position at the Leisure Centre for January 2021.

The report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years, actual income received and a summary of the income lost due to the restrictions imposed upon the Centre throughout the pandemic. Ms Jones, Operations and Finance Officer, was in attendance to highlight key elements of the report.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales (£168.5k) had been broken down over the 12 month period, based on the percentage fees taken last year. The relevant percentage and target income for each month was outlined in a table. 2020/21 actual income (also shown) would be assessed against the table provided below.

Agenda Item 12(a)

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.86	9.05	10.06	12.11	8.71	8.66	7.84	7.98	8.60	6.59	6.72	6.82
Budget (£1,000s)	11.56	15.25	16.95	20.40	14.64	14.60	13.21	13.44	14.49	11.10	11.32	11.49
Actual (£1,000s)	0.00	0.00	0.00	3.27	5.92	6.18	4.65	0.08	0.67	0.00	0.00	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at January 2021, using the profile outlined above.

There had been no bar take in January due to the pandemic lockdown, as against a budgeted figure of £11.1k.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at January 2021, using the profile outlined above. This put the Centre at 14.25% of the budgeted income for the year to date and a deficit on income of £124.9k.

Cash Takings

There were no cash takings for bar sales in January 2021.

Coffee Sales

With regards to the coffee mornings, figures were provided which showed the income to January 2021. The Centre was 464 cups and £700.43 behind the figures as at January last year.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees (£59.6k), including buffet sales, had been split across the relevant months by percentage. 2020/21 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.19	7.97	7.79	9.48	5.80	10.14	9.34	8.31	8.82	8.44	7.62	9.10
Budget (£1,000s)	4.29	4.75	4.64	5.65	3.46	6.04	5.57	4.95	5.25	5.03	4.54	5.42
Actual (£1,000s)	0.00	0.00	0.00	-0.11	1.49	1.61	1.55	0.56	1.41	0.64	0.00	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at January 2021, using the profile outlined above.

The £635 taken in January equated to approximately 12.62% of the originally budgeted room hire for this month.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at January 2021, using the profile outlined above. At the end of January, room lettings were £42.4k behind the original budget figure for the year.

Issues of Note

Furlough Support

Furlough monies continued to be recouped against staff wages. The Council was recouping £887.50/week in staff wages.

On-going Operations

During the current lockdown the Centre continued to open for the Pre-school and Chroma (mental health) hires, and was also able to open for NHS training and first aid courses. A number of NHS bookings had been received for February and the Centre's management was checking with first aid trainers as to which bookings were going ahead in February and March.

Overview

The Chair estimated that the bar take would finish at around £20k and lettings at around £10k for the full year, giving a total income from the Leisure and Community Centre of around £30k. In effect, this would be the base point for business restart in 2021/22. The Centre needed to adopt an approach of looking at its income and deciding how best to deploy the variable costs required to service that level of income. This might involve focusing on the various income streams and planning use of the Centre's resources only a few weeks ahead. That approach could be the norm for the next 6 - 9 months.

At best, it was envisaged that income for the first quarter of 2021/22 would only realise a maximum of £30k. The Council could not do anything significant about its fixed costs, but could actively manage the money spent on chasing the level of income available. Councillor Iddon commented that the approach would be challenging, but necessary.

Ms Jones added that the Budget for 2021/22 had taken account of the fact that the first 6 months would achieve a lower level of income. Bars were expected to be allowed to open for their normal licensing hours after lockdown, but it was not certain when this would start. Income in April seemed unlikely and May was far from certain. The Chair commented that the curve for reopening in July 2020 had been gradual. Ms Jones commented that in July the bar had only opened at weekends for significant period of time. For restarting in 2021, the Centre would still need to manage carefully what days to staff up, so as to open the bar. Members acknowledged that staffing was the most significant cost. Ms Jones reminded Members that there were now only two contracted Leisure Centre staff and that all other employees were on zero hours contracts

The Chair commented that the strategy for the forthcoming year would need to be carefully managed. Nationally, highest risk individuals had been vaccinated and there was an on-going debate around whether to 'let the virus rip' through the remainder of the age groups. However, this scenario was unlikely, as the approach would still put the NHS under great pressure. Ms Joes commented that COVID safe precautions were likely to remain in place even after reopening, such as table service, mask wearing and no large groups indoors. Councillor Iddon added that the Centre's main income was from large gatherings, ie parties, but this could be the last activity to return.

Decision – To note the update reports on the Leisure Centre performance, including the impact of the restrictions on the Centre's operations, due to the Coronavirus pandemic.

WPMC 45 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

WPMC 46 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Information was circulated in advance of the meeting on:-

- Cash flow;
- Creditors; and
- Debtors

Due to a technical issue, the Clerk's connection to the virtual meeting failed. Accordingly, the meeting was adjourned to later date.

The meeting was reconvened at 7.00pm on 23 February 2021 before the Council meeting.

Ms Jones reported that updated information had now been submitted for discussion at Part 2 of the Council meeting commencing at 7.30pm today.

The cash flow figures showed the anticipated money in and out of the bank to the end of February 2021. It was likely that the final cash at bank figure at the end of the financial year would be around £1,500. However, there might be additional income from first aid courses taking place before that date. Any additional room hires would provide income over and above the forecast figure.

The Operations and Finance Officer's view was that the cash flow situation was starting to improve. Electricity credits had been returned to the Council (in part) and some other sources of income were due to be realised.

The Parish could also be eligible for grant funding under the Local Restriction Support grant. The application form had included a tick box for parish councils, which was a promising sign. An application had been submitted for the period November to December 2020, which also covered the local restrictions applied in October 2020. If the application was accepted, it was likely that further grant sums would be available for January to the present date.

Debtors and Creditors were due to be discussed at the Council meeting later this evening and updated figures had been provided for that meeting. Additional furlough sums had been recouped in February, due to the furloughing of the Centre Manager.

Members queried whether debtors had started to make payments. In particular, there was a question around any payments made by small business hirers. Ms Jones reported that she was still working on the debts of smaller operators. However, greater attention had been paid to the larger corporate hirers, as these would quickly provide the largest sums recoverable. For example, money was now starting to come in from NHS organisations and the Together for Adoption Partnership.

A question was raised about whether further lettings would be made to significant debtors in the small business sector. There was a suggestion that some smaller operators might be taking advantage of the situation while themselves still earning a regular income. Ms Jones confirmed that she had established a procedure for the Centre Manager to carefully monitor lettings to debtors and appropriate financial limits had been set. In order to make further bookings, payment would be required from debtors at the start of any subsequent sessions. Members expressed some reservations about continued lettings under those circumstances, without good reason.

Questions were asked about the largest debtor. Ms Jones reported that this

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debtor was continuing to pay in instalments, but was difficult to engage with. If significant sums were not paid soon, the firm would receive notification of the Council's intention to apply interest to the outstanding debt. This might prompt improved dialogue with the debtor.

Discrepancies referred to in the reports related to where frequent hirers were unclear about which particular invoice they had paid. The Operations and Finance Officer was working closely with hirers to match payments received with the respective invoices, so that outstanding invoices could then be followed up. The procedures around matching payments for multiple invoices would be strengthened and could be easily managed for those larger organisations using purchase order numbers.

Ms Jones confirmed that the legacy issues around chasing debtors were currently being addressed and the Centre Manager would have a tighter grip on lettings in the future. Mr Joinson, Clerk, noted that the Financial Controls report to Council later tonight had identified a process for debtors monitoring and the escalation of responses.

The Chair identified a need to make budgetary provision for bad debt and to establish a formal process for the writing off of debts.

The Chair indicated that it would be useful for the Committee to receive information about the age of any outstanding debts and credit received by the Council.

The Chair confirmed that he was happy with the cash flow position as now reported.

Decision –

- (1) To note the report on cash flow, creditors and debtors.
- (2) To request the Operations and Finance Officer to consider the creation of a provision for bad debt and a procedure for the writing off of unrecoverable debts.
- (3) To request the Operations and Finance Officer to consider the provision of information to the Committee about the age of any debt or credit.

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March Monthly Report

Burtonwood & Winwick

Hi Hope you are well here is my report.

- There has been an increase of suspicious activity in the Rectory lane area, Myself and PC Dadswell have been doing enquiries.
- I have reports of suspicious activity around Winwick primary school upon further investigation it was nothing to untoward.
- PC Dadswell helped with traffic management during the litter pick on Delph lane.
- 1 Vehicles given an advisory due to blocking a foot path.
- I have sent emails to the school to keep in contact over the month.
- I have submitted intelligence about off road bikes in the Winwick area especially around the Myddleton lane area,
- Currently in the process of moving some abandoned vehicle in the Burtonwood area.
- I have been involved in numerous Missing people enquiries around the Sankey valley area.
- There has been nothing much of note this month, things are slowly getting back to normal I have been tasked with numerous task around the Bewsey Dallam area this month due to on-going issues they have been trying resolve so I have been sent there by Sgts to assist.

If you ever need to get in touch don't hesitate to ask my email is Neil.brown@cheshire.pnn.police.uk

Kind regards

PCSO Neil Brown 22692

Burtonwood & Winwick

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Winwick Parish - Management Committee (Informal Meeting) 9 March 2021

Present: Councillors M Matthews (Chair), T Collins, C Mitchell (substitute - temporarily filling a vacancy) and A Iddon

The Clerk reported that, due to an IT issue, the meeting could not be livestreamed and would not, therefore, meet the statutory requirements for a formal public meeting. It was agreed to continue with meeting on an informal basis. Any recommendations would need to be ratified at the next formal meeting or approved by Council.

WPMC 1 Apologies

There were no apologies for absence submitted.

WPMC 2 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 3 Minutes

Decision – That the Minutes of the meeting held on 9 February 2021 be agreed as a correct record.

WPMC 4 Action List

Members considered a schedule, which outlined actions and referrals from previous meetings.

Members noted the completion of a number of items, but that items linked to non-essential expenditure at the Leisure Centre were subject to review, in the light of the Council's financial pressures.

All completed actions would be omitted from the next update to the list.

In respect of Actions 1 and 9 (Business Plan), Clare Jones, Operations and Finance Officer, reported that the timeline for the reopening of the Centre was set out in the main Finance Report at Agenda Item 5(1). She was due to meet with Paul Wharton, Community and Conference Centre Manager, next week to look at staffing and income levels and to consider other factors, such as the impact of the weather on outdoor opening and what days of the week to open.

The Chair noted that there was some justification for covering the fixed costs of operating the Centre through the general Parish budget, but staffing costs needed to be self-funded by the Centre. Ms Jones confirmed that the Centre Manager was clear that staffing costs needed to be maintained within the

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income received from bookings. A single booking was sufficient to cover basic staff costs and any additional bookings would cover a wider range of costs. The Chair added that the bar area should not be open unless there were sufficient customers on site.

Councillor Iddon expressed concern that some debtors might continue to book the Centre without clearing their existing debt. A discussion on this point would take place in Part 2 of the meeting.

It was reiterated that the Centre Manager was well aware of the financial constraints around opening and staffing and would adopt a practical approach.

The Chair reaffirmed that the Centre could not return to operating in exactly the same way as before. The future remained uncertain and income from the pre-school could not be taken for granted. There was a need to consider further the expansion of leisure services provision. Councillor Mitchell noted that now would be an ideal time for a clean break from some of the uneconomic practices employed at the Centre prior to lockdown, as customers might not miss certain facilities if they simply remained closed. For example, the bar could switch to weekend opening only. Councillor Iddon noted that the Centre had originally only opened at weekends.

Decision – To note the schedule of actions and referrals from previous meetings, the verbal updates provided and the updates to be applied to the next list.

WPMC 5 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

(1) Finance Report

The Operations and Finance Officer provided a report which showed the financial position at the Leisure Centre for February 2021.

The report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years, actual income received and a summary of the income lost due to the restrictions imposed upon the Centre throughout the pandemic. Ms Jones, Operations and Finance Officer, was in attendance to highlight key elements of the report.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales (£168.5k) had been broken down over the 12 month period, based on the percentage fees taken last year. The relevant

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percentage and target income for each month was outlined in a table. 2020/21 actual income (also shown) would be assessed against the table provided below.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.86	9.05	10.06	12.11	8.71	8.66	7.84	7.98	8.60	6.59	6.72	6.82
Budget (£1,000s)	11.56	15.25	16.95	20.40	14.64	14.60	13.21	13.44	14.49	11.10	11.32	11.49
Actual (£1,000s)	0.00	0.00	0.00	3.27	5.92	6.18	4.65	0.08	0.67	0.00	0.00	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at February 2021, using the profile outlined above.

There had been no bar take in February due to the pandemic lockdown, as against a budgeted figure of £11.3k.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at February 2021, using the profile outlined above. This put the Centre at 13.23% of the budgeted income for the year to date and a deficit on income of £136.2k.

Cash Takings

There were no cash takings for bar sales in February 2021.

Coffee Sales

With regards to the coffee mornings, figures were provided which showed the income to February 2021. The Centre was 353 cups and £585.53 behind the figures as at February last year.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees (£59.6k), including buffet sales, had been split across the relevant months by percentage. 2020/21 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.19	7.97	7.79	9.48	5.80	10.14	9.34	8.31	8.82	8.44	7.62	9.10
Budget (£1,000s)	4.29	4.75	4.64	5.65	3.46	6.04	5.57	4.95	5.25	5.03	4.54	5.42
Actual (£1,000s)	0.00	0.00	0.00	-0.11	1.49	1.61	1.55	0.56	1.41	0.64	0.60	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at February 2021, using the profile outlined above.

The £595 taken in February equated to approximately 13.1% of the originally budgeted room hire for this month.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at February 2021, using the profile outlined above. At the end of February, room lettings were £46.4k behind the original budget figure for the year.

Issues of Note

On-going Operations

During the current lockdown the Centre continued to open for the pre-school and Chroma (mental health) hires, and was also able to open for NHS training and first aid courses. A number of NHS bookings had been completed in February and the Centre's management was checking with first aid trainers as to which bookings were going ahead in March.

Steps out of Lockdown:

Following the Government's Roadmap, the potential for reopening the Centre was as follows:-

- 8 March 2021– No change to usage as stated under 'On-going Operations' above
- 29 March 2021 – Football field usage could restart, without indoor Centre usage.
- 12 April 2021 – Potential for outdoor bar service (at least restricted opening) if financially viable to do so. Increased community usage meaning as long as COVID risk control measures were in place at the Centre, holiday clubs (largely external use with room for lunch break socially distanced) would be allowed.
- 17 May 2021 – Indoor bar service with 'Rule of 6' restrictions. Indoor exercise classes and meeting hire of no more than 30 people, socially distanced, seated in maximum groups of 6 would be allowed.

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- 21 June 2021 – Centre operations allowed to operate at pre-COVID levels.

As always, this was dependent on continued improvements to COVID levels nationally and might be subject to change. Ms Jones reminded Members that she would be meeting with the Centre Manager on 16 March to review likely usage levels for the various stages and to work up expected income levels and corresponding expenses.

Members noted the recent statement by Prof Chris Whitty, Chief Medical Officer for England, that there might be a third wave of the virus. The Chair suggested that the Committee should not expect a turnover for the Centre of any more than double what was realised in 2020/21. The Chair commented that, if the Centre had been established as an arms-length company, it would have benefited from additional Government grants during lockdown. Councillors noted that, having cut back operations to the bare minimum, the Council could afford to be cautious about how it reopened the facility. There was also an opportunity to think carefully about the future of the Centre. Ms Jones reiterated that a phased reopening would be introduced and that this would be discussed further with the Centre Manager next week.

Football Fees

Members noted that an e-mail had been received by the Chair of the Council, dated 28 February 2021, from the co-administrator of the Winwick Open Age Football Team. The e-mail questioned the charges levied for the use of the football pitches at the Centre during 2020/21. For the avoidance of doubt, this was now a different enterprise from Winwick Athletic FC. The correspondence was reproduced in Part 2 of the agenda, however, background information was provided in Part 1 of the Agenda, as follows:-

As the Winwick children's team and adults' teams had separated they had been billed separately too. As there were four teams (3 children's and 1 adults' team) these had been billed at a standard £1,000 per team for the financial year. A discount of 25% had been applied to each account to allow for COVID closures. However, this discount had needed to be measured against the ongoing maintenance costs to ensure that the grass was kept to a level which was playable should COVID restrictions be eased and more games allowed.

The tables below showed the standard games for a season with training sessions calculated at a 2 training sessions to 1 match basis. This showed an expected usage of the pitch at 90 uses per team for an average season.

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Home games	12
Away games	12
Cup games	12
Total potential games	36
Total potential home games	18
Training sessions (2:1 ratio)	72

Once these usages were applied to the annual fee, the cost per usage to the team was £11.11 (if 2 training sessions) or £18.52 (if only 1 training session). For other users, the Centre had been charging £20 per pitch usage (not per match) and had been advised that this was cheaper than most pitch charges in the Warrington area.

Annual fee	£1,000.00
Cost per usage	£11.11

Also to be considered, was the fact that the Winwick teams enjoyed additional facilities that the other teams did not have access to, including:-

- Storage space on Centre grounds;
- Exclusive use of the larger changing room; and
- A lockable room for the referee and associated equipment.

None of the above facilities had been factored into the pitch hire price.

A point had been raised that the Centre's fees were too high based on potential income. However, the tables below showed a standard team with minimal subs and the associated expected income for the season. The example below illustrated that the Centre's charges for an annual season would be less than a third of the income made from match fees alone. (If training sessions attracted a fee then the charges would be significantly less than a third of overall income).

Team	11
Subs	3
Total match players	14
Minimum training players	20

Winwick games fees	£7
Games fees per match	£98
Games fees per season	£3,528

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Due to COVID closures the annual fees had been charged at 75% of the £1,000 and did increase the cost per usage charge to the teams, however, as previously stated, this charge covered the maintenance of the field to be match-ready should restrictions have been eased sooner.

Games this season	8
Training sessions	16
Total usage 20/21	24

Fees charged 20/21	£750.00
Cost per usage 20/21	£31.25

Games fees 20/21	£2,352
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Overall, on the fees that should have been taken by the team for the matches played, the Centre's charges were still only 32% of the income the team would have received.

The Chair enquired if the Centre had a written record of an agreed price with the customer for the annual hire, although it was acknowledged that a contract did not have to be on writing. Ms Jones reported that the split from Winwick Athletic FC had only come to light recently. The Chair expressed some sympathy with the hirers, in that they had not used the pitches as often as anticipated. It might be prudent to negotiate a greater reduction in price for the usage in 2020/21 and to develop a formal contract for annual hiring with effect from 1 April 2021, to include terms and conditions around normal usage, pitch maintenance and interruptions such as COVID.

Councillor Iddon noted that previous hirers had cited difficulties in the collection of fees from members, as a reason to receive a discount. However, this was not thought a credible argument, as players were present each week and used the Centre's facilities.

Ms Jones reminded Members that annual hirers had the benefit of use of storage facilities at the Centre. The Chair acknowledged that fact and highlighted that ancillary services, such as storage, should be included in the contract. Councillor Mitchell suggested that Ms Jones meet with the user concerned. She also offered to check if Warrington Borough Council had a standard contract which could be adapted for use by Winwick Parish Council.

Councillor Iddon noted that the pitches should be let in much the same way as rooms at the Centre. The Chair noted that if no games had been played the Council would not have need to have the fields cut. Councillor Collins enquired if there was a schedule of individual hire rates in place which could be used until any new contract was signed. Ms Jones confirmed that casual hirers simply paid on the day (£20) at the bar before usage.

Decision –

- (1) To note the update report on the Leisure Centre performance, including the impact of the restrictions on the Centre's operations, due to the Coronavirus pandemic, steps out of lockdown and football pitch fees.
- (2) To request the Operations and Finance Officer to draft a standard contract for annual/seasonal hire of the football pitches, based on the current basic prices and to include terms and conditions in respect of ancillary services and interrupted usage.
- (3) To request the Operations and Finance Officer to meet with the hirer identified in the e-mail dated 28 February 2021 and to offer a 50% reduction in the hire charges for 2020/21 and to report back on the outcome.

WPMC 6 Exclusion of the Public (including the Press)

The informal meeting had not been open to the public and it was not, therefore, necessary to formally consider this item.

WPMC 7 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Information was circulated in advance of the meeting on:-

- Cash flow;
- Creditors; and
- Debtors

The cash flow sheets provided ran from 28 February to 3 May 2021. However, the cash flow was incomplete from 5 April 2021, as how furlough monies were claimed and whether cash flow from the bar could be accounted for was dependent on decisions made as to when the Centre would reopen and the expected income and staff time required to fulfil the hours of opening.

A meeting had been set with the Centre Manager for 16 March (as he was already on site supervising a room hire that day) to discuss the various models to see what worked best and was most economical. Updated versions of the cash flow would be provided to full Council on 23 March 2021, including the expected Leisure Centre income/ staff costs.

The cash flow showed that there was a fine balance, but that the Council could continue to meet its liabilities prior to the arrival of the Precept monies for 2021/22, by continuing to recover money from its debtors and by carefully phasing payments to creditors to match income received.

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Members were informed that the Leisure Centre had been accepted for the Closure Grant this time and that £2,000 had been credited to the Council's account on 5 March 2021. There were two more grants that the Council had been accepted for (December restrictions and January closures grants). However, as yet, the amounts and dates for receipt had not been confirmed and, therefore, did not feature in the cash flow predictions.

Councillors were asked to note the section for bad debt provision. This section set out the invoices currently that had been identified as either unlikely to come in (liquidation of company) or definitely not going to be paid (invoiced in error).

A number of other items were marked as provisional, at present, as confirmation of proposed payment dates was still awaited from some customers. However, payments would be balanced around the income received.

The production of the additional management information above had only required 5 additional unfurloughed hours. In order to review and update the figures submitted on the spreadsheets, these hours would need to be repeated once a fortnight. This should keep the cost of compiling the additional report to a minimum, ensuring that the Operations and Finance Officer was able to maximise the number of furloughed hours available.

Ms Jones commented on individual debtors, their circumstances and the progress being made on recovering monies owed in each case. The Centre Manager would check with Ms Jones before new lettings were made to significant debtors. Any longstanding debt would be reported to the Committee in future. Members considered whether it would be possible to charge hirers in advance, but this might not always be practical where the users themselves charged fees from their customers. All parties were paid for in advance. However, the use of credit accounts for some regular hirers had been custom and practice at the Centre for some time prior to the tenure of the current Management Team. Lettings had been delegated to junior staff at a time before the Operations and Finance Officer had become a full-time employee.

The Chair suggested that for each longstanding debt the Committee should take a view on how it should be recovered and, in appropriate cases, how much should be written off. Any write-offs should be determined sooner rather than later. Ms Jones confirmed that a process of debt chasing was already underway, which escalated the Council's response over time. However, the use of a debt chasing agency, as a last resort, might not be financially viable given the small sums involved. Members discussed the potential to use the small claims court.

Decision –

- (1) To note the report on cash flow, creditors and debtors.

- (2) To request the Operations and Finance Officer to assess the list of debtors and report back to the Committee on whether any amounts should be written off.

(B) Winwick Open Age Football Team Fees

This matter had been dealt with in Part 1 of the Agenda. A correction to the Item heading clarified that this was not the same club as Winwick Athletic FC.

(C) Employee Matters

Maternity Cover

Ms Jones, Operations and Finance Officer, provided a draft job advert and job description for maternity leave cover for her post from May to October 2021.

It was proposed to hand out the job description at interview so that a conversation could take place and context could be provided to the candidates. The intention was to publicise the advert tomorrow morning via Indeed or other suitable on-line job-search platforms. A number of Elected Members would be requested to take part in the interview process.

The cost of setting aside a period of time for the new post-holder to shadow Ms Jones could be met from within the Budget set and anticipated maternity leave payments.

Litter Picker

The Chair had spoken to the Council's Litter Picker, who had now received a letter about the proposed changes to the arrangements for the service. He had expressed his eagerness to work directly for the Parish Council, which would be on the basis of 2½ days per week in Winwick. It was anticipated that Burtonwood and Westbrook Parish Council would be prepared to purchase a service for the remaining 2½ days directly from Winwick.

The Litter Picker was very enthusiastic about his job and had offered some advice on the type of vehicle that the Council might wish to obtain for the service. Members considered that it might be economical to take out a loan with the Public Works Loan Board (PWLB) for a new electric vehicle. Ms Jones confirmed that she was currently looking into the options for vehicles and the potential costs.

Decision –

- (1) To note the proposals, draft advert and job description in respect of maternity leave cover for the Operations and Finance Officer.
- (2) To note the update in respect of proposed changes to the Litter Picker Service.

Finance report to Winwick Parish Council 23rd March 2021

Budget review 2020/21

In February we have had £8.7k of income through the centre including £5.1k of furlough monies. This puts the centre at a profit of £3k for February and the year to date showing a £30.2k loss.

Further furlough claims are being processed weekly.

We have been approved for the community centre closures grants for November (£2k received 5th March) and this qualifies us for the follow on grants for the December restrictions and January-March closure totalling £12,500.14 due for receipt around 18th March 2021. This had not been confirmed at the time of setting the precept and initially was looking like £2k of grants, it is due to additional closures that the amount is so large.

We have incurred £5.6k of precept expenditure in February with £89.7k of expenditure on the year to date.

Work is ongoing to bring in outstanding credit accounts for room hire and to clear outstanding suppliers. Further details are available in part 2 due to data protection. As is a summary of suppliers due.

Additional items

- Financial regulations sheet final version for Councillors approval.

Part 2 items:

- 1) Salary increases paper (issued separately)
- 2) Cash flow sheets with debtors and creditors detail (issued separately)
- 3) Leisure centre reopening recommendations paper
- 4) Litter picker update

Profit and Loss
Winwick Parish Council
1 February 2021 to 28 February 2021

	28 Feb 21	YTD
Income		
210 Room hire income	£595.00	£7,515.00
225 Buffet sales income	£0.00	£228.00
230 Bar sales income	£0.00	£15,373.86
231 Bar snacks income	£0.00	£1,033.62
232 Soft drinks income	£0.00	£2,688.77
Furlough	£5,126.74	£29,330.36
Bar tea and coffee	£0.00	£1,717.86
Field income	£3,000.00	£3,391.67
Entertainer	£0.00	£0.00
Machine income	£0.00	£54.00
Ticket sales	£0.00	£0.00
projector/ white board	£0.00	£0.00
LC Bar till discrepancies	£0.00	£0.06
Total Income	£8,721.74	£61,333.20
Less Cost of Sales		
bar snacks expenditure	£0.00	£418.75
Beverage supplies (Coffee, milk etc)	£222.37	£2,516.28
Buffets - events	£0.00	£180.00
Drink purchases (and other bar items)	£0.00	£6,498.78
LC Direct Wages	£1,179.48	£19,331.57
Entertainment	£0.00	£0.00
soft drinks expenditure	£0.00	£1,360.04
Total Cost of Sales	£1,401.85	£30,305.42
Gross Profit	£7,319.89	£31,027.78
Less Operating Expenses		
LC Bar & Cleaning sundries	£365.00	£3,033.10
Advertising	£0.00	£0.00
Bookings post	£0.00	£0.00
LC Bottled Gas	£17.30	£863.37
LC Cleaning	£610.60	£7,924.53
LC consulting	£24.00	£290.33
LC Electricity (Light, Power)	£0.00	-£6,738.76
LC Equipment	£0.00	£347.61
LC Fire extinguishers	£0.00	£512.00
LC Gas (Heating)	£249.11	£2,892.26
LC Intruder/ fire alarms	£0.00	£500.00
LC Landline telephone and Broadband	£30.92	£1,573.54
LC Rates	£1,201.00	£10,534.33
LC Repairs & Maintenance	£0.00	£5,403.74
LC Trade waste	£16.12	£1,314.58
LC TV Licence	£0.00	£131.25
LC Water and Sewerage	£0.00	£1,921.35
Managers salary and NI	£1,342.40	£25,200.27
PAYE Payable	£412.50	£5,340.67
Pensions costs	£0.00	£0.00
Printing and stationary	£0.00	£0.00
Stocktaking Services	£0.00	£210.00
Total Operating Expenses	£4,268.95	£61,254.17
Net Profit	£3,050.94	-£30,226.39

income and expenditure
Winwick Parish Council
1 February 2021 to 28 February 2021

	28 Feb 21	YTD
Income		
Precept	£0.00	£112,150.00
Total Income	£0.00	£112,150.00
Less Cost of Sales		
no cost of sales	£0.00	£0.00
Total Cost of Sales	£0.00	£0.00
Gross Profit	£0.00	£112,150.00
Less Operating Expenses		
Administration expenses	£0.00	£25.12
Bank Fees	£46.60	£1,205.28
Xmas tree	£0.00	£250.00
Community bus	£0.00	£750.00
Poppy appeal	£0.00	£60.00
Clerk's salary	£1,028.52	£5,657.36
Consulting	£0.00	£5,000.00
External audit fee	£0.00	£1,640.00
Internal audit fee	£0.00	£1,000.00
Insurance	£0.00	£2,398.03
Grass cutting	£0.00	£3,150.81
Grounds Maintenance	£162.50	£2,667.50
Key holding contract	£0.00	£838.00
Pension costs	£193.98	£2,228.26
Legal / Licencing Expenses	£0.00	£2,293.65
Litter Pick Costs (Shared)	£960.52	£14,493.51
Loan charges	£0.00	£7,051.64
PAYE Payable	£837.51	£10,843.18
Payroll	£176.67	£2,088.37
Repairs & Maintenance	£0.00	£748.50
RFO Salary (and NI)	£2,013.40	£23,612.98
Subscriptions	£30.00	£86.41
Swan green, winwick park, radley common	£160.00	£1,670.00
Total Operating Expenses	£5,609.70	£89,758.60
Net Profit	-£5,609.70	£22,391.40

WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Cleric), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations. Photographs of before and after repairs are also required.
- 3.4 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.5 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.

- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council.
- 5.4 Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

6. PAYMENTS OF ACCOUNTS

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the

council. **This will not be required for a member's personal computer used only for remote authorisation of bank payments.**

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of staff/councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.

8. LOANS AND INVESTMENTS

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if exists), approved by the Council

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. Weekly bar returns are to be submitted to the Management Committee on a monthly basis.
- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO. Where required the Manager and RFO will ensure that purchase order numbers are obtained.

- 9.3 All credit customer invoices will come due 30 days from the date of the invoice, should these accounts remain unpaid the following steps will be followed:
- i) At 30 days a reminder letter/ email will be issued
 - ii) At 45 days a letter/ email will be issued informing the customer of the intention to apply interest charges.
 - iii) At 60 days interest charges to be calculated and an email/letter will be issued to the customer with a copy of the interest invoice.
 - iv) If invoice remains unpaid at 75 days Councillors will be notified to decide further action to be taken on client account (whether that be employing a debt chasing agency, putting usage on hold, requiring payment up front of usage, etc)
- Credit accounts are to be reported to Full Council at all stages of recovery.**
- 9.4 The Council will review all fees and charges annually, following a report by the RFO.
- 9.5 Any bad debts shall be reported to the Council.
- 9.6 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. ORDERS FOR WORK, GOODS OR SERVICES

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (e.g. petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
- (i) the supply of gas, electricity, water, sewerage and telephone services
 - (ii) specialist services such as are provided by solicitors, accountants and surveyors
 - (iii) repairs to, or parts for, existing machinery or equipment or plant
 - (iv) extensions to existing contracts
 - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the RFO/ Clerk shall invite tenders from at least three firms.
- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works.
- 11.4 For expenditure of £2000 or less, the Chairman, RFO & Clerk shall have executive power.
- 11.5 The Council shall not be obliged to accept the lowest or any tender.

12. STORES AND EQUIPMENT

- 12.1 The Leisure Centre manager shall be responsible for the care and custody of stores and equipment held in the Leisure Centre.
- 12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.
- 12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.
- 12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

13. PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.
- 13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

14. INSURANCE

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.
- 14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15. VALUE ADDED TAX

- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

16. REVIEW OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Council to review these Regulations biennially.