

# 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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21 July 2021

**To: All Members of Winwick Parish Council**

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 27 July 2021 at 7.30 pm.

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## AGENDA

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

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

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

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

- 3. Minutes**  
To confirm the minutes of the Meeting of the Parish Council held on 22 June 2021.
- 4. Appointments to Committees, Sub-Groups and Outside Bodies**
- 5. Updates on Issues from Previous Meetings**
- 6. Question Time for Electors**
- 7. Written Motions Received**

- 8. Winwick CE Primary School – School and Community Development Plans**
- 9. Police / Community Issues**
- 10. Winwick Litter Network – Update**
- 11. Correspondence**
- 12. Planning Matters**
- 13. Finance Officer’s Report**
- 14. Reports from Parish Council Committees**
  - Management Committee – 8 June 2021
  - Management Committee – 13 July 2021 (*to follow*)
- 15. Ward Reports / Updates**
  - Houghton Green Ward  
(Councillors D Friend, G Friend, McGinn, Warnock-Smith)
  - Peel Hall Ward  
(Councillors A Abbey, E Abbey and Pitt)
  - Winwick Ward  
(Councillors Herron, Iddon and Mitchell)
- 16. Date and Time of Next Meeting**
  - Tuesday, 28 September 2021 at 7.30pm
- 17. Chairman to move to Part 2**

## **Part 2**

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

- 18. Finance Officer’s / Clerk’s Report – Confidential Matters**

**Winwick Parish Council**  
**Minutes of the Meeting held on 22 June 2021**

**Present:** Councillors D Friend (Chair), A Abbey, G Friend, J Herron, A Iddon, F McGinn, C Mitchell, J Pitt and A Warnock-Smith.

**WPC.27      Apologies for Absence**

There were no apologies for absence submitted.

**WPC.28      Code of Conduct - Declarations of Interest**

Councillor D Friend declared a personal interest in any items on the Agenda which might involve a discussion about Winwick CE Primary School in the light of her appointment by Warrington Borough Council to Warrington Education Trust.

**WPC.29      Co-option of a Member - Peel Hall Ward (1 Vacancy)**

Members were informed that John Parr had declined to accept the appointment to the vacancy in the Peel Hall ward offered to him at the last meeting, for family reasons. Councillors were made aware of the nomination of two additional persons for co-option, as follows:

- Brenda Blackledge (Independent) and
- Eibh Abbey (Labour)

A secret ballot was conducted at the meeting and Eibh Abbey was duly elected by 6 votes to 3.

Decision – To approve the co-option of Eibh Abbey to fill the remaining vacancy in the Peel Hall Ward.

**WPC.30      Minutes**

Decision – That, subject to the following amendments:

- Main Header – deletion of ‘2019’ and insertion of ‘2021’.
- Minute WPC.9(1) – Appointments to Committees and Sub-Groups – Insertion of an additional bullet at the bottom of the list to refer to ‘Local Plan Working Group’,

the Minutes of the Annual Meeting held on 18 May 2021 be agreed and be signed by the Chair as a correct record.

With the approval of the meeting Agenda Item 13 was brought forward.

**WPC.31      Planning Matters**

*General Correspondence*

Nil

Domestic Planning Applications

1. Application reference: 2021/39439  
Location: 12, Spires Gardens, Winwick, Warrington, WA2 8WB  
Description of development: Variation of condition - Proposed variation of Condition 2 (approved plans) on previously approved application 2020/38414 (house extension) to allow for a pitched roof instead of a flat roof
2. Application reference: 2021/39509  
Location: 60, Myddleton Lane, Winwick, Warrington, WA2 8NJ  
Description of development: Non Material Amendment - Proposed amendments to previously approved application 2018/33747 (House extension) for a new roof design
3. Application reference: 2021/39593  
Location: 5, Waterworks Lane, Winwick, Warrington, WA2 8LH  
Description of development: Householder-Single storey rear extension
4. Application reference: 2021/39594  
Location: 8, Spires Gardens, Winwick, Warrington, WA2 8WB  
Description of development: Lawful Development Certificate - Proposed large permeable front hard standing and single storey rear extension

Non-Domestic Planning Applications

5. Application reference: 2021/39240  
Location: Sun House, Units 2-4, Opus 9 Industrial Estate, Woburn Road, Warrington, WA2 8UE  
Description of development: Full Planning - Proposed roof extraction flue to accommodate wet spray and powder coat painting with oven drying facility
6. Application reference: 2021/39232  
Location: Land North of Cromwell Avenue, East of Sankey Brook, Sankey Valley Park, Winwick Quay Area, Warrington, WA5 5TN  
Description of development: Full Planning (Major) - Engineering works to extend existing fishing pool (Stanners Pool) with fishing pegs and paths with associated earth mounding /landscaping
7. Application reference: 2021/39462  
Location: Land South of M62, Mill Lane, Houghton Green, 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).

8. Application reference: 2021/39398  
Location: Land Adjacent To Newton Road, WA2 8SH  
Description of development: Agricultural Prior Approval - Proposed Grain Store

Councillors had sight of an e-mail dated 17 June 2021 from a member of the public who lived in Houghton Green Village in connection with planning application reference 2021/39462 - Land South of M62, Mill Lane, Houghton Green. The resident was in attendance at the meeting and spoke against the development.

The proposed development was for 27 houses and purported to help meet the Borough's affordable housing demand. The land concerned had formerly been owned by Homes England, but had never been developed. An application in 1999 had been withdrawn prior to consideration and the land had then been sold to the current owner. The site had been sold relatively cheaply notwithstanding that fact that Homes England were under a duty to obtain the best price. However, there was a view that the site was not suitable for housing development.

A significant number of the proposed houses would directly face the M62, with access for car parking at the rear by driving under the houses. The resident considered that the overall design was poor, with a number of 3 storey homes, which were not in-keeping with other properties in the area. The homes would be unusually close to the Motorway (30m) and much closer than comparable homes in Cinnamon Brow and Locking Stumps (140m). Buildings close to the motorway at Gemini and Omega were largely commercial distribution centres.

Noise would be a factor for the new homes with sound levels at around 85db and over 100k vehicles passing by every day. Some high-sided vehicles were 5m high. Sound barriers were proposed 50% of which would be 3m high and the other 50% would be 6m high. The plan also showed trees in front of the barrier, but none could be planted there due to the high pressure gas main. An assertion was made that the air quality survey which had been carried out was from too far away.

The village currently had a mix of houses which comprised mainly homes from the 1800s or new builds. The noise levels in existing homes was already horrendous, with windows having to remain closed and other ventilation solutions employed. There was also considered to be a risk of children playing close to the M62 on the border strip.

In summary, the development was not thought to be sustainable. A further consideration was the proximity of this development to the Satnam site at Peel Hall. A successful planning consent for this land might trigger further interest and appeals from Satnam about their own site. The resident called for the Parish Council to support residents in their objections to the development.

Councillor G Friend noted that the site would be accessed by Mill Lane. The resident confirmed this and indicated that Mill Lane was only 5m wide and had a pavement on one side only. The normal limit on the number of dwellings in a cul-de-sac was 100. If more housing was built, additional emergency access would be required. It was worth noting that there was a second field adjacent to the development site, which might accommodate a further 20 houses. The 2

developments taken together would significantly change the character of the village which only had 56 homes at present. It was noted that egress from Mill Lane turning right into Delph Lane was difficult.

Councillor Mitchell indicated that she had already lodged an objection to the application. A second resident asked if the matter could be taken to the Borough Council's Development Management Committee. Councillor G Friend indicated that this could be triggered under the Committee's rules.

Councillor A Abbey asked about what the land had previously been used for. If the land had been designated as leisure land it might not technically be possible for housing development to take place. He would be happy to provide advice on this matter.

The residents indicated that they had been part of the Rule 6 Group in connection with the Peel Hall appeal. This had enable residents to have a strong voice. However, the decision was still with the Secretary of State.

A resident added that the acoustic barrier proposed for this application would not cover the whole of the site as there was a 10m section of highway which would not be covered. This might result in additional costs for the highways authority needing to provide a sound barrier.

Councillor McGinn indicated that suitable the barriers should prevent any risks to children.

Councillor Mitchell indicated that Councillor John Kerr-Brown (WBC) had asked for the decision to be stayed until after the Peek Hall Inquiry outcome was known. Councilor Abbey noted that planning laws were changing and that ultimately the decision could by-pass the local approval mechanism. Councillor G Friend suggested that this Council object to the proposal on the grounds of:-

- Traffic Noise;
- Air pollution;
- Height of the houses, which was not in-keeping with the area; and
- Increased traffic.

#### Decision

- (1) To note the planning matters submitted to the Parish Council.
- (2) To request the Clerk to submit an objection to Application Reference 2021/39462 –Land South of M62, Mill Lane, Houghton Green, on the grounds set out above.

#### **WPC.32 Appointments to Committee, Sub-Groups and Outside Bodies**

Appointments to a number of the formal bodies established for 2021/22 had been deferred at the Annual Meeting to enable the co-option process to be concluded and to allow further consideration of the terms of reference of certain bodies.

Decision – To defer this matter to enable further consideration of the issues identified previously and to request the Clerk to seek nominations to the various bodies outside of the meeting, to enable a full report to be brought back at a later date.

**WPC.33      Updates on Issues from Previous Meetings**

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions had been completed or were progressing, although a small number of outstanding matters still remained.

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

**WPC.34      Question Time for Electors**

There were a number of members of the public present at the meeting.

*Green Lane*

A resident of Green Lane complained about the state of Green Lane which was prone to flooding in bad weather. The resident had raised this issue with various authorities on numerous occasions and some temporary fixes had been provided, but these had not permanently resolved the flooding issues. The flooding had reached 4ft deep on one recent occasion. Often there was mud left on the road which the resident himself cleaned up.

*Response:* Councillor Mitchell had raised the matter too and had been informed that the problem was, in part, due to overflow from a septic tank in the area. The resident disputed that assessment and suggested that the main problem was the lack of cleaning of the culvert at that location. Councillor Mitchell responded that lack of a permanent solution could be due to a funding issue. Councillor Iddon noted that this area did flood from time to time, but this was a Warrington-wide problem during adverse weather.

The Chair indicated that this was the first time that current Council Members had been made aware of this issue and suggested that the Council could write to Warrington Borough Council to ask it to look into the matter. She also asked if the resident had any other suggestions as to how this Council might help. Councillor G Friend reiterated that highways issues were a matter for the Borough Council. Councillor Iddon confirmed that slow draining gullies were a widespread problem in this area.

*Winwick Litter Network*

A representative of Winwick Litter Network enquired about whether the group would receive a response to the questions put at the last meeting.

*Response:* Julian Joinson, Clerk, apologised for the delay in writing to the Network, as the answers to some of the queries were not straightforward and required an element of research.

The Chair suggested that a separate regular business meeting between Council representatives, including the litter picker, and representatives of the Litter Network should be arranged to discuss operational matters.

In respect of Question 8 – Councillors attendance at the Network's Summer Celebration meeting on 24 June, it was reported that an informal gathering would now take place on the terrace outside the Leisure Centre, due to COVID restrictions.

Councillor A Abbey indicated that he had met with representatives of the Network recently and had contacted the Environment Agency about the fly-tipping issues at Causey Bridge. A response was still awaited. A decision about Hermitage Green was expected on 24 June 2021, and it would be important to keep up pressure on this matter. There were numerous fly-tipping hot-spots in Warrington, including in areas of Poplars and Hulme. Councillor Abbey commended the Network for the work that they did. He would endeavor to support the group both as a Parish and Borough councillor. However, some of the issues which involved private land were known to be complicated.

Network representatives reported that Ian Brackenbury, Warrington Borough Council, had been able to take a pragmatic approach to fly-tipping on farmers' land. The Network coordinators were due to meet soon with Jason Lewis, Environmental Crime Officer. It was frustrating that Cheshire Constabulary could not do more in relation to environmental crime. However, Councillor Mitchell confirmed that this was a Borough Council function.

The Chair summarised by indicating that the Council would continue to work with the Network.

Decision –

- (1) To note the questions raised by residents and responses provided.
- (2) To request that the Clerk to write to Warrington Borough Council to raise the matter of flooding on Green Lane
- (3) To authorise Councillor Alex Abbey to liaise directly with representatives of Winwick Litter Network on behalf of the Council.

**WPC.35      Written Motions Received**

There were no motions submitted on this occasion.

**WPC.36      Police / Community Issues**

Written reports were provided by PCSO Neil Brown (Winwick Ward) for May/June 2021 and PCSO Anna-Maria McGrail (Peel Hall/Houghton Green Wards) for May 2021.

*Winwick Ward*

- PCSO Brown had been dealing with shoplifting in B&Q ;
- He had looked into parking issues on Rectory Lane;
- He had asked licence premises if they would like to join Warrington West Pub Watch, which Police were currently setting up to commence next month;
- With the new 7.5t limit on Golborne Road, PCSO Brown had been speaking to residents about the issue and had sent an email to the highways authority about the signage on Parkside Road. The issue was that if an HGV arrived at the sign they were already past the point of no return. He had asked if signage could be placed at the beginning of the road at the junction of Newton Road, so that HGV drivers had no excuse; and
- He had arranged for patrols on Magic Lake, due to off road bikes being seen in that location.

For the rest of the month, especially on the late shifts, PCSO Brown had been spending the majority of his shifts in and around the area of Mary Ann Meadows. This was due to the high level of demand in the area recently and the number of youths drinking and taking other substances.

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

*Peel Hall/Houghton Green Wards*

In total, there had been 267 incidents recorded across the Borough Council's Poplars and Hulme Ward, which included the Parish's Peel Hall Ward. A pie-chart was included in the report, which showed the percentages of each type of crime recorded. The incidents at repeat locations within the parish perimeter and other activities reported were as follows:

- Crime;
- Traffic;
- Domestic;
- Concern for safety; and
- Suspicious activity.

Other Matters

- TruCAM speed enforcement had been carried out on both Poplars Avenue and Blackbrook Avenue;
- This month the Police had introduced 'Monthly Priorities'. For this month these had included, focusing on local schools, working alongside KeyRing to offer support to vulnerable people in the area, and focusing on parking along Ulverston Avenue;
- Parking tickets had been given out for unnecessary obstruction on Ulverston Avenue and Bowness Avenue;
- PCSO Paulo had located three cars this month one without tax, insurance or MOT and two stolen. All had been recovered; and

- Police had attended the addresses of vulnerable people around the area, working alongside KeyRing. This was a partnership that the Constabulary was hoping to continue and to develop.

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

Councillors reported that there was a Public Space Protection Order in place for the whole of Warrington which would help to manage anti-social behaviour (ASB) issues.

Councilor Mitchell indicated that there had been a report of ASB on Rectory Lane with vehicles parked for drugs purposes. A meeting was planned between Police, councillors and Council officers. There had also been an incident reported on the footpath at the end of Rectory Lane. Councillor Herron might also wish to attend the meeting.

Councillor Mitchell reported that when she had tried to report off-road bikes recently using the 101 telephone number it had taken too long. A more effective method was to report this via Crimestoppers.

Councillor Iddon enquired if any progress had been made in respect of the 7.5 tonne road restrictions. Councillor Mitchell responded that the limit was now in place (as outlined in the above report by PSCO Brown), but from the St Helens end if HGV vehicles reached the sign they were unable to turn around. Warrington Borough Council officers had agreed with St Helens to erect a sign on St Helen's land to prevent this situation.

Decision – To note the reports on Police and community issues submitted.

#### **WPC.37 Winwick Litter Network - Update**

Members considered a spotlight report for mid-June 2021 on Fly-Tipping from joint coordinators George Melvin and Bob Towers, on behalf of the Winwick Litter Network. The report included information on the following hotspots:-

- Highfield Lane and Waterworks Lane;
- Causey Bridge, Old Alder Lane;
- Hermitage Green Lane;
- Sankey Valley Trail (near M62 flyover);
- Delph Lane (below B&Q);
- Mill Lane; and
- Newton Road (near Newton-le-Willows bound bus stop at the top of Hollins Lane).

The report concluded that:-

- In most areas of Winwick the Network felt that it was now reasonably "on top of" litter in itself, although items thrown from vehicles remained a concern as it was often difficult to retrieve them in a safe manner.

- Fly-tipping was now the major bug-bear and it was here that the Network had been focusing more attention; with a measure of success.
- The Network had established a good working relationship with two of the Officers at Warrington Borough Council who were most involved in these issues in Winwick.
- The Network had met WBC Officers about Causey Bridge on 6 May. This was a major hot-spot for which a solution which would not be easy. However, a solution was needed before the debris was removed. The Network was looking at alternative solutions with WBC, local Councillors, the local landowners and Woody Wombles, the Burtonwood based litter group.
- Hermitage Green Lane was the other principal concern, given the historic significance of the site. A major clear-up was undertaken there on 11 May. WBC now needed to urgently finalise the clear-up work which the Network's volunteers had started (as the asbestos debris had been there for many, many months). The Network was hopeful that a prosecution could proceed in respect of at least one recent fly tipping vehicle identified.
- Good results had been seen in early June on the clearance of two longstanding fly-tipping "dumps"; on Highfield Lane and on the A49 not far from the Hollins Lane traffic lights. In both cases the Network had bagged and marshalled the debris and by 4pm on the day Technical Support at WBC had removed it all. The support from WBC had been greatly appreciated.
- Preventative strategies were being trialled across the Parish area by the Network's volunteers, with more initiatives planned.
- Council support for cameras was strongly recommended. It was understood that a funding submission was being looked at. Other preventative and awareness type initiatives were also recommended.
- The Network urged the Parish Council to make fly-tipping a major issue that required ongoing focus and engagement, with a commitment to keep it central to the agenda in Winwick. A detailed paper had been presented to the Council on this at the meeting in May and the Network awaited the Council's feedback.

Decision – To note the spotlight report on Fly-Tipping for mid June 2021 from the Winwick Litter Network.

### **WPC.38      Request for a Litter Bin – Winwick Park Estate**

Councillor Mitchell raised a request for a litter bin to be sited on the roundabout area of Winwick Park Estate. The Clerk indicated that before any work could be authorised the Council should check to see if it owned the land. There was an assumption that the land was owned by the Parish Council, as it currently maintained the garden area and had a notice board at the site. However, the notice board had been gifted to the Council by the original developer and Warrington Borough Council's mapping system showed this area as being highways land.

Decision – To agree, in principle, to the siting of litter bin on Winwick Park roundabout, subject to consideration of the land ownership issue.

**WPC.39      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 – 19/05/21, 20/05/21, 21/05/21, 01/06/21, 03/06/21 (x2), 07/06/21, 08/06/21 and 2/06/21
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 21 and 28 May and 4, 11 and 18 June 2021 – 15/05/21, 21/05/21, 26/05/21, 28/05/21, 01/06/21, 03/06/21, 04/06/21, 05/06/21, 07/06/21, 11/06/21, 14/06/21, 15/06/21, 18/06/21 (x2) and 21/06/21
3. E-mail from Dean Bickerton – Warrington LPU, PCSO Coach, seeking video clips from community organisations about the work of local PCSOs to showcase their role at a conference - 08/05/21
4. E-mail from Aimee Comley, Grant Administrator, FCC Communities Foundation seeking evidence of the on-going maintenance and use of the younger children's play equipment on Myddleton Lane Playing Fields, which was funded by a WREN grant in the sum of £24,892 in September 2014 – 18/05/21
5. Website contact form complaint received from a resident, CP, a regular night shift worker, about loud music and microphone instructions for an exercise class outdoors at 10am in the morning occurring on 27/05/21 on Myddleton Lane Playing Fields . A text message (unsigned) was also received on the same date, which may be from the same resident - 27/05/21.
6. Website contact form submission received from resident, JK, offering his assistance in the cleaning up of litter in the Winwick area – 02/06/21
7. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Cloudy IT – Accounting products
  - Futurform – desk screens and office furniture
  - geViews – planters
  - HAGS – outdoor playground and fitness equipment
  - Kompan – outdoor play and fitness equipment, inspection and maintenance
  - R Jenkinson-Finn – HR Consultant .

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) In respect of Document 3, to request the Clerk to explore with Network Plus what types of projects might attract funding.

**WPC.40      Finance Officer's Report**

Members considered a report of Prudencia David, Acting Finance Officer, on a number of financial issues, which are set out below. Ms David was in attendance at the meeting to speak to the report.

Budget Review 2021/22

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council as at 31 May 2021

In May, the Council had received £6.6k of income through the Leisure Centre including £1.8k of furlough monies. This put the Centre at a loss of £0.9k in May and a £3.8k loss year to date. The bookings for room hire in June showed some improvement and might enable the Centre to break even, despite not yet being fully open.

Further furlough claims were being processed weekly.

The Council had incurred £8k of precept expenditure in May, with £14.4k of expenditure on the year to date.

Work was ongoing to bring in outstanding credit accounts for room hire and to clear outstanding suppliers. Officers were still chasing major debtors to settle their payments (a significant amount was currently owed by Northwest Boroughs Healthcare NHS Trust (NWBH), but the situation was being resolved).

If further details of debtors or suppliers were required, these would need to be discussed in Part 2 of the Agenda, due to data protection and commercial confidentiality issues.

As mentioned previously, from 21 June 2021, the Centre had planned to operate at pre-COVID levels. However, this was subject to the continued improvement to COVID levels. According to the Government's announcement on Monday 14 June, the reopening of the whole of UK had been postponed until 19 July 2021. Therefore, the Centre was still operating under the Government guidance issued on 17 May 2021.

Additional Items

- Quotes for Bins were being sought.
- Quotes for Parish gates at the front of the park was an outstanding item, but there was no budget for this at present. Quotes received were as follows:

Quote 1: £ 1,005.00 3 days labour, no extra charge for changing the gate colour

Quote 2: £2,400.00 for labour if keeping the same colour.  
However, an extra £200.00 was chargeable if a different colour was requested.

Quote 3: £1,156.29 exc. VAT.

Costs include to:

- Prepare and spot prime railings where required
  - Apply two coats of metal paint to railings
  - Re-paint gold lettering and tips to railings/gates
- 
- Goal posts request – Officers had been dealing with Glynn Evan from Warrington Borough Council. The Council would remove the posts at the end of the season on 26 June 2021.
  - Tree survey – Ms David had contacted Beechwood Industries and Kenyon Cutters to obtain a date in August where officers could walk the field with them to obtain a maintenance quote for some issues raised. This work would need to start in October 2021.

Payments made since Management Committee meeting of 8 June 2021.

- Staff costs - £3,099.
- Service Care Solutions 540296: £288.16
- D Hannan - £190.00
- BOC - £20.76
- PKF Littlejohn - £1,968
- Service Care - £288.16
- Wigan beer - £140.34
- Merlin brewery - £92.77
- CJ various petty cash expenditure - £192.10
- Furlough offset - £ 317.62

Decision – To note the Finance Officer’s update report, including the Budget Review 2021/22, various quotes received, work underway and payments made.

**WPC.41      Final External Auditor Report and Certificate 2019/20 and Publication of Notice of Conclusion of Audit**

Members considered a copy of the Final External Auditor Report and Certificate 2019/20. The Clerk reported that this now concluded the work on the Council’s accounts for 2019/20. The external auditors had made some comments in relation to lateness of submission of information and the associated assertions made in the Annual Governance Statement. However, the Council was already aware that a submission made prior to the deadline date had not, in fact, been received by the external auditors, which had inadvertently led to the issues identified in the report.

A notice including the Auditors’ Report and final Annual Governance and Accountability Return should now be published on the Council’s website.

Decision – To note the Final External Auditor Report and Certificate 2019/20 and to request the Clerk to publish the relevant notice on the Council’s website.

**WPC.42      Local Government and Public Involvement in Health Act 2007 – Community Governance Review**

The Clerk reminded Members that they had asked for an item on the process for a Community Governance Review at the last meeting. The basis for the request was an inequality in the number of councillors representing each ward and a suggestion that some areas of the Parish might sit better within another Parish Council’s boundary. The moratorium following the previous boundary review had now ended. Any review would need to be undertaken by Warrington Borough Council, but the Parish could lobby for such a review. Alternatively, a petition could be signed by a minimum number of local residents, which would trigger a review.

Councillor Iddon noted that the Boundary Commission had made an error when it had previously reviewed Winwick, allocating a disproportionately high number of councillors to the Houghton Green Ward, which had the lowest population. Councillor G Friend indicated that effectively there were four councillors to represent only four streets in that ward.

The Chair indicated that the Council could ask for a review which would take effect from the next Parish Elections in 2024. Members considered that the time was not yet right to consider this matter further and that the Peel Hall Inquiry outcome might also have a bearing on the numbers of electors in each ward.

Decision – To defer consideration of the matter of a Community Governance Review until September 2021.

**WPC.43      Reports form Parish Council Committees**

The Clerk reported that the minutes of the Management Committee of 8 June 2021 had not yet been completed. These would be circulated as soon as possible and would be included on the Agenda for the next meeting.

Members were informed that one recommendation from that meeting required consideration by the Council. A recommendation had been made to accept Quote 1, in the sum of £1,256 from St Helens Windows, for the purchase and installation of a new exterior door for the Radley Suite. The quote had included a 10 year guarantee.

A query about the maintenance of the football pitches had also been raised at the meeting. The goal posts were due to be removed after 26 June 2021. The Council would continue to liaise with Paul McMahon from Winwick Athletic FC about the maintenance of the pitches. Councillor Herron enquired if the Council was responsible for the playing surface, as there was dip in one of the goal mouths of the uppermost pitch which needed to be filled in and seeded. It was confirmed that the Council was responsible for the playing surface. Members suggested using the Council’s garden contractor D Hannan to carry out the repair. Ms David indicated that she would review the files to check how repairs were normally arranged.

It was noted that there was some information in respect of the Agenda Item 21 Finance Officer's / Clerks Report, regarding debtors and creditor which had not been circulated in time for this meeting. Officers would be requested to make the details available for discussion at the next Management Committee meeting. Councillor Herron suggested that a date be set to write off any outstanding debts where no contact could be made with the debtors. In response to a question by Councillor Iddon, Ms David confirmed that no lettings were being made to debtors who were not currently paying off their debt.

Decision –

- (1) To note that the minutes of the Management Committee meeting of 8 June would be submitted at the next meeting.
- (2) To approve Quote 1 from St Helens Windows in the sum of £1,256, in respect of the purchase and installation of a new exterior door for the Radley Suite.
- (3) To request the Acting Finance Officer to provide the debtors and creditors information at the next Management Committee meeting on 13 July 2021.

### **WPC.44     Ward Reports / Updates**

#### Houghton Green Ward

There were no significant matters to report on this occasion.

#### Peel Hall Ward

Councillor Abbey offered to show Councillor Herron the location of the ward boundaries.

#### Winwick Ward

Councillor Herron noted that there was damage to one of the swings in the playground area, with the safety bar having become dislodged. The swing was currently taped off and out of use. Officers were requested to arrange for the annual inspection by Wicksteeds and to arrange for repair of the swing.

Councillor Mitchell reported that a neighbour on Faringdon Road adjacent to Myddleton Lane Playing Fields had asked for permission to erect a bouncy castle on the field on 1 July 2021. Written permission by the operator was required from the Council.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To approve the request from a resident for the erection of a bouncy castle on Myddleton Lane Playing Fields, subject to the payment of a letting fee

of £10.

**WPC.45      Date and Time of Next Meeting**

Decision – To note that the next meeting of the Council will take place on Tuesday 27 July 2021 at 7.30pm.

**WPC.46      Exclusion of the Public (including the Press)**

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

**WPC.47      Finance Officer's / Clerk's Report - Confidential Matters**

The following matters were raised verbally at the meeting.

Members noted that information on debtors and creditors would be considered at the next meeting of the Management Committee on 13 July 2021.

The Chair reported that a recommendation to the Management Committee about replacement LED lights for the remainder of the Leisure Centre had not been agreed, but would be reviewed in September 2021, as more was known about the Centre's financial recovery. Councillor Herron reported that fluorescent lights would no longer be available from September 2022, which would necessitate the replacement of the existing units.

The Chair also reported that the issues around access to the Leisure Centre needed to be resolved with Winwick CE Primary School. Councillor Herron commented that planning permission was not required for the temporary barriers proposed by the school. Mr Joinson, Clerk, indicated that the Centre's rights of access were set out in a licence agreement with the school. Councillor Abbey indicated that his family had been involved in the original construction of the Leisure Centre and might have some knowledge about the rights of access.

The Chair indicated that she was prepared to consider the school's position, but that the Council's interests also needed to be protected. Councillor Mitchell suggested that Members consider carefully whether there would actually be any impact on the Centre's business due to closure of the barriers. If there was no actual loss foreseen, it should not be necessary to challenge the school's proposal. Councillor Abbey enquired if there were usually any bookings at the Centre between 8.00am and 9.00am. Members confirmed that there were such bookings and that the Centre's operations might be damaged if it was effectively cut off. The school's proposal to enclose their own car park and install a barrier was not an issue.

Decision – To note the matters raised verbally under the Finance Officer's / Clerk's Report.

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WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2021/22

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 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	-	-	Quotes have been received but budgetary constraints have prevented work from progressing	
4	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 and consideration of grass cutting arrangements with the Borough Council	
5	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	-	Working Group composition is yet to be determined following the election on 2021. An item on this appears elsewhere on this Agenda	
6	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	WPC.151(2)	23/02/21	Clerk	-	-	Not yet commenced	

Agenda Item 5

	development.							
7	To request the Operations and Finance Office to speak to representatives of Winwick CE Primary School about the notices posted around the access road to the Centre to see if a compromise could be quickly reached and, if not, to remove the notice on the Council's property.	WPC.181(2)	27/04/21	Finance Officer	-	-	A meeting took place between the Chair, Councillors A Abbey and C Mitchell, the Clerk and representatives of the School on 20/07/21 to discuss access issues.	
8	To request the Clerk to investigate the matter, to seek a legal opinion about rights of access from the Council's solicitors and to bring a report back to the Council.	WPC.181(3)	27/04/21	Clerk	-	-	The Clerk met with the Council's solicitors on 13/05/21 to discuss a number of matters. The solicitors are currently looking into the issues raised.	
9	To request Officers to contact representatives of the above organisation [ <i>the Person Centre</i> ] to ask for further information in support of their application.	WPC.183(2)	27/04/21	Finance Officer/ Clerk	-	-	Not yet commenced	
10	That the existing Code of Conduct be re-adopted and that Officers be requested to review the Code to consider whether there was a need to align it with the new Model Code provided by the Local Government Association.	WPC.7	18/05/21	Clerk/ Finance Officer	-	-	In progress	
11	To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as	WPC.8(1)	18/05/21	Clerk	-	-	In progress	

**Agenda Item 5**

	possible.							
12	To defer consideration of appointments to all other Committees/Sub-Groups until the next meeting of the Council.	WPC.9(4)	18/05/21	Clerk	-	-	This item has been superseded by Minute WPC.32 (22/06/21)	●
13	To request the Officers to consult further on nominations for the following bodies or positions of responsibility outside of the meeting and to report back at the next meeting:- <ul style="list-style-type: none"> <li>• Millennium Fund Trustees</li> <li>• Winwick Educational Foundation</li> <li>• Signatories for electronic banking (Unity Trust Bank)</li> </ul>	WPC.10(2)	18/05/21	Clerk	-	-	This item has been superseded by Minute WPC.32 (22/06/21)	●
14	To request Officers provide a written response to the questions submitted on behalf of the Winwick Litter Network	WPC.15(2)	18/05/21	Clerk	-	-	Not yet commenced	○
15	To request the Clerk to write to the local PCSO to report the overtaking issue on Myddleton Lane and to request the allocation of a site code for Myddleton Lane to support traffic regulations enforcement.	WPC.16(2)	18/05/21	Clerk	-	-	Not yet commenced	○
16	In respect of Document 3, to request the Clerk to explore with Network Plus what types of projects might attract funding.	WPC.17(2)	18/05/21	Clerk	-	-	Not yet commenced	○
17	To approve the formal schedule of Council meetings for 2021/22, subject to further consideration of the proposed Management Committee dates and to note that the next meeting of the Council will take place on Tuesday 22	WPC.23	18/05/21	Chair/Clerk	-	-	All meeting dates have been agreed, but Management Committee dates may be subject to change	●

**Agenda Item 5**

	June 2021 at 7.30pm.							
18	To request the Clerk to write to the Chair of the Governing Body to indicate that the school's proposals, in their current form, are unacceptable, but that the Council would be willing to discuss alternative proposals with the school's representatives.	WPC.26(2)	18/05/21	Clerk	-	-	Completed. A meeting took place between Parish Council and school representatives on 20/07/21	●
19	To request the Clerk to write to the Chair of the Governing Body to indicate that the Council has on-going concerns about the use of a temporary barrier across the access road, due to its impact on the Leisure Centre's business activities and lack of clarity about access by emergency service vehicles.	WPC.26(3)	18/05/21	Clerk	-	-	Completed. A meeting took place between Parish Council and school representatives on 20/07/21	●
20	To request the Clerk to submit an objection to Application Reference 2021/39462 –Land South of M62, Mill Lane, Houghton Green, on the grounds set out above.	WPC.31(2)	22/06/21	Clerk	-	-	Not yet commenced	○
21	To defer this matter to enable further consideration of the issues identified previously and to request the Clerk to seek nominations to the various bodies outside of the meeting, to enable a full report to be brought back at a later date.	WPC.32	22/06/21	Clerk	-	-	In progress	◎
22	To request that the Clerk to write to Warrington Borough Council to raise the matter of flooding on Green Lane	WPC.34(2)	22/06/21	Clerk	-	-	Not yet commenced	○

## Agenda Item 5

23	To agree, in principle, to the siting of litter bin on Winwick Park roundabout, subject to consideration of the land ownership issue.	WPC.38	22/06/21	Clerk	-	-	Not yet commenced	
24	In respect of Document 3, to request the Clerk to explore with Network Plus what types of projects might attract funding.	WPC.39(2)	22/06/21	Clerk	-	-	Not yet commenced	
25	To note the Final External Auditor Report and Certificate 2019/20 and to request the Clerk to publish the relevant notice on the Council's website.	WPC.41	22/06/21	Clerk	-	-	Completed	
26	To defer consideration of the matter of a Community Governance Review until September 2021.	WPC.42	22/06/21	Clerk	-	-	Pending the meeting in September	
27	To approve Quote 1 from St Helens Windows in the sum of £1,256, in respect of the purchase and installation of a new exterior door for the Radley Suite.	WPC.43(2)	22/06/21	Acting Finance Officer/ Clerk	-	-	An order has now been placed and the deposit will be paid in the next batch of payments	
28	To request the Acting Finance Officer to provide the debtors and creditors information at the next Management Committee meeting on 13 July 2021.	WPC.43(3)	22/06/21	Acting Finance Officer	-	-	Completed	

### Progress Legend

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

Version 3.0 - (Final) – 24/07/21

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*In God's Love, aspire and achieve to be the best*

# Winwick School and Community Improvement Plan

**Public Consultation 15<sup>th</sup> March – 1<sup>st</sup> April, 2021**

for residents, stakeholders and members of Winwick village and school communities

**Prepared by Winwick CE School Governing Body**

**in partnership with Liverpool Diocese and Winwick Parish Council**



# Consultation Overview

Winwick School Governors are pleased to share details and invite community comment for the proposed development plans for the upgrade of the school access road (off Myddleton Lane) and the current school carpark.

In addition we outline proposed plans for a **Phase Two** development, of a linear carpark encompassing a small section of the field area, across from the current school carpark and adjacent to the access road.

The school and Liverpool Diocese has been working with Winwick Parish Council to discuss and share our desire to invest in this area, with the emphasis on dramatically improving safety and access for school children, all pedestrians and vehicles, during week days/evenings and for weekend usage of the Parish field.

**The following pages outline a three phased approach to the development of this area and the longer term plan within the school building.**

- **Phase 1** - Subject to approval and support of a current Planning Application - work can be completed summer 2021.
- **Phase 2** – Subject to community consultation, planning applications & available funding from Liverpool Diocese – proposed work completion by Autumn 2022
- **Phase 3** – Longer term developments within the School building – subject to funding and planning – beyond 2022

In the sharing of these plans, School Governors wish to be open and transparent regarding the need to improve the safety of our school facilities and surrounding area.

# Phase One Upgrade proposal - creating a safer environment

Timing: completion Spring/early summer 2021

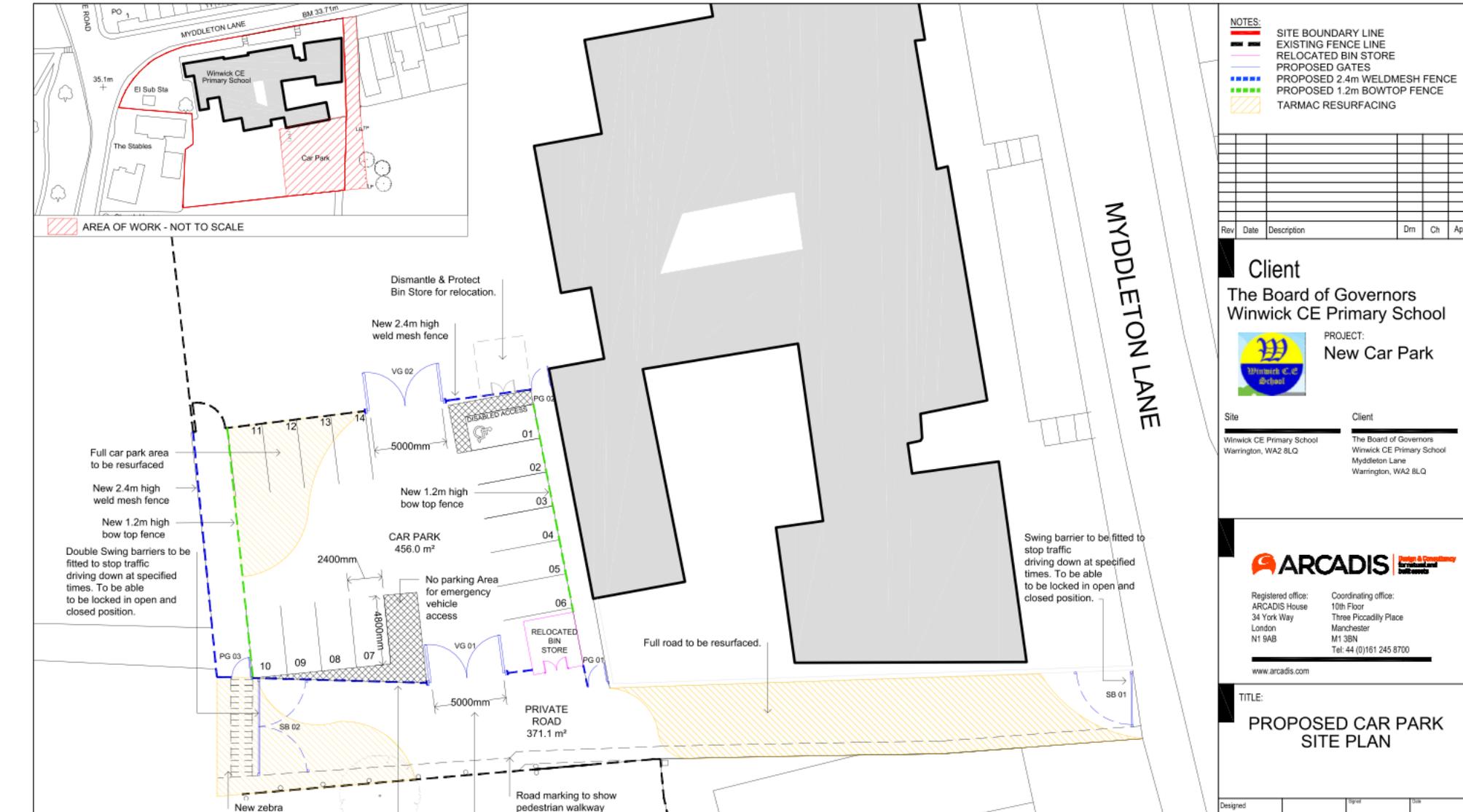
Upgrade of the side access road from Myddleton Lane along the side of the shops approaching the leisure centre as well as the current school carpark (see attached drawings)

## **Proposed upgrades include the following:**

- Resurfacing of the Access Road with improved drainage
- Installation of two swing barriers – one at the road entrance from Myddleton Lane and one on the boundary between school land and leisure centre carparking bays - to limit traffic access at specific times during school drop off and pickup times, daily.

**NB: Restricted access times would be from 8.30-9.15am and 2.45pm-3.30pm. If emergency access was needed by workmen or a reasonable request to assist special events being held at the Leisure Centre during these times, then school would facilitate the opening of these, if requested to do so.**

- Replacement and upgrade of school-yard approach walkway safety fencing.
- Installation of perimeter fencing around the school carpark with lockable access gates, plus incorporation of a new school bin storage pen.
- New zebra crossing to be included from parish field across the road to the school yard approach walkway alongside the swing barrier. Additional road markings to show a pedestrian walkway along the access road from Myddleton Lane.
- Access to the school's newly fenced lockable carpark area to be agreed with the leisure centre for authorised users/ parties to access the carpark for community and leisure centre activities such as football/sports clubs and events, during the evening/weekends. Stakeholders who needed access would hold a key for such events.
- As part of the above investment and development we propose to review the (1984) Access License Agreement with the Parish Council, based on these new investment upgrades and future usage arrangements.



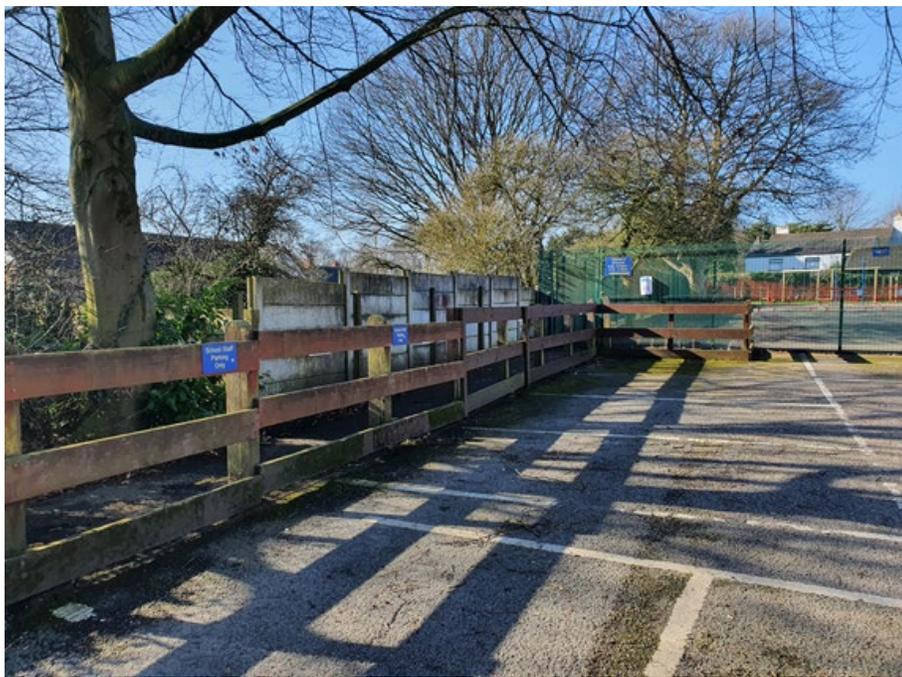
## Access road and school carpark visual images



Access from Myddleton Lane – Proposal to install a swing barrier to limit vehicle access during school drop off and pick up times **8.30-9.15am and 2.45pm-3.30pm week days/term time.**

Re-surfacing of the road and carpark area and erect perimeter fencing for added safety and security of the school carpark.

## School carpark images



Old School walkway fencing to be replaced with new perimeter fencing



Perimeter fencing to go along the side of current parking bays to give protection from the road



Examples of drug debris regularly found on school parking bay areas

# Why is this the right thing to do?

## Phase One

### Current situation is unsafe

- There is an immediate need to repair and resurface the access road and re-draw the road markings to ensure safety for both vehicle and pedestrian usage.
- Current vehicle access to school during 'drop off and pick up' times needs to address the issue of pedestrian safety – currently vehicle access to the lane is restricted via removable barriers, this is not a reasonable long term solution.
- Managing social distancing as part of the School's Risk Assessment requires parents and children to line up across the Access road which represents a safety risk.
- Unsociable behaviour at night time and weekends resulting in general littering, drink and drug paraphernalia being regularly left on the school carpark provides a risk to children and the staff who clear this up each morning. Therefore locking this area prevents this.
- Closing the area off also helps prevent potential damage to staff cars as well as unauthorised parking during the school day, which has a potential risk to emergency vehicle access.
- Allows a Refresh of the Access Road License Agreement between the Parish Council and School (last updated in 1984) which includes outdated agreements and annual access fees that do not accurately represent current day maintenance costs.

**Please Note: These Phase One proposals were submitted to WBC Planning Dept in December 2020. School neighbours and local residents were notified early February 2021 with an opportunity to comment.**

**Outcomes of this submission are expected by Mid March 2021.**

## Phase two – upgrade proposal for Community Consideration and Comment

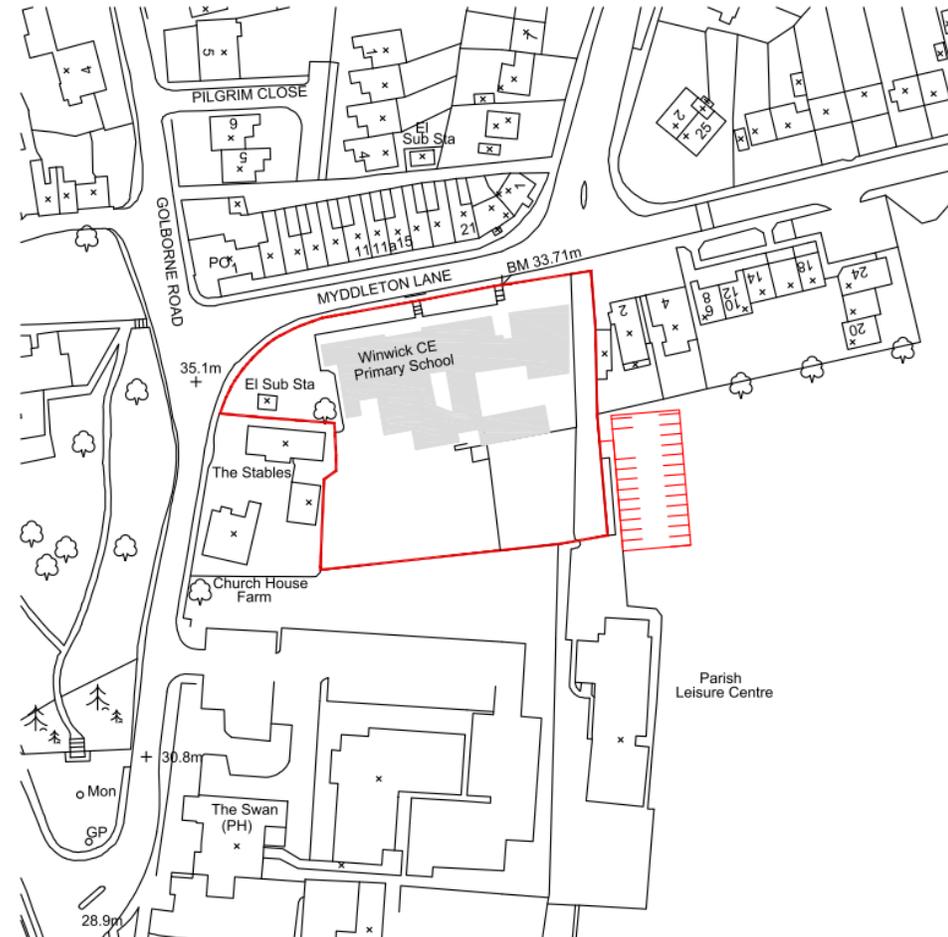
### Proposed timing – 2022 onwards

The School and Diocese wish to update the plans originally submitted summer 2020, in line with Warrington Borough Planning Dept. guidance, to now develop a linear School car park on the Parish field by the access road, as follows:

- Re-configure the plans for possible linear parking spaces – therefore reducing the amount of green space taken & with the option of introducing a permeable ‘greener’ alternative surface to tarmac.
- Include low level ‘non intrusive’ lighting for improved visibility, safety and security for users and neighbours.
- Carpark area to be lockable with agreed access for Leisure centre users and clubs during evenings and weekends to avoid unauthorised usage & unsociable behaviour - current school carpark issues with drug use and littering daily.
- The School with the support and agreement of the Parish Council to conduct a full community-wide consultation to discuss the requirements and vision of the school aligned to these additional improvement benefits to the community – school families, sports groups, local people using the leisure centre and our neighbours.

**On approval of the Phase Two development, the relocation of the school carpark will allow the extension of the school yard for Early years children and the opportunity to consider future building extension opportunities - outlined as our Future Vision - Phase Three development.**

# Phase two – block plan proposal for Linear carpark on Parish field




Rev	Date	Description	Dm	Ch	App

**Client**  
 The Board of Governors  
 Winwick CE Primary School

**PROJECT:**  
 Boundary Fencing  
 Works



<b>Site</b>	<b>Client</b>
Winwick CE Primary School Warrington, WA2 8LQ	The Board of Governors Winwick CE Primary School Myddleton Lane Warrington, WA2 8LQ



Registered office: ARCADIS House 34 York Way London N1 9AB	Coordinating office: 10th Floor Three Piccadilly Place Manchester M1 3BN Tel: 44 (0)161 245 8700
--	---

www.arcadis.com

TITLE:

Location Plan

Designed			

## Phase Two – proposed area for linear carpark



Zebra crossing to be remarked, with installation of a double swing barrier on the land boundary line, for added safety. Current disabled parking bays on Parish Council land to remain.



View from school Access road. Removal of bushes, trees and existing fencing to create open area with improved visibility.

**Proposed land development area** - view from leisure centre of the proposed area for linear carpark.

- Plan for 23 carparking bays in two row linear layout – area 15.5 metres wide x 31 metres long.
- Occupying area behind the shop & up to the first disabled parking bay on the left, level with park bench.
- The current four trees will be removed - eight new trees to be re-planted – details to be agreed with WBC Planning dept

# Why is this the right thing to do? - 1

## Phase Two

### Improve Safety

- Relocation of the school carpark to a linear carpark layout reduces the amount of green space taken up and provides the opportunity also of widening this area to give increased visibility for pedestrians - therefore increasing crossing safety at all times.
- General Health and Safety requirements (particularly also during Covid restrictions) means that having a larger play area would be beneficial to allow more children to use the yard area at any one time, rather than split lunches and break time rotas.
- By relocating the car park and not simply getting rid of it, enables the community continued use of this additional much needed space for leisure centre events and sports activity during the evenings and weekends.
- Opening up this area also allows greater visibility from the field onto the access road which will have low level lighting for increased safety at night time.
- The ability to securely lock this area means that only authorised users (to be agreed with Winwick Leisure centre) will access the carpark during evenings and weekends, therefore reducing the risk again of unsociable behaviour on the field immediately behind the shops and neighbouring houses.

# Why is this the right thing to do? – 2

## Phase Two

### Create additional outdoor space and Improve our village school

- Relocating the car park allows much needed extra yard space for the school's younger children, with the future possibility of updating our EYFS classroom with the option of adding a pre-school offering – dependant on funding.
- Without the opportunity to convert the land on the edge of the Parish field, the school has very limited opportunity to increase and improve its provision in the future. This may result in losing out to other locals schools that can offer more.
- The leisure centre carpark has previously been suggested as an alternative place for school staff to park. This would have a large impact on the reduction of public and leisure centre carparking overall, with a loss of 20 spaces. It would limit the leisure centre's and the school hall's community activities during weekdays/evenings and would have an unacceptable impact on car parking capacity for weekend sports activities and events – resulting in added parking congestion on Myddleton Lane and surrounding roads.
- Governors have previously explored other options to increase the school footprint such as: utilising the land owned by the Premier Inn at the back of the existing playground – the Premier Inn are not prepared to relinquish any land, so this is not a viable option.

# Phase three – Future vision for the school

## *Meeting the needs of our community – 2022 and beyond*

### **Phase three – *Our desire for the future***

- The school has for some time been considering improving the function of the school building to meet the needs of the local community, families and our children.
- Future Proposed plans are to update the current school building to include installation of more ground floor toilets, as well as the opportunity to update the current EYFS reception classroom and outdoor play area. This provides the option to include an additional pre-school classroom also, in the future. (These plans would be subject to applying for funding from Liverpool Diocese and other stakeholders)
- Most modern Early years/ pre-school facilities are constructed around continuous access to a large outdoor play area for both the pre-school and EYFS/Reception children. Therefore any updates to the school's Early years facility needs to consider the amount of area available for outdoor play.
- Some of our neighbouring schools provide a pre-school class option; this ultimately allows ease of transition for children moving into reception, provides flexibility to parents and families having children in one place and offers consistency and continuation of care from an earlier age.
- Having a pre-school offering is something that Ofsted are very much encouraging schools to develop as part of their early years provision – this would therefore be looked upon favourably by them.

**With the successful completion of Phases One and Two projects we would be able to look forward to taking on this larger Phase Three development and financially investing in our school's future.**

**We hope that everyone will consider these plans and share our desire to take positive steps to provide much needed upgrades and increased safety measures.**

**This will ultimately result in delivering the high quality school facilities and education provision that the children, families and community of Winwick deserve.**



## Community Consultation – Share your comments and support

- **Phase 1 feedback:** Planning Application information has been shared with school neighbours; outcomes of the first steps are expected mid to late March. Thank you to those who have had input to this.
- **Phase 2 & 3 feedback:** Your Questions and comments are welcomed as part of this next phase Community Consultation process - **between 15<sup>th</sup> March and 1<sup>st</sup> April.**

**Please email your comments by the 1<sup>st</sup> April to**

Chair of Governors at: **Winwick\_primary@warrington.gov.uk**

Or write to us at: **Winwick CE School, Myddleton Lane, Winwick WA2 8LQ**

Responses will be made to comments by 30<sup>th</sup> April 2021



*In God's Love, aspire and achieve to be the best*

## **Thank you for taking the time to read the Winwick CE School Community Improvement Plan**

**All documents can be viewed on the school website**

We look forward to receiving your comments, questions and feedback

**Winwick CE School | Myddleton Lane | Winwick | WA2 8LQ**

**[www.winwick.eschools.co.uk](http://www.winwick.eschools.co.uk)**



July Monthly report 2021

Burtonwood

- I have been patrolling around Phipps lane Industrial estate due to recent suspicious activity in the area around the businesses.
- I have been attending the local care home on clay lane spoken to staff and the youths about recent events of them going missing.
- I have distributed Anti-social behaviour questionnaires to different areas around the village, other areas will be getting these in the near future.
- Speed enforcement has been done on a few sites.
- Lorry watch scheme is still going on, letters been distributed to offending vehicles, myself and PC Dadswell are planning to do another day of patrol on this when I am back from annual leave.
- I have been in touch with the schools and cubs about upcoming competition for a family pass to Gulliver's world for students that have been good all year and or have done something exceptional in the community.

Winwick

- Held a joint meeting with residents on rectory lane about the issues with highway in the area.
- Providing residents who have had markings in chalk outside their house thinking they are being targeted for possible burglaries.
- Keeping in touch with local licence premises such as the swan and Winwick community centre to ask if they are having an issues.
- I have asked for the speed indication device to be place on Golbourne road and Myddleton Lane to hopefully get evidence so I can get a site code for them to do enforcement.

Other than these I have been on foot patrol whenever possible or assisting with other priorities such as missing from homes.

I will be on annual leave from the 15<sup>th</sup>/7 until 27<sup>th</sup>/7 so if you need to get in touch please email the Beat manager for the area Simon Dadswell. [Simon.Dadswell@cheshire.pnn.police.uk](mailto:Simon.Dadswell@cheshire.pnn.police.uk)

Kind regards

PCSO Neil Brown



**Poplars and Hulme Ward**

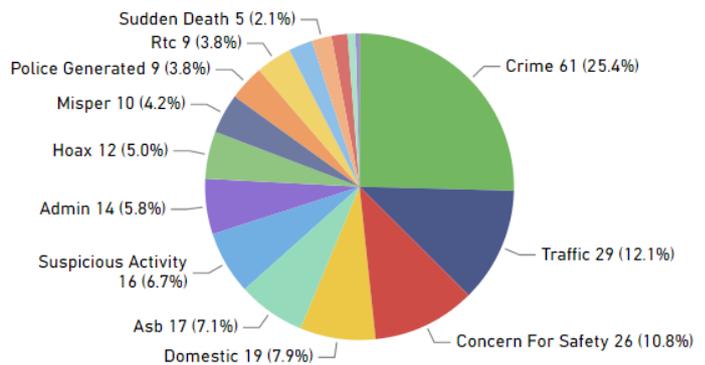
**June 2021**

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 –**

<b>Closing Group</b>	<b>No. of Incidents</b>
Admin	14
Advice	6
Alarms	2
Asb	17
Concern For Safety	26
Crime	61
Domestic	19
Hoax	12
Misper	10
Other	1
Police Generated	9
Public Order	4
Rtc	9
Sudden Death	5
Suspicious Activity	16
Traffic	29
<b>Total</b>	<b>240</b>



- **OTHER –**
- Trucam has been done on both Poplars Avenue & Blackbrook Avenue.
- Trucam has been focused more on Blackbrook Avenue this month, working alongside Poulton North PCSO.
- This month we have introduced ‘Monthly Priorities’ this month these have included, focusing on local schools, working alongside Keyring to offer support to vulnerable people in the area, and speed enforcement on Blackbrook Avenue.
- Parking tickets have been given out for unnecessary obstruction on Derek Avenue.
- We have attended the address of vulnerable people around the area, working alongside KeyRing, this will a partnership we are hoping to continue and develop.
- Windermere Avenue has been chosen for “Street of the month” this month, therefore ASB surveys have been done this month.
- We have also been in regular contact with local children’s homes and primary schools.

**Winwick Parish Council**

**Correspondence since 22 June 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 – 22/06/21 (x2), 23/06/21, 24/06/21, 25/06/21(x2), 28/06/21, 30/06/21, 01/07/21, 12/07/21 and 22/07/21
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 25 June and 2, 9, 16 and 23 July 2021 – 22/06/21, 25/06/21, 28/06/21, 29/06/21(x2), 02/07/21, 09/07/21, 12/07/21, 16/07/21, 20/07/21, 21/07/21 and 23/07/21
3. E-mail from Katie Halliwell, Democratic Services Officer, Warrington Borough Council, about the publication of the Agenda for the Development Management Committee meeting due to be held on Wednesday 30 June 2021 – 23/06/21
4. Website contact form complaint from a visitor, ALN, that while walking in Winwick all the hedges were overgrown and that the hedges referred to were hedges for which the council was responsible – 17/06/21
5. Website contact form enquiry from LV, on behalf a clothing recycling charity, asking if the Council wished to have a collection bin on its car park – 21/06/21
6. E-mail from Stephen Sheridan, Acting Treasurer, FC Burtonwood, enquiring about the faculties at Winwick Leisure Centre and whether there is sufficient capacity to base their club in Winwick. A response was sent indicating that, unfortunately, there is insufficient spare capacity at this time – 02/07/21.
7. Website contact form report from a resident, RH, about the path between Rectory Lane and Faringdon Road, in connection with the occurrence of Japanese Knotweed and the water run off issues from the Leisure Centre car park causing flooding and a muddy residue – 08/07/21
8. Website contact form enquiry from EJ, on behalf of NHS Blood & Transplant, asking the Council to promote blood donation sessions at Peninsula Barracks, Warrington – 09/07/21
9. E-mail from the Warrington Bus Back Better Team, at Warrington Borough Council, about an on-going consultation regarding bus services in Warrington – 12/07/21
10. E-mail from Jen van Deursen, Communications Officer, Office of the Police & Crime Commissioner for Cheshire enclosing the Stakeholder Bulletin for June 2021 – 09/07/21

11. Message from a resident of Falcondale Road, forwarded by Cllr Mitchell, indicating that trees and bushes on the Winwick playing field are obstructing the footpaths – 16/07/21
12. Website contact form from a resident, LM, reporting a hazard presented by a large dead flowering cherry tree next to the toddlers play area on Winwick playing fields – 17/07/21
13. Website contact form from a resident, KR, requesting the Council to inspect an ash tree which overlooks the resident's back garden – 19/07/21
14. Copy of an e-mail from a resident, JM, to Development Control at Warrington Borough Council about an area of land possibly forming part of Radley Common which has been fenced off – 20/07/21
15. E-mail from Rachael Cargill, Independent Visitor Volunteer Coordinator for Warrington and Halton, seeking mentors for young people – 20/07/21
16. E-mail from the Clerk to Rixton with Glazebrook Parish Council offering saplings as part of the Jubilee tree planting scheme -22/07/21
17. Website contact form from Kimberley Davies, National Kidney Federation, about charity clothes bank locations – 22/07/21
18. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - geViews – planters
  - HAGS – outdoor playground and fitness equipment
  - KOMPAN - outdoor playground equipment
  - Myparishcouncil – website design

Up to date as at 21/07/21

**Winwick Parish Council**

**Planning Matters since 22 June 2021**

**General Correspondence (0)**

Nil

**Domestic Planning Applications (4)**

1. Application reference: 2021/39670  
Location: 28, Browning Drive, Winwick, Warrington, WA2 8XL  
Description of development: Lawful Development Certificate - Proposed single storey rear extension
2. Application reference: 2021/39725  
Location: Rock Cottage, Newton Road, Winwick, Warrington, WA2 8SA  
Description of development: Works to trees including crown lift and thin.
3. Application reference: 2021/39726  
Location: Oak House, Newton Road, Winwick, Warrington, WA2 8SA  
Description of development: TPO-Proposed works to trees including crown lift and thin.
4. Application reference: 2021/39676  
Location: 4, Birch Avenue, Winwick, Warrington, WA2 9TN  
Description of development: Full Planning - Part retrospective consent for conversion of garage into hair salon with new pitched roof

**Non-Domestic Planning Applications (0)**

Nil

Up to date as at 21/07/21

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Finance report to Winwick Parish Council 27<sup>th</sup> July 2021

Overall, we have had £11.4k of income through the centre including £1.0k of furlough monies in June. This puts the centre at a profit of £0.5k in June and a £3.3k loss year to date.

Further furlough claims are being processed weekly.

We have incurred £12.5k of precept expenditure in June with £26.9k of expenditure on the year to date.

Ongoing work to bring in outstanding credit accounts for room hire and we are currently looking to improve the use of the rooms at the centre, and we will need a strong marketing strategy and to ensure that the website and Facebook are updated and effective.

However, our suppliers are up to date now. Also, we are still chasing debtors to settle their payments (e.g. Northwest borough Health (NWBH) who owe us a high amount of debt has cleared all of the debts, most of money received in the bank account).

Further details are available in part 2 due to data protection.

In line with the government announcement on Monday 12<sup>th</sup> July, the lifting of restrictions in England have gone ahead on 19<sup>th</sup> of July as planned. The centre is now operating under the governance guidance issued on 19<sup>th</sup> of July (fully open and no restrictions of social distancing or face masks required).

**Additional items**

- 1) Radley Suite Exterior door: - we managed to place the order with St Helens Windows, it will take approximately 12 weeks to deliver the door.
- 2) Dishwasher has been purchased (second hand in a good condition as a brand-new machine for £50.00).
- 3) Ice maker machine has been purchased by a councillor James Herron, for £ 334.18 price is including 3 years Accidental Damage Insurance (purchased from the credit card)
- 4) The purchase of scales for the purpose of weighing barrels completed by a councillor James Herron for £ 179.99 (purchased from the credit card).
- 5) Goal posts has been removed and pitches will be repaired soon by Warrington Borough Council

- 6) The Litter Picker employment contract ended and still hiring them.
- 7) Payments made since management meeting of 13rd July 2021.

Direct Debit Payment

British Gas: £52.93

Bt Group: £23.34

Pay zone: £21.60

Bank Payment

Staff wages: £ 2,877.44

Pensions Cheshire Fund June: £ 199.81

Gardenia Gardens Limited: £195.00

HMRC Cumbernauld: £152.21

The Wigan Beer Company: £ 1,810.15

Easyflow: £26.00

Merlin brewery: £93.41

KC' Kitchen: £95.00

Service care solutions: £ 864.48

St Helens Windows deposit: £256.00

Styles & Co: £ 1,962.00

Furlough offset - £313.88

Part 2 items:

- 1) Debtors and creditors detail (issued separately)

**Profit and Loss**  
**Winwick Parish Council**  
**1 June 2021 to 30 June 2021**

	30 June 2021	YTD
<b>Income</b>		
210 Room hire income	£2,652.48	£5,944.96
225 Buffet sales income	£115.00	£43.00
Entertainer	£0.00	£0.00
Projector hire	£0.00	£0.00
230 Bar sales income	£5,447.69	£7,843.12
231 Bar snacks income	£244.51	£362.18
232 Soft drinks income	£1,041.36	£1,384.25
240 grants income	£0.00	£0.00
275 Machine income	£0.00	£0.00
281 Furlough Income	£1,009.58	£5,157.59
Bar tea and coffee	£444.00	£668.00
Ticket sales	£0.00	£0.00
Field income	£447.50	£722.50
LC Bar till discrepancies	£0.00	-£172.75
<b>Total Income</b>	<b>£11,402.12</b>	<b>£21,952.85</b>
<b>Less Cost of Sales</b>		
bar snacks expenditure	£114.96	£203.67
Beverage supplies (Coffee, milk etc)	£364.40	£1,055.44
Buffets - events	£0.00	£0.00
Drink purchases (and other bar items)	£2,525.54	£3,759.12
Entertainers	£0.00	£0.00
LC Direct Wages	£2,103.66	£5,510.95
soft drinks expenditure	£343.52	£509.31
<b>Total Cost of Sales</b>	<b>£5,452.08</b>	<b>£11,038.49</b>
<b>Gross Profit</b>	<b>£5,950.04</b>	<b>£10,914.36</b>
<b>Less Operating Expenses</b>		
LC Bar & Cleaning sundries	£108.00	£168.00
Advertising and marketing	£0.00	-£35.00
Booking post	£0.00	£0.00
LC Bottled Gas	£78.00	£177.60
LC Cleaning	£603.40	£1,979.68
LC consulting	£24.00	£72.00
LC Electricity (Light, Power)	£400.00	£1,200.00
LC Equipment	£27.50	£65.83
LC Fire extinguishers	£0.00	£285.00
LC Gas (Heating)	£171.38	£455.85
LC Intruder/ fire alarms	£0.00	£0.00
LC Landline telephone and Broadband	£204.60	£296.87
Pension costs	£0.00	£0.00
LC Rates	£1,600.00	£2,405.75
LC Repairs & Maintenance	£26.65	£175.80
LC Trade waste	£182.00	£213.72
LC TV Licence	£0.00	£0.00
LC Water and Sewerage	£0.00	£647.92
Managers salary and NI	£1,393.59	£4,505.95
PAYE Payable	£605.68	£1,532.66
Printing and stationery	£1.70	£1.70
Stocktaking Services	£0.00	£90.00
<b>Total Operating Expenses</b>	<b>£5,426.50</b>	<b>£14,239.33</b>
<b>Net Profit</b>	<b>£523.54</b>	<b>-£3,324.97</b>

**Income and expenditure**  
**Winwick Parish Council**  
**1 June 2021 to 30 June 2021**

30 June 2021    YTD

<b>Income</b>		
Precept	£0.00	£124,252.00
<b>Total Income</b>	<b>£0.00</b>	<b>£124,252.00</b>
<hr/>		
<b>Less Cost of Sales</b>		
<b>Total Cost of Sales</b>	<b>£0.00</b>	<b>£0.00</b>
<hr/>		
<b>Gross Profit</b>	<b>£0.00</b>	<b>£124,252.00</b>
<hr/>		
<b>Less Operating Expenses</b>		
Administration expenses	£125.11	£127.56
Alarms	£0.00	£0.00
s137	£0.00	£0.00
Audit & Accountancy fees	£1,450.00	£1,450.00
professional fees	£0.00	£0.00
signage	£0.00	£0.00
training	£0.00	£0.00
Election expenses	£0.00	£0.00
BadDebts	£857.50	£857.50
Bank Fees	£164.61	£258.38
Bus shelters	£0.00	£0.00
Charitable and Political Donations	£0.00	£0.00
Clerk's salary	£529.73	£1,589.19
Consulting	£0.00	£0.00
External audit fee	£0.00	£0.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£162.50	£325.00
Insurance	£0.00	£0.00
Key holding contract	£0.00	£690.73
LC Pension costs	£199.81	£593.60
Legal / Licencing Expenses	£0.00	£468.00
Litter Pick Costs (Shared)	£720.39	£2,881.56
Loan charges	£3,012.02	£3,012.02
PAYE Payable	£1,229.71	£3,111.75
Payroll	£185.00	£578.34
Repairs & Maintenance	£0.00	£0.00
RFO Salary (and NI)	£4,024.74	£10,708.04
Subscriptions	£30.00	£90.00
Traffic management	£0.00	£0.00
Swan green, winwick park, radley common	£225.00	£575.00
<b>Total Operating Expenses</b>	<b>£12,916.12</b>	<b>£27,316.67</b>
<hr/>		
<b>Net Profit</b>	<b>-£12,916.12</b>	<b>£96,935.33</b>
<hr/>		

**Bar tea and coffee Transactions**  
**Winwick Parish Council**  
**From 1 Jun 2021 to 30 Jun 2021**

<b>Date</b>	<b>Transaction</b>	<b>Debit</b>	<b>Credit</b>	<b>Cups</b>
1/06/2021	bar sales - Tea☐		£1.90	1
1/06/2021	bar sales - Staff coffee☐		£1.60	1
2/06/2021	bar sales - Coffee☐		£8.80	4
3/06/2021	bar sales - coffee		£11.00	5
4/06/2021	bar sales - Staff coffee☐		£3.20	2
4/06/2021	bar sales - shot☐		£1.20	4
4/06/2021	bar sales - Coffee☐		£4.40	2
4/06/2021	bar sales - Regs coffee☐		£4.20	2
5/06/2021	bar sales - Regs coffee☐		£2.10	1
5/06/2021	bar sales - Coffee☐		£2.20	1
6/06/2021	bar sales - Tea☐		£5.70	3
6/06/2021	bar sales - Coffee☐		£22.00	10
7/06/2021	bar sales - Staff hot chocolate☐		£1.60	1
7/06/2021	bar sales - Staff coffee☐		£1.60	1
7/06/2021	bar sales - Coffee☐		£4.40	2
8/06/2021	bar sales - Coffee		£2.20	1
9/06/2021	bar sales - Regs tea☐		£1.80	1
10/06/2021	bar sales - Regs tea☐		£1.80	1
10/06/2021	bar sales - Tea☐		£9.50	5
10/06/2021	bar sales - Coffee☐		£15.40	7
10/06/2021	bar sales - Regs coffee☐		£6.30	3
11/06/2021	bar sales - Regs coffee☐		£2.10	1
11/06/2021	bar sales - Hot Chocolate☐		£2.20	1
11/06/2021	bar sales - Coffee☐		£4.40	2
12/06/2021	bar sales - Staff coffee☐		£1.60	1
12/06/2021	bar sales - Tea☐		£9.50	5
12/06/2021	bar sales - Regs coffee☐		£6.30	3
12/06/2021	bar sales - Coffee☐		£33.00	15
12/06/2021	bar sales - Hot Chocolate☐		£2.20	1
13/06/2021	bar sales - Coffee		£6.60	3
14/06/2021	bar sales - Tea		£1.90	1
14/06/2021	bar sales - Regs tea		£1.80	1
14/06/2021	bar sales - Regs coffee		£4.20	2
15/06/2021	bar sales - Hot Chocolate		£2.20	1
15/06/2021	bar sales - Coffee		£4.40	2
17/06/2021	bar sales - Tea		£1.90	1
17/06/2021	bar sales - Hot Chocolate		£4.40	2
17/06/2021	bar sales - Coffee		£6.60	3
18/06/2021	bar sales - Tea☐		£1.90	1
18/06/2021	bar sales - Regs coffee☐		£4.20	2
18/06/2021	bar sales - Hot Chocolate☐		£2.20	1
19/06/2021	bar sales - Staff coffee		£3.20	2
19/06/2021	bar sales - Tea		£7.60	4
19/06/2021	bar sales - Coffee		£46.20	21
19/06/2021	bar sales - Regs coffee		£6.30	3
20/06/2021	bar sales - Coffee		£2.20	1
21/06/2021	bar sales - Tea		£11.40	6
21/06/2021	bar sales - Coffee		£11.00	5
22/06/2021	bar sales - Tea		£1.90	1
22/06/2021	bar sales - Coffee		£2.20	1

23/06/2021	bar sales - Tea	£1.90	1
23/06/2021	bar sales - Coffee	£2.20	1
24/06/2021	bar sales - Tea	£1.90	1
24/06/2021	bar sales - Hot Chocolate	£4.40	2
24/06/2021	bar sales - Coffee	£11.00	5
25/06/2021	bar sales - Regs tea	£1.80	1
25/06/2021	bar sales - Regs coffee	£6.30	3
25/06/2021	bar sales - Hot Chocolate	£2.20	1
26/06/2021	bar sales - Regs coffee	£4.20	2
26/06/2021	bar sales - Tea	£13.30	7
26/06/2021	bar sales - Coffee	£26.40	12
26/06/2021	bar sales - Hot Chocolate	£6.60	3
27/06/2021	bar sales - Coffee	£26.40	12
28/06/2021	bar sales - Regs tea	£10.80	6
28/06/2021	bar sales - Regs coffee	£6.30	3
29/06/2021	bar sales - Tea	£3.80	2
30/06/2021	bar sales - Regs tea	£1.80	1
30/06/2021	bar sales - Regs coffee	£4.20	2
<b>Total</b>		<b>£444.00</b>	<b>216</b>
<b>30/06/2021</b>	<b>Balance</b>	<b>£444.00</b>	

## **Winwick Parish - Management Committee 8 June 2021**

**Present:** Councillors D Friend, G Friend, J Herron and A Iddon

### **WPMC 1 Appointment of Chair for 2021/22**

Nominations for the Chair for 2021/22 were sought and Councillor D Friend was the sole nominee.

Decision – That Councillor D Friend be appointed Chair of the Committee for the Municipal Year 2021/22

### **WPMC 2 Appointment of Vice-Chair for 2021/22**

Nominations for the Vice-Chair for 2021/22 were sought and Councillor J Herron was the sole nominee.

Decision – That Councillor J Herron be appointed Vice-Chair of the Committee for the Municipal Year 2021/22

### **WPMC 3 Apologies**

There were no Apologies for absence submitted.

### **WPMC 4 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 5 Minutes**

Decision – That the Minutes of the meeting held on 20 April 2021 be agreed as a correct record.

### **WPMC 6 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 3 (Radley Suite Exterior Door), an item appeared elsewhere on the Agenda. Councillor Iddon reported that the fire doors also needed attention as they had a tendency to flip open or to jam. A recent risk assessment had suggested a lock on the fire doors, but this would need to be

unlocked when the Centre was in use.

In connection with Action 4, it was noted that the purpose of the scales was to enable a more accurate stock take to be undertaken.

With regard to Action 6 (Dishwasher), this would be purchased when the new credit card had been received.

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

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

**(1) Finance Report**

Prudencia David, Acting Finance Officer, provided a report which showed the financial position at the Leisure Centre for May 2021.

The report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years, adjusted to take account of the impact of the pandemic, and the actual income received. Ms David, was in attendance to highlight key elements of the report.

**Income Information**

*Key Performance Indicators (Bar Sales)*

The annual budget for bar sales (£92,198.36) had been broken down over the 12 month period, based on the potential COVID reopening schedule. The relevant percentage and target income for each month was outlined in a table. 2021/22 actual income (also shown) would be assessed against the table provided below. The Clerk highlighted that the forecast income had been kept low at the start of the year because of the pandemic, but would rise later in the year.

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage of Total (%)	6.67	6.67	6.67	6.67	6.66	6.66	10.00	10.00	10.00	10.00	10.00	10.00
Budget (£1,000s)	0.00*	3.07*	7.07	7.07	7.07	7.07	10.14	10.14	10.14	10.14	10.14	10.14
Actual (£1,000s)	0.00	3.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

\*Note: Adjusted due to opening restrictions

*Bar Takings Monthly*

The Centre had reopened on 17 May 2020 with social distancing measures in place, following full lockdown in April. A graph was provided which showed monthly budgeted and actual bar takings as at May 2021, using the profile outlined above.

May bar sales were around target, coming in at £3,078 of income compared to the budgeted income for May of £3,073 (approximately 100.19%).

*Bar Takings Cumulative*

A graph was also provided showing the cumulative budgeted and actual bar takings as at May 2021, using the profile outlined above.

*Key Performance Indicators (Room Lettings)*

As with the bar sales, the room lettings had been analysed and the expected fees (£24.0k), including buffet sales, had been split across the relevant months by percentage. 2021/22 actual income (also shown) would be assessed against the table provided below:-

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage of Total (%)	6.67	6.67	6.67	6.67	6.66	6.66	10.00	10.00	10.00	10.00	10.00	10.00
Budget (£1,000s)	1.60	1.60	1.60	1.60	1.60	1.60	2.40	2.40	2.40	2.40	2.40	2.40
Actual (£1,000s)	1.50	1.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Room Lettings Monthly*

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

The table showed that £1,793.98 had been taken in May which equated to approximately 107.54% of forecasted room hire income for the month.

*Room Lettings Cumulative*

A further graph was provided showing the cumulative budgeted and actual lettings income as at May 2021, using the profile outlined above. For the year to date the Centre had received £3,292.48 which equated to approximately 100.59% of forecasted room hire income.

*Field Income*

Field income had also been analysed and the expected fees had been split across the relevant months by expected percentage, as per the table below:-

## Agenda Item 14

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.67	6.67	6.67	6.67	6.66	6.66	10.00	10.00	10.00	10.00	10.00	10.00
Feet (£s)	34.55	34.55	34.55	34.55	34.55	34.55	34.55	34.55	34.55	4,000	34.55	34.55
Actual (£s)	100.0	175.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### *Field Income Monthly*

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

The £175.00 taken in May was approximately 506.58% of the originally budgeted field lettings for the month. This was largely due to field usage by Omnifit and Little Movers (both of whom paid on a pay as you use basis). The Centre had forecast to receive the majority of the lettings income of £4k in January, as football fees for year were due at that time.

### *Field Income Cumulative*

A further graph was provided showing the cumulative budgeted and actual field lettings income as at May 2021, using the profile outlined above

### *Coffee Sales*

With regards to the coffee mornings, figures were provided which showed the income to May 2021, with the Centre having opened on 17 May 2021.

At the end of the month the Centre had made a start on rebuilding the coffee trade, with 114 cups sold and £224.00 income. This had been achieved despite losing one week of pre-school mums' trade due to half term.

### *Cash Takings for Bar Sales*

A table was provided showing daily cash takings at the bar for the weeks beginning 17 May to 24 May 2021, which showed above target performance at the start of the week.

### Issues of Note

#### *Additional Income Received in May 2021*

Furlough monies continued to be recouped against staff wages

- Furlough = £1,841.58

#### *Steps out of Lockdown:*

Members were reminded of the key dates within the Government's Roadmap, for the reopening and potential reopening the Centre, as follows:-

- 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. This was currently running well with the Centre Manager ensuring that a skeleton crew and a low stock cellar were being maintained, while under these restrictions.
- 21 June 2021 – Earliest date from which the Centre operations might allowed to operate at pre-COVID levels. However, this date was looking increasingly under treat.

Bookings were already in the diary for room hire and field income for June. However, the lifting of restrictions was dependent on continued improvements to COVID levels nationally and might be subject to change.

Quotes

2 quotes had been received for the replacement exterior door in the Radley Suite. The Clerk reported that these would need to be ordered soon to enable the work to be carried out in the Pre-school’s summer holidays, as there was 8-10 week lead in time.

Costings were also provided for an invest to save scheme, which would provide energy savings by replacing lighting in the Countryside Room, Myddleton Room and Radley Suite with new LED units.

Councillors were reminded that the Main Hall had been refitted last year with LED lighting where previously there had been fluorescents. This now meant that on a day to day basis the Centre only needed to use half of the lighting to light the Hall and the Centre was saving on electricity even when all lights were lit.

Accordingly, Councillors were asked to consider refitting the remaining meeting rooms (with particular priority given to the Radley Suite which was the most utilised room). The cost/ savings analysis for each was as summarised below:

<b>Room</b>	<b>Panels</b>	<b>Total cost</b>	<b>Annual saving</b>	<b>Life span saving</b>	<b>Recoupment period</b>
Countryside	15	£971.25	£520.20	£1,629.75	1.87 years
Myddleton	9	£678.75	£312.12	£881.85	2.17 years
Radley	20	£1,500.00	£762.88	£2,314.40	1.97 years

As the Radley Suite was used week days by the Pre-school and had room hires in the evenings (Mon, Weds, Thurs) and weekend use, this would be the priority to refit. If the Council wished to stage the refits of the rooms to allow

for balancing of the repairs budget against income then the Radley Suite should form the initial stage of the programme.

Eventually, to reduce overheads, it would be essential to have all rooms fitted with LED lights instead of fluorescents.

### Leisure Centre Overview

Members discussed a number of points as follows:-

- There needed to be a balance between staffing levels and the anticipated income from customers, following the reintroduction of the Rule of 6 or 2 households indoors. A tight rein would need to be kept on staffing levels;
- Stock levels needed to be kept low during business restart;
- Debtors needed to be actively pursued;
- A summary of the current staffing hours was provided;
- The Council would endeavour to pay staff at least the foundation living wage; and
- The percentage of staff time covered by furlough was now decreasing, potentially increasing staffing costs.

Decision –

- (1) 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 and the Roadmap for recovery.
- (2) To recommend to the Council the acceptance of Quote 1 for the purchase of a new exterior door for the Radley Suite.
- (3) To defer consideration of the replacement lighting scheme during the summer months.

### **WPMC 8 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 9 Confidential Matters in line with the Committee's Terms of Reference**

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

Ms David reported that she was continuing to chase debtors with reminder letters and was working to resolve some issues with one particular large public sector hirer by identifying a single point of contact.

Councillor Iddon asked about what progress was being made with a small hirer who had built up a large debt. Ms David reported that reminders had been sent and these would be escalated over time. Councillor Herron enquired if it was worth selling on the debt to an agency. Ms David indicated that there would be a cost to this which might not make it worthwhile. Overall the debts were starting to be repaid. Councillor Iddon reminded Members that the Small Claims Court could be used without charges. Councillor Herron commented that this would send out a clear message to other debtors. The Chair suggested that the Council should initially continue to do all it could in-house. Ms David reported that there was an on-going dialogue with the particular debtor referred to above. Inevitably some debts might need to be written off.

Most lettings were now paid upfront to prevent arrears, or were part of a signed agreement.

Decision –

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

**(B) Community Governance Review**

Councillor Iddon asked if the Council intended to discuss a possible Community Governance Review to address the issue of a disproportionate allocation of seats across the three parish wards, as a result of the last boundary review. Councillor G Friend remarked that councillors were supposed to represent a broadly similar number of electors. There were a number of anomalies relating to the current parish boundary. Some of the streets in the vicinity of Cinnamon Brow were located in Winwick based on the original parish boundary which followed the line of local streams, but which no longer appeared to have any relevance. In addition, one block of houses was divided across two Borough wards.

Decision – To request the Clerk to include a heading on Community Governance Review in the next Council Agenda.

**(C) Royal British Legion – Tommys**

Councillor Iddon reminded officers that they had undertaken to look into the purchase of Royal British Legion 'Tommys', the World War 1 soldier silhouettes, for use in the lead up to Remembrance Sunday and Armistice Day. These would be particularly useful, as there was no war memorial in Winwick and could be placed on suitable areas across the Parish, such as Swan Green.

Decision – That officers continue to look into the provision of 'Tommys'.

**(D) Pitch Maintenance**

Councillor Herron reported that the goalmouth on the upper football pitch had a significant dip and needed repair. The Clerk responded that this was normally carried out under the contract with Warrington Borough Council at the end of the football season, along with the removal of the goalposts.

Decision – That officers report the repair required to the goalmouth of the upper football pitch to Warrington Borough Council.