

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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22 September 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, 28 September 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 27 July 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**
To consider progress on the Parish Council’s consultation leaflet and proposed public meeting.
- 9. Police / Community Issues**
- 10. Correspondence**
- 11. Planning Matters**
- 12. Finance Officer’s Report**
- 13. Traffic Management Scheme – Myddleton Lane**
To consider a proposal to progress Stage 1 (develop scheme for consultation) and Stage 2 (design online survey) for the above traffic management scheme at a cost of £1,000 + VAT.
- 14. Community Governance Review**
- 15. Reports from Parish Council Committees**
 - Management Committee – 14 September 2021
- 16. Reports from Outside Bodies**
 - Parish Liaison Committee – 16 September 2021
- 17. 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)
- 18. Date and Time of Next Meeting**
 - Tuesday, 26 October 2021 at 7.30pm
- 19. 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.

- 20. Finance Officer’s / Clerk’s Report – Confidential Matters**
- 21. Litter Picker Service**
A discussion on this matter is included at the request of the Management Committee held on 13 July 2021.

Winwick Parish Council
Minutes of the Meeting held on 27 July 2021

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

The Chair welcomed Councillor Eibh Abbey to her first meeting of the Council following her cooption.

WPC.48 Apologies for Absence

Apologies for absence submitted on behalf of A Warnock-Smith.

WPC.49 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.50 Minutes

Decision – That the Minutes of the meeting held on 22 June 2021 be agreed and be signed by the Chair as a correct record.

WPC.51 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 and again on 22 June 2021 to enable the co-option process to be concluded and to allow further consideration of the terms of reference of certain bodies.

In response to a question about outside bodies it was reported that the Winwick Educational Foundation was a small charitable Trust which provided funding to individuals across Winwick and parts of St Helens. This was not the same body as the Warrington CE Educational Trust (the Trustee of Church of England primary school properties located within the Borough of Warrington).

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

WPC.52 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.53 Question Time for Electors

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

Leisure Centre Bar

Several members of the public spoke about their aspirations for the Leisure Centre bar, which are summarised, as follows:-

- Concerns over a lack of investment in the bar area and its general 'tired' appearance;
- Fears over whether the bar was a going concern and whether there were plans for future investment;
- Concern that there was no business strategy for the Leisure Centre with effective management;
- An assertion that if residents saw investment in the Centre, they might be encouraged to volunteer their own time;
- Concern that the Leisure Centre was often closed on the wrong days, such as bank holidays and often closed early on Sundays. Potential customers simply went to the Irish Club instead;
- Operational issues such as tap water in the toilets being too hot, which presented a health and safety risk, gave a poor impression of the Centre and wasted energy;
- Members of the public would be prepared to provide a list of issues and ideas for consideration;
- Acknowledgement that the Centre was a valuable community asset, but fears that it was being 'run into the ground';
- Frustration that during the semi-final of the Euros football tournament there was line dancing booked in the Main Hall, which could have been relocated to another room with some forethought, thereby allowing for more football spectators;
- Better connectivity between use of the playing fields and the use of the Leisure Centre building;
- Acknowledgement that the Leisure Centre was used by people from further afield across Warrington;
- Fears that the Council might sell its land interests simply to balance the books;
- A vision was needed for the Centre in the same way that residents had previously had the ambition to progress from a wooden hut to a substantial building.
- Concern that at a previous meeting one councillor had suggested that in the worst case financial scenario the Centre might close and need to be knocked down. That view had not taken account of the fact that the Centre was a hub of community life, not just drinking venue;
- Acknowledgement that there was a lot of goodwill in the community, but a means of harnessing it needed to be found. For example, members of the public could help to write bids for funding and local tradesmen could provide support for free or at a reduced cost;
- A suggestion that the Management Committee needed enhanced powers and

a formal Vision for the Leisure Centre as a business, with a high degree of oversight over implementation of the development plans;

- A suggestion that any development proposals needed to entice the public into the Centre in greater numbers to improve its commercial viability.

The Chair, other councillors and representatives of Winwick CE School present provided some assurance about the future of the Leisure Centre and highlighted the following:-

- The Leisure Centre had been operating with a deficit budget for a number of years and costs, such as refurbishment, needed to be balanced carefully with anticipated income;
- The financial recovery from the COVID restrictions need to be monitored carefully;
- Winwick Parish was larger than just the village of Winwick and it would be unfair to ask residents from the wider area to provide significant financial support for a facility that they did not necessarily use;
- Detailed management of the Leisure Centre was not generally debated in the main Parish Council meetings. A Management Committee undertook this function and was working extremely hard to get a grip on the Centre's finances and to support its recovery. Members of the public were welcome to attend the Committee's meetings to provide valuable input and to hear first hand what solutions were being developed;
- Two quotes had already been obtained for improvement works in the bar area. A new carpet was being funded by a donation;
- A Friends of the Leisure Centre group might be a viable way forward;
- Winwick CE School and the Council had discussed the possibility of a joint project to develop the facilities at the Leisure Centre. A joint bid could be considered to bring in investment;
- Opening times of the Centre needed to be matched to when customers were present in sufficient numbers to make it viable. Later opening on Sundays had not generated sufficient income to make it worthwhile in recent times. . However, it was acknowledged that in summer customers numbers might be high enough on Sundays to remain open later;
- Councillors remained optimistic about the future of the Centre and were committed to doing everything possible to support it. Its role as a focal point for the community was understood;
- The current limited opening hours were in place as a response to COVID restrictions and to enable the Centre to build up its room lettings business to ensure cost effective use of staff. An extension of Sunday evening opening for an extra two hours could be piloted over the next two months;
- It was suggested that 2 or 3 councillors work directly with community representatives to gather ideas about how to improve the appearance of the bar. The group could monitor how the Centre was progressing;
- Investment by the School into the access road would be a start on the journey to improved facilities.

Decision – To note the issues raised by residents and responses provided.

With the approval of the meeting Agenda Item 8 was brought forward.

WPC.54 Winwick CE Primary School - School and Community Development Plans

Jackie Neal, Chair of Governors, Dafydd Rees, Chair of Leadership and Management Committee and Sue Dymond, Headteacher, Winwick CE Primary School were in attendance to give a presentation on the school's development plans.

Members considered a copy of the Winwick School and Community Improvement Plan Consultation Document which had been published in March 2021. The document included details of the following:-

- Consultation overview;
- Phase One – creating a safer environment;
- Phase One site plan;
- Access Road images;
- Car park images;
- Why this is the right thing to do;
- Phase Two – upgrade proposal;
- Phase Two block plan;
- Images of proposed area for linear car park
- Why this is the right thing to do;
- Phase Three – future vision for the school;
- School internal ground floor plans; and
- Consultation timetable.

Phase One

Mrs Neale spoke about the Phase One proposals. Money was available from the Diocese, as they owned the building and side road. The road also allowed access to the Leisure Centre under a licence agreement. Phase One would provide investment in the road surface and included improved drainage. The proposals would also protect the existing school car park, which had suffered from detritus in the evenings. The school wanted to invest in its premises and to be an excellent school. Phase 1 was likely to be undertaken in the Autumn half term. Full details were included in the consultation document.

Councillors and members of the public (who were given permission to speak) asked questions and made some comments which are outlined below. Any responses are also summarised:-

- Concerns that the access road would be gated – *Response:* The gate would only be closed at drop off/pick up times. It was estimated that this would normally be for around 40 mins per day as the maximum times permitted were only to allow for the temporary COVID Secure staggered entrance/exit times.
- The original access road agreement allowed shared usage - *Response:* The school were proposing to renegotiate the agreement and had discussed this with the Parish Council.

- Was there sufficient space on the existing carpark for all staff vehicles? – *Response:* There was, but it was acknowledged that some staff did use the Leisure Centre Car Park too. The plan was to develop more space under the Phase Two proposals.
- Would the barrier proposals move the parking problem elsewhere – *Response:* a highways risk assessment had been carried out, but drop off/pick up parking was a problem outside all schools.
- Could the Centre still use the school's car park for certain functions, such as weddings. – *Response:* this could happen by agreement between the school and Leisure Centre Manager. The Manager would need to lock up the gates after the function.
- Concern that the temporary barrier could impact on the Leisure Centre's business – *Response:* the overall improvements should support the Centre's business model.
- Concern that the pre-school at the Leisure Centre might be inconvenienced by the barrier's operation. *Response:* the safety and parking issues for the pre-school were the same as for Winwick CE School. They would also reap the safety benefits of the barrier scheme.

Mrs Neale reiterated that there was now a need to move forward with the Phase One proposals.

Phase Two

Mrs Neale reported that Phase 2 would deal with the issue of the request for land from the playing field. The school had sought to acquire a strip of land approximately 32m x 15m to be used as a new school parking area. The proposal would then allow the school children to have more outdoor play space. In the future it could also potentially allow the school to extend its Early Years and Foundation Stage provision, as the school's Reception Year did not currently have enough space. There might not necessarily be a nursery class in any new accommodation, as this would depend on future funding.

Mrs Dymond indicated that the School was trying to be transparent about the possibility of a nursery, but in reality this could be a long way off. The current Reception provision had one toilet for 30 pupils and very little space. This was the building closest to the existing car park and there was a need to do something different.

Mr Rees indicated that the Diocese had offered funding for a new car park. This could again be used by the Leisure Centre. For health and safety reasons, the location of the new car park would be better on the opposite side of the road to its current location. The funding could be put at risk if the matter was not resolved within the next 3- 4 months. The successes of the School and of the Leisure Centre were inextricably linked. The car park needed to be improved and a new licence agreement developed.

Councillor G Friend expressed concern about assumptions being made by the school about access to parish land and gave an example of the School not paying for its use of the playing fields. Mr Rees responded that the School had never been

billed for such usage. In any event, the School had similarly not received payment in accordance with the terms of the access road licence agreement for a number of years. It was acknowledged that the amounts were relatively small and likely to offset each other.

In general, the School Governors would like to see the Leisure Centre develop as a mini sports and leisure hub and would be supportive of any such investment. Equally the Parish Council would wish to see the school be successful. More dialogue between the Council and school was essential. Not all current members of the Council had been party to the original discussions, which had led to some uncertainty about the situation.

A member of the public commented that at the Annual Meeting of the Council it had been agreed to reset the Council's decision to support the school's acquisition of land. The original decision to dispose of the land had been in principal only. The Clerk would circulate details of the relevant minutes after the meeting and clarify the Council's position on the matter.

Councillor Mitchell suggested following the discussions here tonight, if agreement could be reached, it might be useful to leaflet every household in Winwick to issue a joint statement with the school consulting about the proposals. However, Mrs Neale expressed concern about the school's participation further consultation. Councillor Herron suggested a that a full public hearing be held to listen to everyone's views. Councilor Iddon pointed out that the composition of the Council had changed since the original negotiations with the school.

A member of the public called for a full consultation on the issue of disposal of Parish Council land and asserted that land had been gifted to the Parish Council for leisure use only. He also expressed concern that the proposed car park would be close to where people currently played football.

Mrs Dymond commented that if a public meeting was held, the school could share its research on the other options explored in the journey to the current proposals, which would help to provide some context. Councillor Herron pointed out that there was an unused space behind the Council's garage facility. Councillor Iddon expressed a view that if development of part of the playing field site was allowed it might open the flood gates to further development. Councillor Mitchell pointed out that development of the Leisure Centre buildings had already taken place on the site and was not considered to be detrimental to the overall usage of the land.

The Chair reiterated that she hoped to work in the best interests of both the Council and the School. Councillor Mitchell again suggested the production of a leaflet. Around 1,000 leaflets produced jointly by the Council and School should be sufficient. The leaflet could outline the Phase Two proposals and include a tear-off slip for responses. Mrs Neale commented that members of the public, including those present tonight, might prefer a physical meeting. The School's representatives could direct consultees to the evidence gathered so far, by displaying this on posters. Councilor Mitchell added that the leaflet could also refer to a future Q&A session to be held for the public.

Councillor Herron estimated that around 90% of residents had been annoyed about the original proposals. He had asked a number of people and had found some evidence of the existence of a covenant on the land. He strongly recommended a public meeting to consult upon the issue and a Parish Council meeting to consider the responses and to determine the matter. One concern was that the piece of land proposed for the car park was well used, particularly in winter time as it remained relatively dry.

Councillor E Abbey noted that older people did not always have access to Zoom, etc. and might appreciate a public meeting. Councillor Mitchell responded that the leaflet could provide telephone contact information. It was acknowledged that the numbers permitted to attend a public meeting would be limited by the size of the venue.

Mrs Neale suggested that, for reasons of impartiality, the consultation should in fact be led by the Parish Council, as the School had previously been criticised for its approach to consultation.

Councillor Herron enquired if the School Governors might be open to other options. Councillor McGinn enquired whether the initial consultation had presented any other options. Mrs Dymond confirmed that other options had been considered, but none of the alternatives involved land which belonged to the school. Councillor Herron noted that the garage area comprised a strip of land which belonged to the Parish Council. Councillor A Abbey indicated that use of derelict land might be a more palatable alternative to the public.

Members considered the production of a consultation leaflet. It was suggested that Councillors Herron, A Abbey and Mitchell lead on this project. The leaflet would need to be developed quickly as the window of opportunity to secure funding was small.

Mrs Neale considered that if another viable option was available, the School could delay its proposals for a short time. Councillor Herron suggested a meeting with the Schools' representatives in around one month's time. A provisional date of 1 September 2021 was proposed for a discussion about options.

Councillor G Friend noted that the next ordinary Council meeting was planned for 28 September 2021. Councillor Mitchell suggested that the leaflet would need to be finalised within the first few weeks of August. Members considered that the date for any public consultation meeting would need to be agreed well in advance and a deadline set for the closure of the consultation. Councillor G Friend suggest a public consultation meeting on 21 September 2021

A member of the public suggested that the consultation leaflet should clarify that the Council's 'in principal' agreement to the proposals had been rescinded. The Clerk reaffirmed his commitment to review the minutes and to circulate the decision taken at the Annual Meeting.

Members acknowledged the need to work together with the School Governors. Councillor A Abbey summarised that the Council needed to be supportive of the health and safety needs of the school children, but in a way which was not

detrimental to the Leisure Centre's business. He acknowledged that many people did not want to lose green space and that the issue would need to be considered in a sympathetic way. Ultimately, it would be for the Council to decide on whether to dispose of any such land.

Councillor Iddon expressed the view that the progress of negotiations with the school at confidential meetings had not been reported back in sufficient detail to the Council, leading to a lack of clarity about what was being proposed.

A member of the public requested that the Council consider how to protect the playing fields from all types of development in the future. Councillor Mitchell pointed out that this could be counter-productive, as this might hinder the building of sports facilities, such as new changing rooms.

The Chair reaffirmed the Council's commitment to work collaboratively with the School. Mr Rees commented that the School's proposals were not inconsistent with the Leisure Centre's long term business model.

Decision –

- (1) To note the consultation document and presentation by the Governors of Winwick CE School regarding the School and Community Improvement Plan.
- (2) To note the comments made and questions raised by councillors and the public and the responses provided on behalf of the Governors.
- (3) To approve the production and distribution by the Council of a consultation leaflet in the terms described above.
- (4) To approve an options meeting with the School's representatives in approximately one month.
- (5) To request that the Clerk arrange a public consultation meeting (provisionally to be held on 21 September 2021), subject to progress being made on potential options and leafleting.

WPC.55 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 held a joint meeting with residents on Rectory Lane about the issues with the highway in the area.
- Police had provided assurance to residents who had seen markings in chalk outside their house thinking they were being targeted for possible burglaries.
- Officers had kept in touch with local licensed premises, such as the Swan and

Winwick Community Centre to ask if they were having any issues.

- PCSO Brown had asked for the speed indication device to be placed on Golbourne Road and Myddleton Lane to hopefully obtain evidence so that he could get a site code to enable enforcement to be undertaken.
- Other than these issue, PSCO Brown had been on foot patrol whenever possible or assisting with other priorities such as those missing from homes.

PCSO Brown would be on annual leave from the 15 to 27 July 2021. During that period the Beat Manager for the area Simon Dadswell could be contacted.

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 240 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;
- Concern for safety;
- Domestic;
- Anti-social behavior; and
- Suspicious activity.

Other Matters

- TruCam had been carried out on both Poplars Avenue & Blackbrook Avenue.
- TruCam had been focused more on Blackbrook Avenue this month, working alongside Poulton North PCSO.
- 'Monthly Priorities' had been continued this month and had 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 had been given out for unnecessary obstruction on Derek Avenue.
- Police had attended the addresses of vulnerable people around the area, working alongside KeyRing. This was a partnership that the Constabulary were hoping to continue and develop.
- Windermere Avenue had been chosen for "Street of the month" this month. Therefore, ASB surveys had been carried out.
- Police had also been in regular contact with local children's homes and primary schools.

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

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

WPC.56 Winwick Litter Network - Update

There was no Litter Network update available on this occasion

WPC.57 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 – 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 was sufficient capacity to base their club in Winwick. A response had been sent indicating that, unfortunately, there was 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 were 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 had 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
19. E-mail from a resident, EL, submitted to Councillor Mitchell and PCSO Brown about on-going issues including the 7.5 tonne restrictions on Golboure Road; overgrown hedges on Newton Road; overgrown trees at the entrance to Spires Gardens; and panting outside the Swan pub – 26/07/21.

In respect of items 11,12 and 13 above, it was noted that a survey of trees on Myddleton Lane Playing Fields would take place soon, with a view to identifying any actions required.

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

WPC.58 Planning Matters

General Correspondence

Nil

Domestic Planning Applications

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

5. Application reference: 2021/39805
 Location: Land North of Cromwell Avenue, East of Sankey Brook, Sankey Valley Park, Winwick Quay Area, Warrington, WA5 5TN
 Description of development: Discharge of condition - Proposed discharge of conditions 4 (Construction, Highways & Environmental Management Plan (CHEMP); 6 and 7 (protected species) attached to planning permission 2021/39232 (extension to existing fishing pool and associated earthworks - Stanners Pool).

Non-Domestic Planning Applications

Nil

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

With the agreement of the Council, Agenda Item 13 - The Finance Officer's Report, was taken later in the meeting.

WPC.59 Reports from Parish Council Committees

The minutes of the meetings of the Management Committee of 8 June and 13 July 2021 were provided.

Recommendations to the Council were made for in connection with the following:

- Minutes WPMC.9(C) and WPMC.13(2), purchase of Royal British Legion Tommy; and
- Minute WPMC.16(2), writing off of unrecoverable debts.

A recommendation at Minute WPMC.14(1), purchase of an ice machine, had been approved by Officers under the Council's urgency provisions.

It was reported that some work was proposed to tidy up Swan Green and the banking on Newton Road at the side of St Oswalds Church.

In respect of Minute WPMC.14(A)(2)(3) the bar lounge carpet and bar flooring replacement would be reinstated on the Action List as a priority task. It was hoped that a local tradesman would be able to carry out the carpeting work at net nil cost.

Councillor Iddon suggested that the bar was currently open for too many hours. The Clerk clarified that the bar had been closed completely during the local and national COVID restrictions, but was now starting to reopen cautiously with limited opening hours. Councillor Herron reported that the opening hours had recently been extended. Councillor G Friend requested that Officers provide details of the current opening hours of the Leisure Centre. Councillor McGinn commented that Members needed to be involved in any decision to change the opening hours. The Chair and Councillor Herron reported that this was happening and that the Leisure Centre Manager had been invited to the next Management Committee meeting, which was the appropriate forum for detailed discussions about the operation of the Centre.

Decision –

- (1) To note minutes of the Management Committee of 8 June and 13 July 2021.
- (2) To approve the purchase of a Royal British Legion Tommy of the larger (fixed) variety for siting a Swan Green.
- (3) To approve the writing off of unrecoverable debt as indicted in the Finance Officer's report.
- (4) To note the approval of the purchase of an ice machine by Offices under delegated powers.
- (5) To accept the offer of donation from a customer for a replacement carpet in the Millennium Lounge.
- (6) To request officers to provide details of the current opening hours of the Leisure Centre bar for consideration at the Management Committee.

WPC.60 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

Councillor Abbey reported that he had found it difficult to obtain details of the Parish Ward boundaries. He had been directed to Warrington Borough Council's website, but the ward information on the mapping system was not clear. The Clerk offered to demonstrate the mapping layer function outside of the meeting. Councillor Iddon suggested that ward information could also be obtained via the Elections Manager at Warrington Borough Council.

Winwick Ward

Councillor Herron reported that the damaged children's swing on Myddleton Lane Playing Field needed to be repaired or removed. The Clerk agreed to chase up the matter, which might coincide with the annual playground inspection by Wicksteeds.

It was noted that the divot in the football pitch goal mouth had not yet been repaired. Councillor G Friend asked if there were plans to add 3 post holes, to enable the pitch playing surface to recover by annually rotating its alignment. Councillor Herron confirmed that this was being looked into. Prudencia David, Acting Finance Officer indicated that a date for the repairs had now been received which was in around two weeks time.

Councillor Iddon remarked that the ACO drains around the Leisure Centre need to be cleared. Councillor Herron confirmed that he was carrying out this task.

Decision – To note the reports and updates by ward councillors.

WPC.61 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 30 June 2021. An updated report was circulated at the meeting.

In June, the Council had received £11.4k of income through the Leisure Centre, including £1.0k of furlough monies in June. This put the Centre at a profit of £0.9k in June and a £2.9k loss for the year to date.

Further furlough claims were being processed weekly.

The Council had incurred £13.1k of precept expenditure in June with £27.5k of expenditure on the year to date.

Work was on-going to bring in outstanding credit accounts for room hire and officers were currently looking to improve the use of the rooms at the Centre. The Council would need a strong marketing strategy and to ensure that the website and Facebook were updated and effective.

Payments to suppliers were up to date now. Also, officers were continuing to chase debtors to settle their payments, e.g. North West Boroughs Healthcare NHS Trust (NWBH) who had owed a high amount had now cleared all of its debts, with the exception of one meeting which was disputed.

Further details were available in Part 2 of the meeting due to data protection and commercial confidentiality issues.

In line with the Government announcement on Monday 12 July 2021, the lifting of restrictions in England had gone ahead on 19 July 2021, as planned. The Centre was now operating under the governance guidance issued on 19 July 2021 (fully open and no restrictions of social distancing or face masks required).

Ms David reported that overall the balance sheet looked healthy.

Additional items

- 1) Radley Suite Exterior door: - an order had now been placed with St Helens Windows. it would take approximately 12 weeks to deliver the door.
- 2) A dishwasher had been purchased (second hand in a good condition, like a brand-new machine), for £50.00.
- 3) The purchase of an ice maker machine had been arranged by Councillor Herron, for £334.18. The price included 3 years Accidental Damage Insurance (purchased from the credit card).
- 4) The purchase of scales for the purpose of weighing barrels had been arranged by Councillor Herron, for £179.99 (purchased from the credit card).
- 5) Goal posts had been removed and pitches would be repaired soon by Warrington Borough Council.
- 6) The Litter Picker employment contract with the agency had been renewed.

Payments made since Management Committee meeting of 13 July 2021

Direct Debit Payments

- British Gas: £52.93
- BT Group: £23.34

- Pay zone: £21.60

Bank Payments

- 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

Decision – To note the Finance Officer's update report, including the Budget Review 2021/22, purchases made, work underway and payments made.

WPC.62 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 28 September 2021 at 7.30pm. A public consultation meeting on the Winwick School and Community Improvement Plan would also be arranged (provisionally on 21 September 2021).

WPC.63 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.64 Finance Officer's / Clerk's Report - Confidential Matters

Members considered schedules which provided information on debtors and creditors.

Members discussed the following matters:







- Lettings were now starting to return.
- Customers were visiting the Centre to use the bar at times when it was not currently open.
- The Leisure Centre Manager would train Ms David in the use of the coffee machine, so that she could serve hot drinks when he was not working.
- It might also be possible to train volunteers to serve hot drinks, rather than using the more expensive time of the Acting Finance Officer.

- Staff were only normally on site if there were room lettings.
- Last month's figures showed that the Centre had made a small profit, which was a positive step forward. The Centre's business was starting to improve.
- The return of parties/functions would help the Centre's recovery. Each month saw gradual improvement with more lettings already booked for July.
- It was acknowledged that the Year to Date figures which showed a £2.9k deficit, included those months when the Centre had remained closed.
- Securing the Northern Soul Night booking was a coup, as this was potentially a good source of income.
- It could not be guaranteed that the Centre would be self-sufficient by the end of the year, but the outlook was currently good.
- A recent stock take had showed a positive result and the Gross Profit figure was good.
- A query was raised about the Year to Date bar till discrepancy figure of £172.75. Ms David agreed to look into this figure, which was a historic amount, not a monthly figure.
- A number of staff were still furloughed, but Government's percentage contribution was now reducing from 80%. In July, the Government would pay 70% and the employer 10% of wages. From August to September 2021 the Government would pay 60% and the employer 20% of an employee's wages.
- If the bar remained open for longer, more staff would need to return. However, bar staff were on flexible hours contracts, which would allow this process to be managed carefully. Two staff were currently on regular hours. The Chair commented that, in general, workers preferred regular hours. Staffing hours could be looked at by the Management Committee on 14 September 2021 and the Committee had delegated powers in relation to staffing matters.
- A request by Burtonwood FC to base their operations at the Centre had regrettably had to be refused due to capacity issues with the existing usage of the pitches. Members queried whether rates for paying field usage were competitive.






Decision – To note the matters raised 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 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	
4	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	
5	To request the Clerk to write to Warrington Borough Council to seek advice upon the status of the earthwork and oil-drum barrier on Birch Avenue and to ascertain the planning implications of the development.	WPC.151(2)	23/02/21	Clerk	-	-	A response was received from Brendan Greenfield, Planning Enforcement Officer, dated 03/08/21, stating that a section 215 (untidy land) notice was served on the site. Following this all the earthworks and oil barrels were removed from site and the case was closed.	
6	To request the Clerk to investigate the matter, to seek a legal opinion about rights of access from the Council's	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	







Agenda Item 5

	solicitors and to bring a report back to the Council.						into the issues raised.	
7	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	
8	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	
9	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 possible.	WPC.8(1)	18/05/21	Clerk	-	-	In progress	
10	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	
11	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	-	-	PCSO Neil Brown's report for July 2021 indicates that he has asked for the speed indication device to be placed on Golbourne Road and Myddleton Lane to hopefully get evidence so that a site code can be obtained for colleagues to carry out enforcement.	







Agenda Item 5

12	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	
13	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	-	-	An objection was submitted to Development Control on 31/07/21	
14	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	-	-	Superseded by Action 19 below	
15	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	
16	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	-	-	Enquiries made on 02/08/21 and a response dated 13/08/21 appear to indicate that the land in question may be WBC Leisure Land. The land does not appear to be WBC Adopted Highway. The matter will be pursued further with Dave Cotterill, WBC	
17	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	
18	To defer consideration of the matter of a Community Governance Review until September 2021.	WPC.42	22/06/21	Clerk	-	-	This matter appears elsewhere on the Agenda	

Agenda Item 5

19	To defer appointments to the various bodies to enable further consideration of the issues identified previously and to request the Clerk to seek nominations outside of the meeting, to enable a full report to be brought back at a later date.	WPC.51	27/07/21	Clerk	-	-	Nominations are being sought outside of the meeting	
20	To approve the production and distribution by the Council of a consultation leaflet in the terms described above.	WPC.54(3)	27/07/21	Cllr Herron	-	-	Councillor Herron is drafting a leaflet. An item for discussion appears elsewhere on the Agenda	
21	To approve an options meeting with the School's representatives in approximately one month.	WPC.54(4)	27/07/21	Cllrs Mitchell & Herron	-	-	Councillors Mitchell and Herron met with the school representatives twice during the Summer months to discuss options. (see also above)	
22	To request that the Clerk arrange a public consultation meeting (provisionally to be held on 21 September 2021), subject to progress being made on potential options and leafleting.	WPC.54(5)	27/07/21	Clerk/ Cllr Mitchell	-	-	An update was provided prior to the Management Committee meeting on 14/09/21. A public consultation meeting is now proposed on 25/10/21 at 7.30pm. (see also above)	
23	To approve the purchase of a Royal British Legion Tommy of the larger (fixed) variety for siting a Swan Green.	WPC.59(2)	27/07/21	Clerk/ Acting Finance Officer	-	-	Not yet commenced	
24	To request officers to provide details of the current opening hours of the Leisure Centre bar for consideration at the Management Committee.	WPC.59(6)	27/07/21	Operations and Finance Officer/Centre Manager	-	-	The Leisure Centre Manager is due to attend the next meeting of the Management Committee to provide an update	

Progress Legend

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

Version 4.0 - (Final) – 28/09/21



Poplars and Hulme Ward

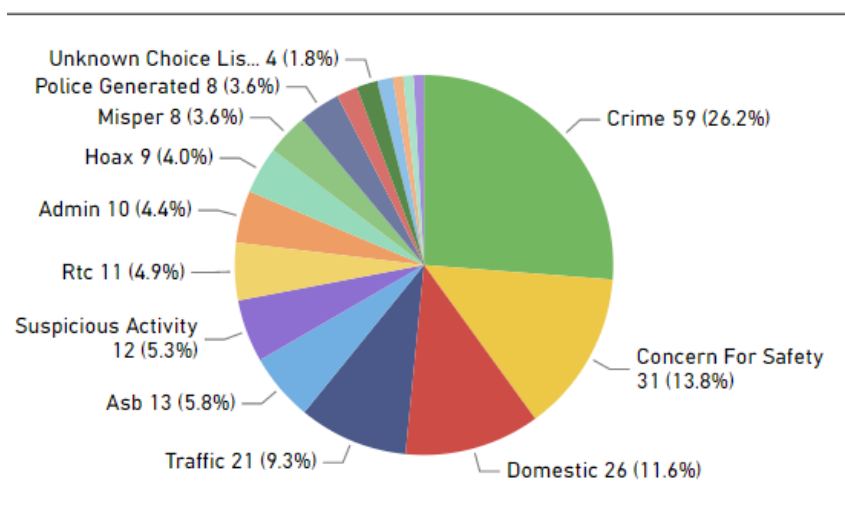
June 2021

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 225 incidents recorded across the Poplars and Hulme ward. The repeat locations for the parish perimeter

Closing Group	No. of Incidents
Admin	10
Advice	4
Alarms	2
Asb	13
Concern For Safety	31
Crime	59
Domestic	26
Hoax	9
Misper	8
Other	2
Police Generated	8
Public Order	2
Rtc	11
Sudden Death	3
Suspicious Activity	12
Traffic	21
Unknown Choice List Value	4
Total	225

Crime –



- **OTHER –**
- Speed enforcement has been done on both Poplars Avenue & Blackbrook Avenue.
- Several advisory notices have been given to vehicles parked on Derek Avenue.
- This month PCSO McGreal, PCSO Pritchard and PC Berry spent a day in St Andrews Primary school, speaking to classes about “keeping safe over summer” and “antisocial behaviour and the consequences”.
- For ASB week we have also attended St Bridget’s Primary School to speak with children about antisocial behaviour in preparation for summer holidays.
- We have also conducted a knife sweep in Peel Hall Park as part of ASB week.
- We have also introduced a new survey “Residents Voice” which allows residents to have a say on policing.
- PCSOs also attended the St Andrews Church Charity Shop this month, where we were handed several knives which have not been book safely in to our property and will be disposed of correctly.
- PCSOs have also attended Radley Common Luncheon Club which is now reopen on a Monday, Wednesday and Friday. Meals are provided with a lot of company, all are welcome to attend.

Winwick Parish Council

Correspondence since 27 July 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 – 28/07/21, 29/07/21 (x2), 02/08/21, 08/08/21, 05/08/21, 12/08/21, 16/08/21, 17/08/21, 18/08/21, 19/08/21, 23/08/21, 26/08/21, 01/09/21, 02/09/21, 03/09/21, 06/09/21, 07/09/21, 08/09/21, 10/09/21 (x2), 13/09/21 and 15/09/21
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 30 July, 6, 13 and 27 August and 3, 10 and 17 September 2021 – 27/07/21, 30/07/21, 04/08/21, 06/08/21, 13/08/21, 27/08/21, 31/08/21, 03/09/21, 10/09/21, 13/09/21, 17/09/21 and 21/09/21
3. E-mail from Warrington Bus Back Better Team reminding stakeholders of the closing date of Monday 9 August 2021 for the bus consultation – 28/07/21
4. E-mails from Cheryl Nicholson and Rebecca Lee, Legal Support Officers, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate), due to be advertised in the Warrington Guardian on Thursday 5 and 19 August and 9 and 23 September 2021 – 03/08/21, 17/08/21 07/09/21 and 21/09/21
5. E-mail from resident, KG, requesting that the hedge on the square within the fence on Winwick Park Avenue roundabout be regularly trimmed – 03/08/21
6. E-mail from Mrs Chris Davenport, Finance & Commercial Manager, Cheshire Community Action, about the UK Government's new £150 million fund to help support voluntary and community organisations from across the UK to take ownership of community assets that are at risk of being lost without community intervention and run them as sustainable community businesses. Community assets might include sporting and leisure facilities, cinemas and theatres, music venues, museums, galleries, parks, pubs, post office buildings and shops. The next two bidding rounds will be launched in December 2021 and May 2022 – 05/08/21
7. E-mails from Richard Griffiths, Tree & Woodland Officer, Warrington Borough Council, about the annual offer to procure and install Christmas trees and fencing for parish councils – 09/08/21 and 06/09/21
8. E-mail from resident, SR, living adjacent to Myddleton Lane Playing Fields, enquiring if the Council has plans to cut back overhanging trees at the edges of the field – 11/08/21

8. E-mail from resident, APH, living adjacent to Myddleton Lane Playing Fields, requesting that the Council cut back overhanging trees next to his and a neighbour's property – 23/08/21
9. E-mail from Jen van Deursen, Communications Officer, Office of the Police & Crime Commissioner for Cheshire, providing a copy of the Stakeholder Briefing for August 2021 – 23/08/21
10. E-mail from Jonathan Challis, Future Airspace Consultation Manager, Manchester Airport, providing an update on its programme to define its future airspace and indicating that it now intends to commence Stage 2 of the process (the develop and assess stage), which was suspended during the pandemic – 23/08/21
11. E-mail from Adam Keppel-Green, Training Officer, Cheshire Branch, Society of Local Council Clerks (SLCC), in connection with the Cheshire SLCC Branch Conference on due to be held on Wednesday 29 September 2021 – 20/08/21
12. E-mail from Professor Steven Broomhead MBE, Chief Executive, Warrington Borough Council, about the Stage 5 finish of the cycling Tour of Britain, on Thursday 9 September 2021, with the race set to finish in front of the Golden Gates at the Town Hall – 02/09/21
13. Letter from Katherine Parry, Licensing Manager, Warrington Borough Council, about a consultation on the revised draft Gambling Policy, the closing date for which is Friday 15 October 2021 – 03/09/21
14. E-mail from Dean Pritchard, PCSO 23688, Cheshire Constabulary, introducing himself as the new PCSO for Poplars and Hulme Ward, following the departure of PCSO Anna McGreal – 03/09/21
15. E-mail reminder from a resident, KR, of Farrington Road about a large ash tree on Myddleton Lane Playing Field overhanging her property, which could potentially be a hazard – 07/09/21.
16. E-mail from Councillor Frank McGinn notifying Members of the closure of Radley Lane from 4 until 29 October 2021 - 19/09/21
15. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Cloudy IT – webcasting equipment for meetings
 - Defib World – defibrillators and spares
 - Futurform – eco-friendly cleaning products
 - geViews – noticeboards
 - HAGS – outdoor playground and fitness equipment
 - KOMPAN - outdoor playground equipment
 - WeFindAnyLearner - Government-funded courses

Up to date as at 22/09/21

Winwick Parish Council

Planning Matters since 27 July 2021

General Correspondence (0)

Nil

Domestic Planning Applications (5)

1. Application reference: 2021/39862
Location: Glenwood, Green Lane, Winwick, Warrington, WA2 8SD
Description of development: TPO - Proposed Remedial pruning for 11 no. trees and felling of 1 no. tree.
2. Application reference: 2021/39861
Location: 88, Kinross Close, Winwick, Warrington, WA2 0UR
Description of development: Householder - Proposed two storey side and first floor rear extensions.
3. Application reference: 2021/39897
Location: 8, Spires Gardens, Winwick, Warrington, WA2 8WB
Description of development: Householder - Proposed Single storey to the side, single storey to rear, enlarged drive and off road parking area and reinstating a previously garge conversion from habitable space back to a garage. – (Revised rear element to previously approved application REF 2020/38143)
4. Application reference: 2021/39363
Location: Radley Cottage, Radley Lane, Winwick, Warrington, WA2 0SZ
Description of development: Householder - Proposed Extensions/alterations to existing dwelling
5. Application reference: 2021/40089
Location: 63, Coldstream Close, Winwick, Warrington, WA2 0LJ
Description of development: First floor rear extension

Non-Domestic Planning Applications (4)

6. Application reference: 2021/39896
Location: Alder Root Farm, Alder Root Lane, Winwick, Warrington, WA2 8RZ
Description of development : Agricultural Prior Approval - Agricultural Barn to include 3 bays for storage of 50 acres of hay, 1 bay storage of straw, 1 bay for tractors, 1 bay for implements and machinery, 1 bay for cleaning and servicing.
7. Application reference: 2021/39969
Location: Land At Unit 1, Zones 1 & 2, Omega South, Warrington, WA5 7XQ
Description of development: Retention of 2 no. External Sprinkler Tanks, Pumphouse and associated works

8. Application reference: 2021/40053
Location: Junction of Calver Road and Woburn Road, Winwick, Warrington, WA2 8QZ
Description of development: Class A Prior Approval - Installation of a 20m monopole tower and associated radio-equipment including one that will wrap around the base of the mast.

9. Application reference: 2021/39462
Location: Land South of M62, Mill Lane, Houghton Green, WA2 0SU
Description of development: Outline Planning Application (Major) Outline application for 27 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).

Winwick Parish - Management Committee 14 September 2021

Present: Councillors D Friend (Chair), G Friend, J Herron and A Iddon

A brief discussion took place prior to the commencement of the meeting on the proposals to consult residents on options for the disposal of an area of Myddleton Lane Playing Fields to facilitate improvement works at Winwick CE Primary School. A leaflet was currently being developed and it was proposed to hold a public consultation meeting. Due to the amount of preparation time required to develop the consultation materials it was proposed to delay the public consultation meeting until 25 October 2021 at 7.30pm.

Members were satisfied that the direction of travel was consistent with the decision of the Council taken on 27 July 2021.

WPMC 17 Apologies

There were no Apologies for absence submitted.

WPMC 18 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 19 Minutes

Decision – That the Minutes of the meeting held on 13 July 2021 be agreed as a correct record.

WPMC 20 Action List

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

Members noted the completion of the majority of items. All completed actions would be omitted from the next update to the list.

In respect of Action 1, the Clerk, Julian Joinson, confirmed that he had invited Paul Wharton, Centre Manager, to attend future meetings of the Committee, but he was unavailable this evening. Councillor Herron indicated that the Manager had been covering for a member of staff who was off sick and had been working longer hours than usual. The Chair reminded all that it would be useful to speak to the Manager to get an understanding of the opening hours of the Centre, staff hours and what would happen to staff when furlough ended.

Prudencia David, Acting Finance Officer, reported that her contract would finish at the end of September 2021. Ms Jones, Operations and Finance Officer would return from maternity leave on 4 October 2021. However, there

would be a short hand over period. Ms Jones had been working on a draft Business Plan for the Centre during her free time to provide to the meeting of the Committee on 12 October 2021. The Centre Manager would be present at that meeting. Warrington Borough Councillors noted that there was a Member Development session planned for that date, but the session should be over in time for councillors to attend this Committee. Councillor Herron was invited to Chair the start of the meeting if the Chair should be delayed.

In respect of Action 4, Councilor Iddon asked if any progress had been made on commissioning the repair to the bar floor area. Councillor Herron responded that this had not yet commenced. However, the carpet in the Millennium Lounge had now been fitted and he had visited a local supplier to acquire some off-cuts to replace the hallway carpet. Ms David indicated that the Centre Manager had authority to spend up to £100 from petty cash for such items.

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 21 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 August 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 anticipated 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.

Agenda Item 15

	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
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	7.18	10.01	10.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Note: Adjusted due to opening restrictions

Bar Takings Monthly

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

August bar sales were above target coming in at £10.03k compared to the budgeted income for August of £7.07k (approximately 145.92% higher than forecasted).

Bar Takings Cumulative

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

Ms David commented that the July and August figures were both significantly higher than the budgeted amount, but it should be remembered that the budget had been set lower due to anticipated slow business recovery in the first few months after reopening.

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:-

	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
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	2.76	3.77	2.32	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 August 2021, using the profile outlined above.

The table showed that £2,319.83 had been taken in August, which equated to approximately 145.13% 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 August 2021, using the profile outlined above.

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:-

	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	447.5	182.5	135.0	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 August 2021, using the profile outlined above.

The £135.00 taken in August was approximately 390.79% of the originally budgeted field lettings for this month.

Field Income Cumulative

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

Year to date, the Centre had received £1,039.98, which equated to approximately 602.09% of forecasted field lettings income. The Centre had forecasted to receive the majority of letting income (£4k) in January 2022, as football fees for the year were due then.

Coffee Sales

With regards to the coffee mornings, figures were provided which showed the income to August 2021, with the Centre having reopened on 17 May 2021 after being closed due to COVID restrictions. The Centre was now fully operational without restrictions. However, during August the Centre was very quiet for morning coffee sales.

The coffee trade at the end of August had sold 95 cups and produced £202.00 sales income. This had generated a lower income compared to the last month sales. This was due to a combination of the summer holidays and the machine break down. The broken parts had been replaced by RIJO, so the machine was now operating as normal. However, the Centre's leasing contract had ended last month, which meant that there would be no more monthly rent payments from now on.

Ms David confirmed that the machine now belonged to the Centre. However, RIJO could still be contacted for any future repairs necessary to the machine. The Chair reminded Members that she would like to see a rota of volunteers to serve coffee at the Centre. It was understood that Senior Officers covered the coffee service when they were working at the Centre, but this was not the most cost effective use of their time.

Cash Takings for Bar Sales

A table was provided showing daily cash takings at the bar during July and August 2021, which generally showed above target performance during the mid-week period and some growth on Sundays.

Members asked if the bar had been open on August Bank Holiday Monday. Ms David responded that the Centre had been closed. Councillor Herron clarified that this had been due to staffing difficulties rather than a policy decision. Ordinarily the bar would have been open. Councillor Herron added that 'high days', including the Carnival helped to boost the Centre's income. Councillor Iddon commented that the Centre received the bar profits for the Carnival, but that it had not produced the expected income in recent years.

Councillor G Friend noted that the takings on Saturday 14 August 2021 had been as high as £2,239.79. This was due to a church function taking place. Councillor Herron reported that the Northern Soul Night was also very popular. Significant income of £1,202.54 on 31 July 2021 was due to a wedding. Ms David indicated that the table did not show card payments, which were in addition to the amounts shown. Members considered that a table which showed total income from all payment methods would be more useful for monitoring purposes than the cash only record. Councillor G Friend pointed out that it was not possible to directly reconcile the monthly bar take record with the daily cash takings information in the report. For example cash takings in August were around £9,600, but income was shown as £10,314. This differential did not appear to reflect the shift in customer habits to paying more frequently by card. The information was further complicated by the fact that it was unclear whether bar snacks, tea and coffee income was included in both sets of figures.

The Chair asked if there were any on-going issues arising from stock taking. Ms David confirmed that no such issues had been identified in recent months.

It was hoped that further evidence of the positive direction of travel for the Centre would be apparent from the Business Plan due to be submitted to the October meeting of the Committee.

Additional Income Received in August 2021

Furlough monies continued to be recouped against staff wages

- Furlough = £448.04

Washbasin Quotes

- Quote 1 – Wigwam Property Maintenance – ladies and gents had basins (price per sink) – quote now received
- Quote 2 – Philsan Plumbing Warrington – quote awaited

Steps out of Lockdown:

Members were reminded that the Government had ended all legislative restrictions for COVID-19 on 19 July 2021, which had allowed the reopening of the whole of England.

Currently, the Indoor bar service was operating as normal with no restrictions. That meant that the indoor exercise classes and meeting hire of more than 30 people would be seated as normally allowed.

The Management Team was working hard to make more income than the lower levels budgeted, by keeping staff and stock levels as low as possible whilst still managing to increase income in order to bring any losses in as low as possible.

The Centre had bookings in the diary for both room hire and field hire for this month and many customers were booking parties. Moreover, most of the Centre's regular users had returned, including Northern Soul, the Fostering Services and Camera Club who were due to return in September and October.

The Chair asked what would happen with staff at the end of the furlough period. The Clerk indicated that bar staff were on zero hours contracts, which enabled the Centre to use the staff flexibly, principally by matching their hours to the amount of business at the Centre.

Members were hesitant about the use of zero hours contracts as the Council wished to be seen as a good employer, but it was understood that it such contracts were the norm for the hospitality sector and that many staff wanted the flexibility that zero hours contracts provided. Councillor Herron reported that the core business was now returning, which had led to the Centre Manager working for longer hours than usual due to staff absences.

In response to a question by Councilor Iddon, Ms David reported that only two staff were now on part-furlough. It was noted that one Member of staff was due to go on maternity leave shortly.

Debtors

The majority of private (client) companies' debtors had now been written off. Also, all NHS debts had been chased up by phone calls. These had now been approved and payments were awaited..

Payments

A list of payments made since the Council meeting on 27 July 2021 was as follows:-

Direct Debit Payments

- Direct Debit (WBC NNDR): £800.00
- Direct Debit (BNP Paribas Leasing): £266.84
- Direct Debit (XERO UK Ltd): £57.60
- Direct Debit (Gocardless): £ 30.00
- BT Group: £239.38
- Direct Debit (Scottish Power): £480.00
- Direct Debit (Barclaycard): £164.44
- Direct Debit (Lloyds Bank PLC): £550.17

Bank Payments

- Staff wages: £ 10,715.13
- Pensions Cheshire Fund July: £ 199.81
- HMRC Cumbernauld: £537.87
- The Wigan Beer Company: £ 7,974.21
- Easyflow: £88.00
- Service care solutions: £1,440.80
- System hygiene: £341.94
- Maxigiene Environmental Services Limited: £144.00
- D Hannan: £190.00
- Cheshire coffee: £244.50
- Clear Brew Wigan and Bolton 16/07: £129.60
- Service care solutions 555697: £288.16
- P Healey: £88.00
- CM Stocktaking: £90.00
- Wigan Beer 587425: £655.66
- Wigwam Property Maintenance: £53.81
- Merlin Brewery: £93.41
- Election Charge: £2,378.94

The Chair enquired if the payments list needed to be submitted to the Committee. Mr Joinson indicated that in previous years a monthly list of

payments had been submitted to Council only, in accordance with activity described in the annual report on the Review of Risk, Internal Controls and Financial Regulations. However, in recent times half-monthly lists had been provided to Management Committee and Council. The Chair indicated that it might be useful to separate the Centre's and Parish's payments within the lists provided for clarity.

Decision –

- (1) To note the update report on the Leisure Centre performance, including the recovery from Coronavirus restrictions.
- (2) To request that the Operations and Finance Officer review the information provided in the monthly finance report to the Committee to consider the following issues:
 - (a) Whether direct comparisons can be made between the daily cash table and the monthly income figures.
 - (b) Whether there is a need to provide the list of bank payments to this Committee and whether the Centre's and Parish Council's payments can be shown separately.

WPMC 22 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 23 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Members considered a report on debtors, both private and public sector (NHS). Ms David provided an explanation of those debts which had now been written off. The vast majority of NHS debts had now been paid or were now being processed for payment. Ms David added that the introduction of a purchase order system had helped to speed up payments from larger organisations.

Members thanked Ms David for her efforts to recover money owed to the Council.

Councillor Herron reported that customer satisfaction at the Centre was high. The flexible approach to Sunday opening had been successful with the Centre closing early, only if quiet. The August Bank Holiday closure had been enforced due to a staff shortage. Members asked if Council approval was needed for more staff. The Clerk responded that a Council approval was only

required to appoint permanent senior staff. The Finance and Operations Officer and Centre Manager had delegated powers to appoint bar staff, which they used to maintain a pool of individuals available to work.

Councillor Herron commented that Bank Holiday Monday nights might be quiet in the same way that ordinary Sunday nights were sometimes quiet. However, the other days over Bank Holiday weekends tended to be busy.

The Chair suggested that in future years a minibus could be provided to the Carnival for residents south of the M62 to help them to feel connected to the village.

Decision –

- (1) To note the report on debtors and the verbal update provided.
- (2) To agree to ratify the decision to write off those debts indicated in the report.

(B) Employee Matters

Ms David thanked Members for her time at Winwick Parish Council as this was potentially her last formal meeting before she took up new position in the education sector. Members thanked her for her hard work and wished her well for the future.