

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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17 November 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, 23 November 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 26 October 2021.

- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**
- 6. Written Motions Received**

7. Police / Community Issues

8. Parish Notice Boards

A discussion on sharing responsibility for updating Parish Notice Boards (Cllr McGinn)

9. Parish Leaflet

Possible production of a quarterly Booklet/Leaflet to increase Parish engagement with residents and to further market the Leisure Centre (Cllr McGinn)

10. Correspondence

11. Planning Matters

12. Finance Officer's Report

13. Draft Budget and Parish Precept 2022/23

The Council has received notification of its Council Tax Base of 1726 for 2022/23 (compared to 1720 for 2021/22). It has been asked to notify Warrington Borough Council of its Precept requirement by no later than Friday 14 January 2022

14. Section 3 – External Auditor Report and Certificate 2020/21

15. Loan Repayment

Consideration of accelerated repayment of the outstanding balance on the Leisure Centre loans to prevent interest charges (Cllr McGinn)

16. Reports from Parish Council Committees

- Management Committee – 9 November 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, 25 January 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

Winwick Parish Council
Minutes of the Meeting held on 26 October 2021

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

WPC.86 Apologies for Absence

Apologies for absence submitted on behalf of Councillors A Abbey, E Abbey, J Pitt and A Warnock-Smith.

WPC.87 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.88 Minutes

Decision – That the Minutes of the meeting held on 28 September 2021 be agreed and be signed by the Chair as a correct record.

WPC.89 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.

In respect of Action 11 – Green Lane Flooding, this matter had not yet been reported, although reports had previously been submitted to the Borough Council. The Clerk undertook to expedite this matter.

In connection with Action 14 – Tommys, the permanent Tommy for Swan Green had now arrived, but not the removable Tommy for Hermitage Green.

Completed actions, denoted by a solid green bullet would be removed from the schedule when published for the next meeting.

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

WPC.90 Question Time for Electors

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

Local Plan Consultation

A member of the public thanked councillors for the leaflet, which had been circulated. Residents had also developed and distributed a complementary leaflet. Residents intended to compile a response to the draft Local Plan. One potential ground of objection was the likely number of vehicles exiting onto Mill Lane. The planning officers had suggested that vehicles would mostly turn right, and had dismissed the likelihood of many vehicles turning left towards Delph Lane and Myddleton Lane.

That would be a shorter route to the motorway network. There was, therefore, a need to mitigate traffic impact of additional vehicles traversing Waterworks Lane and Myddleton Lane. If the Peel Hall development went ahead some 2,000 extra cars per day might travel through Winwick. One resident requested that the Parish Council continue to develop its traffic management measures. He also sought support from the Parish Council in speaking to developers about funding traffic management measures. He enquired about any s.106 monies available from the Spires development. He also reported that additional roundabouts were proposed in the key development areas, further adding to congestion. A second member of the public highlighted the narrowness of Delph Lane and a tight bend, which made the route dangerous. Other members of the public confirmed that several routes were already under pressure. Junction 22 of the M6 would be busier and would also be the main access for the Parkside development. There was a call for the 20mph stretch on Myddleton Lane to be extended as far as Delph Lane. The point was made that many residents did not appreciate that the Local Plan development could have a major traffic impact on Winwick. A resident mentioned the lack of GP and dentist provision to support additional households.

Response: Cllr Mitchell reminded Members that at the last meeting the Council had agreed to progress its work with the traffic consultants, Mott McDonald, about Myddleton Lane. She had already been in touch with them about the next phase. Cllr Iddon believed that the s.106 money referred to had already been spent. To some extent, traffic issues were inevitable given the location of Winwick. Cllr G Friend reported that traffic waiting at the lights on Blackbrook Avenue and Hilden Road already waited through several cycles of changes at peak times. Cllr Mitchell suggested a coordinated Parish Council response. Cllr Herron indicated that the road infrastructure should be improved before any additional development took place. Cllr Mitchell requested ideas from those present about the infrastructure required. She added that Mott McDonald would now carry out a further consultation on traffic management.

The Clerk agreed to coordinate any information submitted to the Parish Council in response to the Local Plan consultation, to develop a Winwick Council response.

Cllr Iddon queried the date of the Peel Hall Public Inquiry decision. Cllr G Friend indicated that this was due on 9 November 2021, but might be later. The end of the Local Plan consultation was 15 November 2021

Battle of Winwick

A resident referred to the historic Battle of Winwick site off Golborne Road, which deserved some degree of recognition and protection from development. Historic England had described this as the best preserved battle site of this era. Some paths and signage would be a fitting commemoration.

Response: Cllr Iddon reported that local historian Richard Ward had proposed a monument at Hermitage Green to commemorate the battle some years ago and had been prepared to fund the project. However, the project appeared to have stalled due to a dispute over the proposed location for the monument. Cllr G Friend noted that this was the site of the last battle of the English Civil War and was unspoiled.

Weight Restrictions and Speeding

A member of the public reported that there had been an accident involving an HGV and small car outside the Swan Pub recently. An e-mail had been sent to the local PCSO about enforcing weight restrictions. The PCSO required a Police Constable to carry out enforcement action. A letter would be sent to any companies breaching the restrictions.

A code had now been obtained for Golborne Road to enable speeding to be monitored. A smiley face board would help and a petition had been started for the deployment of a speed gun. It was reported that a driver had fled the scene of a recent accident on that stretch of road.

Response: Cllr G Friend noted that a smiley face would record numbers of speeding vehicles, which could provide the evidence needed for the deployment of a speed gun.

Cllr Mitchell reported that she had responded to the complainant from Waterworks Lane about the speed signs. A speed survey would be carried out there and possibly on Highfield Lane too.

Leisure Survey

A resident asked how the leisure survey was progressing. She noted that other areas had outdoor exercise equipment on playing fields and in parks. The resident offered to promote the survey on Facebook

Response: The purpose of the survey was to gather evidence which would enable the Council to identify ideas and demand for facilities. This would enable schemes to be prioritised and potentially provide access to grant funding. Some 50 responses had been received to date.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To approve the submission of a Parish Council response to the Local Plan consultation and to request the Clerk collate any information provided by residents and councillors.

WPC.91 Written Motions Received

There were no written motions submitted on this occasion

WPC.92 Winwick CE Primary School - School and Community Development Plans

Councillor Mitchell reported that the planned leaflet had not yet been finalised and the consultation meeting had not yet taken place. Cllr Herron reported that it had

been decided not to distribute the leaflet at the same time as the Local Plan/Leisure Survey leaflet to avoid consultation fatigue. The draft leaflet would be updated with relevant consultation dates. This might be early next year. Cllr Mitchell advised that the school should be informed of the timetable as soon as possible. Cllr Herron indicated that work had already commence on Phase 1, fencing off the school's current car park. Ms Jones, Operations and Finance Officer, reported that the school governors were due to meet with the Leisure Centre Management Team shortly.

Cllr Herron indicated that he would mark out the proposed alternative car park plot to demonstrate its footprint. Cllr Iddon requested that the entrance/exit be clearly marked. Cllr Mitchell commented that the Council continued to work with the school to seek an acceptable solution. Cllr Herron agreed to continue to develop the leaflet if consultation and reporting dates could be agreed.

Cllr Iddon enquired if the Council's land had been valued. Julian Joinson , Clerk, reported that no formal valuation had taken place. There was no legal requirement to value the land before any disposal, but the Clerk's strong recommendation was that this should take place. It was not necessary to obtain best consideration for any land disposal subject to the Council being satisfied that disposal would promote or improve the economic, social or environmental wellbeing of the area. An informal discussion with a valuer during the previous consultation had suggested that the land had little commercial value. There was an additional requirement to publish a notice consulting about disposal in a local newspaper for two consecutive weeks and to consider the responses received. Cllr Herron suggested that the formal consultation could take place at the same time as the leafleting process.

It was known that the school was not able to lease the land from the Council due to its funding arrangements.

Cllr Iddon asked if disposal of the any land would put further parcels of land at risk. Cllr G Friend commented that the Council had itself already extended its own car parking area.

A member of the public asked if the Council had decided which site it might dispose of. Cllr Herron clarified that the Council had suggested a different site to the one proposed by the school, but would consult the public about the options. It was suggested that use of the Council's car park be monitored while the school's car park was closed to gain an understanding of overall usage and whether there was a need for extra spaces.

A member of the public asked if a higher offer was submitted by the community for the land offered for disposal, what would be the outcome. Cllr Mitchell reminded all that the Council was not discussing sale of the land to generate a capital receipt, but to improve the school's and community's facilities. The Chair confirmed that the views of the public would be ascertained via the consultation exercise.

It was acknowledged that the matter of disposing of some land had not yet been decided and that a balance would need to be struck between competing priorities and the needs of both the school and Council. The consultation would set out the

options available and elicit the views of the public.

Cllr Iddon expressed a concern that school staff would use the Leisure Centre car park, rather than a more distant school car park.

Decision – To note the progress on developing a leaflet setting out possible options to meet Winwick CE Primary School's School and Community Development Plans and the proposed consultation process.

WPC.93 Police / Community Issues

There were no written reports available on this occasion.

WPC.94 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 – 28/09/21, 01/10/21, 07/10/21 (x2), 15/10/21, 19/10/21, 20/10/21, 21/10/21 and 25/10/21
2. E-mails and reminders from Sharon Angus-Crawshaw and Jackie Weaver, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 8, 15 and 22 October 2021 – 01/10/21, 04/10/21 (x2), 06/10/21, 08/10/21 (x2), 12/10/21, 15/10/21, 19/10/21, 22/10/21 and 25/10/21
3. E-mail from the Office of the Police and Crime Commissioner for Cheshire, enclosing PCC John Dwyer's Stakeholder Update for September 2021 – 27/09/21
4. E-mail from a visitor and former resident, CD, seeking any information about her parents former cottage in Winwick near the old 'mental' hospital and Landers Farm – 29/09/21
5. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate), due to be advertised in the Warrington Guardian on Thursdays 7 and 14 October 2021 – 05/10/21 and 12/10/21
6. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, enclosing an Agenda Document Pack for the Development Management Committee, due to take place at 6pm on Wednesday 13 October 2021 – 06/10/21
7. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, about parish council Planning Training dates arranged on Thursday 4 November at 2pm and Thursday 18 November 2021 at 5.30pm – 07/10/21
8. E-mail from Jonathan Challis, Future Airspace Consultation Manager (MAN),

regarding consultation events in connection with the Future Airspace project – Stage 2 ‘Develop & Assess’ -Phase 1, for Manchester Airport – 12/10/21

9. E-mail from Danny McGuire, Democratic Services Assistant, Warrington Borough Council, inviting Parish representatives to the Remembrance Sunday event at the Cenotaph, Warrington, at 11am on Sunday 14 November 2021 – 12/10/21
10. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - KOMPAN - outdoor playground equipment
 - Town and Country Planning Association - charity promoting the values of progressive planning and place-making
11. E-mail from Graeme Worrall, Policy and Transformation Officer, Cheshire Fire and Rescue Service on the launch of a consultation on Cheshire Fire Authority’s 2022-2023 Draft Annual Action Plan, which would run until Friday 7 January 2022 – 21/10/21
12. E-mail from resident, AO, and a reply sent in connection with 20mph speed limits and signage on Waterworks Lane - 21/10/21
13. E-mail from Craig Barron, Emerald Power seeking access to Radley Common and John Parr Meadow to carry out electricity network maintenance on behalf of Scottish Power – 22/10/21

Councillor Mitchell reported that she had now collected the wreath for use on Remembrance Sunday. The wreath would be laid in Winwick this year. The Chair indicated that she would attend the Warrington-wide service at the Cenotaph. Ms Jones, operations and Finance Officer, confirmed that the cheque for the annual donation and wreath had been sent to Mr Seddon, the Royal British Legion’s representative.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) In connection with Item 13 above, to approve access by the electricity company to Radley Common and John Parr Meadow, as necessary.

WPC.95 Planning Matters

General Correspondence

1. Notification from the Planning Policy & Programmes Team, Warrington Borough Council, of the publication of the Updated Proposed Submission Version Local Plan, which set out the Council’s proposed approach to meeting Warrington’s development needs up to 2038. The consultation would

commence for a six week period from Monday 4th October 2021 until 5.00pm on Monday 15th November 2021.

Relevant documents were available to view and download at:

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

The Council would also be holding a series of public consultation events at the South Stand Concourse of the Halliwell Jones Stadium, Mike Gregory Way, WA2 7NE, on:

- Tuesday 12th October - 2pm until 8pm
- Thursday 14th October - 8am until 2pm
- Saturday 16th October - 10am until 4pm
- Monday 18th October - 2pm until 8pm
- Wednesday 20th October – 8am until 2pm

Domestic Planning Applications

2. Application reference: 2021/40171
Location: 88, Dundee Close, Winwick, Warrington, WA2 0UL
Description of development: Proposed single storey side extension and rear extension incorporating alterations to porch
3. Application reference: 2021/40259
Location: 20, Shetland Close, Winwick, Warrington, WA2 0UW
Description of development: householder - single rear extension to garage and part garage conversion
4. Location: 25, Dundee Close, Winwick, Warrington, WA2 0UJ
Description of development: Demolition of the existing side extension and erection of a two-storey side extension and a single-storey side and rear extensions

Non-Domestic Planning Applications

5. Application reference: 2021/40233
Location: The Old Rectory, Rectory Lane, Winwick, Warrington, WA2 8LE
Description of development: TPO - Proposed remedial works x1 tree
6. Application reference: 2021/40244
Location: Garden Land Located At 29 Waterworks Lane, Winwick, Warrington, WA2 8LH
Description of development: Erection of an electrical substation with associated retaining wall, fencing and access onto Waterworks Lane
7. Application reference: 2021/40260
Location: Carshop, Calver Park Road, Winwick, Warrington, WA2 8JH

Description of development: Full Planning Major - Proposed single storey ancillary extension to existing main building

In respect of Application 6 above - Garden Land Located at 29 Waterworks Lane, Councillor Iddon asked if this was a new substation or a replacement, as there were already substations at that location. She considered that a new substation might be linked to future housing development in that area. The Clerk agreed to view the planning portal website to ascertain more information. However, it seemed unlikely that any electrical infrastructure would be installed until a firm development proposal was in the pipeline.

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

WPC.96 Finance Officer's Report

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

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 September 2021.

In September, £16.7k of income had been received through the Leisure Centre, including £0.58k of furlough monies. This put the Centre at a profit of £4.6k for September and a profit of £1.6k for the year to date.

Ms Jones reported that the Leisure Centre was in a positive financial position overall. The figures for October, so far, also looked good. Members were reminded that the Council had budgeted for the Centre to make a £17.5k loss this year.

Furlough had now ended and no further claims would be processed.

There had been £13.3k of expenditure against the precept in September and the Council currently had £70.1k of the £124.2k precept remaining. There were some annual items to be put against this in the new year (e.g. insurance costs).

Additional items

1) Precept Setting

Provisional budget sheets were provided for Councillors to review. Members deferred consideration of this matter to Part 2 of the meeting, under Agenda Item 16.

2) Litter Picker Costs

A schedule was provided of the current expenditure model for the Litter Picker Service.

3) Item Updates

- Wicksteed were due on site to carry out the playground inspection and to quote for the swing repair. This was due by December as there was a 8-10 week lead in time.
- Tree issues – The arboriculturist company had visited the site to review and quote for an additional tree on 19 October 2021. A quote of £480 had been received for removal of deadwood and the lower canopy from the ash tree by the play equipment, or complete removal at £1,000. Work was due to be completed on 25th November 2021.
- Discrimination complaint – The activity organiser had met with the Operations and Finance Officer on 20 October – an update was now available following this meeting. Members deferred consideration of this matter to Part 2 of the meeting, under Agenda Item 16.
- Tommys had been purchased and the Swan Green model had now arrived.

Payments made since Management Committee meeting of 12 October 2021

Direct debit Leisure Centre		
08-Oct-21	BT GROUP PLC	245.76
08-Oct-21	Scottish power	480
18-Oct-21	BT GROUP PLC	23.34
Direct debit Parish		
11-Oct-21	Barclaycard	202.68
18-Oct-21	Payzone	21.6
18-Oct-21	Lloyds	44.4
Invoices paid Leisure Centre		
11-Oct-21	Wigan beer	909.25
11-Oct-21	Easyflow	13
11-Oct-21	Clear brew	129.6
11-Oct-21	Bartons	707.83
18-Oct-21	KC's Kitchen	118.75
18-Oct-21	Clear brew	259.2
18-Oct-21	Bartons	711.27
18-Oct-21	Water plus	825.7
Invoices paid Parish		
08-Oct-21	C Mitchell	233
11-Oct-21	Gardenia	195
11-Oct-21	Cheshire pensions	199.81
11-Oct-21	D Hannan	670
11-Oct-21	Service care	288.16
18-Oct-21	WBC	980.74
18-Oct-21	HMRC	2051.53

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2021/22, work underway and payments made.
- (2) To request that the Operations and Finance Officer obtain a second quote for the arboricultural works to the ash tree.

WPC.97 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 12 October 2021 were provided.

The Chair reported the intention to move to bi-monthly meetings of the Committee following the next meeting on 9 November 2021. Future meetings would be held in January, then March, etc. Ms Jones undertook to provide a monthly written report for circulation to all councillors. Members noted that the next meeting would need to consider the budget for the Leisure Centre for 2022/23. It might be necessary to hold a special meeting of the Committee or Council to make the final budget recommendations.

Decision – To note minutes of the Management Committee of 12 October 2021.

WPC.98 Ward Reports / Updates

Houghton Green Ward

The Chair indicated that a nuisance incident about a dog barking had been reported to Environmental Health Officers at Warrington Borough Council.

Peel Hall Ward

There were no significant matters to report on this occasion.

Winwick Ward

Ms Jones requested permission to provide the annual grant of £250 to the Christmas Tree Group, to enable them to pay for insurance and other related expenditure. The Group was meeting tonight in the Main Hall and would consider the light switch-on date. Councillor Herron reported that this was likely to be on Saturday 27 November 2021. Members noted that this might clash with similar events in other Parishes across Warrington.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To approve payment in the sum of £250 to the Christmas Tree Group.

WPC.99 Date and Time of Next Meeting

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

WPC.100 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.101 Finance Officer's / Clerk's Report - Confidential Matters

Members considered a report of the Operations and Finance Officer, which included the following matters:

- Update on discrimination complaint;
- Internalisation of the Litter Picker Service – progress report;
- Debtors; and
- Draft Budget and Precept for 2022/23.

Update on discrimination complaint

Ms Jones provided a summary of the complaint and the response of the activity organiser to the issues raised. The report also detailed a suggested way forward, which had been negotiated with the activity organizer and which had been proposed to the complainants. No reply had yet been received from the complainants.

Members considered that in all the circumstances the remedy proposed was reasonable and that this was a private matter between the activity organiser and her customers. However, the Council would be prepared to support the free hire of the Main Hall on 12 occasions to facilitate the training sessions offered to the complainants.

Internalisation of the Litter Picker Service – Progress Report

Estimated figures were provided for directly employing the Litter Picker; ceasing the agency contract and the purchase and insurance of suitable vehicle. Overall it was estimated that the cost of internalising the service as currently provided would not achieve the savings originally envisaged.

Members discussed whether the service should be restructured to operate in a different way. A suggestion was made that the Litter Picker did not need a vehicle, but given the area covered by the operator this was not considered to be practical.

The report included a list of the next steps to be undertaken if the project was to continue. The Chair noted that the Council would need to keep under review whether it could afford to maintain the service.

Ms Jones offered to speak to the Litter Picker to discuss some operational aspects of the service.

Debtors

Members were informed that the list of debtors had been greatly reduced. Ms Jones would continue to chase up any outstanding amounts.

Draft Budget and Precept for 2022/23

Members considered a number of options for the draft Budget for 2022/23 based on projections which included Leisure Centre staff wages based on either the minimum wage or living wage. However, the projections would now need to be adjusted in the light of the recent announcement by the Chancellor about increases in the minimum wage. Options also included scenarios where there was no increase in the precept, or an inflationary increase in precept.

The Chair indicated that any increase in Council Tax would be difficult to support. It was noted that a key ambition was to return the Leisure Centre to profit and that good progress was being made.






Members were informed that the salary of the Operations and Finance Officer was a charge to the Parish budget, as her role involved financial control and audit of all of the Council's assets, which included the Leisure Centre.

Any comments on the draft Budget should be submitted to the Operations and Finance Officer prior to the next meeting.








Decision –

- (1) To note the remedy proposed in relation to the discrimination complaint and to approve the free usage of the Main Hall on 12 occasions should the proposal be taken up by the complainants.
- (2) To note the progress report on the project to internalise the Litter Picker Service.
- (3) To note the significant reduction in the number of debts owed to the authority.
- (4) To note the initial draft Budget figures provided.

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. Potentially this task could be undertaken in conjunction with Winwick Litter Network	
3	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	
4	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	
5	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	-	-	The original e-mail suggests possible funding for the renovation of park areas or other local projects, but no specific criteria are detailed. The funding would be provided to offset disruption caused by the	


Agenda Item 4


							gas main replacement	
6	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	-	-	This was reported to Warrington Borough Council on 01/11/21	
7	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 appears 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	
8	To approve the recommencement of the development of the traffic management scheme for Myddleton Lane and the necessary expenditure in the sum of £1,000 + VAT	WPC.77	28/09/21	Cllr Mitchell / Operations and Finance Officer	-	-	The project has recommenced	
9	To request the Clerk to add an item on Community Governance Review to the Agenda for January 2022	WPC.78	28/09/21	Clerk	-	-	Noted for January 2022 meeting	
10	To defer consideration of the Litter Picker Service to a later date, subject to an update report being provided by the Operations and Finance Officer.	WPC.85	28/09/21	Clerk / Operations and Finance Officer	-	-	A report was provided to Council on 26/10/21. Internalising the service is a large project and may not deliver the savings originally envisaged.	
11	To approve the submission of a Parish Council response to the Local Plan consultation and to request the Clerk collate any information provided by residents and councillors.	WPC.90(2)	26/10/21	Clerk	-	-	A submission was made before the 5pm deadline on Monday 15 November 2021	
12	To request that the Operations and Finance Officer obtain a second quote for the	WPC.96(2)	26/10/21	Operations and Finance Officer			An update will be provided at the meeting	


	arboricultural works to the ash tree.							
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Progress Legend


 Completed

 Complete – Immediate review programmed

 Progressing to target

 Issues (exception)

 Early progress / just started

 Not started (lower priority)

Version 6.0 - (Final) – 23/11/21

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Winwick Report October 21

Since it is coming up to Halloween and bonfire night, I know that some people will be wondering if there is anything in place.

We are Doing an operation starting from the 30th of October until 6th of November, Where a PCs and PCSOs will be in some vans patrolling around all areas and dealing with any issues.

- This month I have done speed enforcement on Hollins Lane where I caught a number of vehicles exceeding the limit.
- I have been liaising with the rural policing team to set up a rural watch for the farms and the residents on the outskirts of Burtonwood and Winwick, this should be all set up by mid-November.
- I have been working with the traffic enforcement team to get a speed enforcement site code for the 40mph part of Golbourne Road.
- I have asked night patrols to give passing attention to Winwick Park estate due to past suspicious activity in the area.

Most other calls to the police are coming from Hollins Pak and a care home in the area.

I have had some time off in the last month so I have been catching up on a few events that have been going on around Burtonwood and Winwick.

If there is anything you need to know further or want anything else feel free to email me.

Kind regards

PCSO Neil Brown

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Poplars and Hulme Ward

Oct 2021

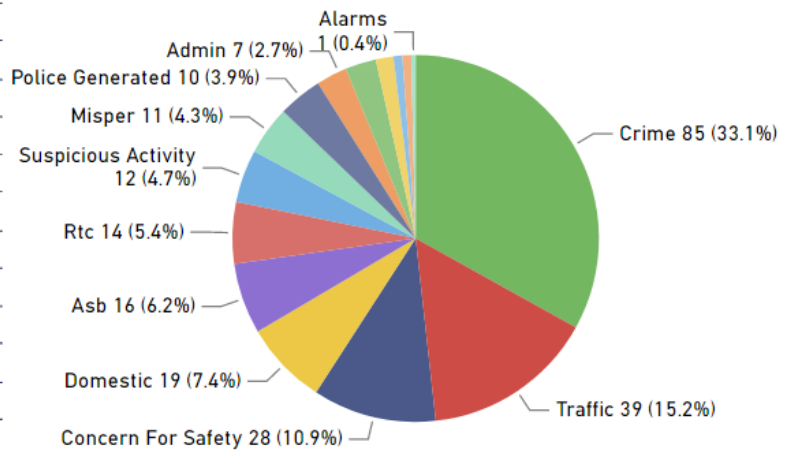
PCSO Dean Pritchard
 PC Sophie Berry
 PS Lee Hillyard

Dean.pritchard@cheshire.police.uk
 Sophie.Berry@cheshire.police.uk
 Lee.Hillyard@cheshire.police.uk

In total there have been 257 incidents recorded across the Poplars and Hulme ward. The repeat locations for the parish perimeter

Crime –

Closing Group	No. of Incidents
Admin	7
Advice	2
Alarms	1
Asb	16
Concern For Safety	28
Crime	85
Domestic	19
Hoax	7
Misper	11
Police Generated	10
Public Order	4
Rtc	14
Suspicious Activity	12
Traffic	39
Unknown Choice List Value	2
Total	257



Agenda Item 7(b)

OTHER –

- Operation Treacle – Dealing with ASB jobs over Halloween.
- Seizure of e scooters
- Tru Cam – Blackbrook Av both directions
- Donation from Hobbycraft for an elderly lady
- Surgery's
- Halloween/Bonfire talks at St Andrews/St Stephens Primary Schools
- Knife Sweep on Peel Hall Park for County Lines Week
- Tru Cam – Poplars Avenue
- Residence Voice Survey on Newhaven Road

Winwick Parish Council

Correspondence since 26 October 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 – 28/10/21, 29/10/21, 01/11/21, 02/11/21 and 15/11/21
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 29 October, 5 and 12 November 2021 – 29/10/21, 02/11/21, 03/11/21, 05/11/21, 09/11/21, 10/11/21, 12/11/21, 16/11/21 and 17/11/21
3. E-mail from Jonathan Challis, Future Airspace Consultation Manager (MAN), Manchester Airport Group, on stakeholder engagement events regarding Manchester Airport Future Airspace project –Stage 2 ‘Develop & Assess’ - Phase 1 – 28/10/21
4. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire, on the launch of his Police and Crime Plan for 2021-2024 – 01/11/21
5. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, enclosing a link to the Agenda Document Pack for the Development Management Committee, due to take place on Thursday 11 November 2021 – 04/11/21
6. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire on his Autumn Survey seeking the public’s views on what is happening in local communities, their experience with the police, and how they view their police service in general, as well as budget options for 2022/23 – 08/11/21
7. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, enclosing a Town Police Clause Notice relating to the Remembrance Day Parades which were due to take place on Sunday 14th November 2021 – 10/11/21
8. E-mail from Warrington Borough Council about the launch of a consultation on its Electric Vehicle Strategy, which aimed to respond to the growing number of people who were switching to Electric or Plug-in Hybrid Vehicles. The closing date for responses was 23 December 2021 – 11/11/21
9. E-mail from Cheryl Nicholson, Senior Legal Assistant, Warrington Borough Council, about an emergency traffic notice relating to Radley Lane, Warrington effective immediately upon the road signs being in place – 12/11/21
10. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-

Agenda Item 10

- Cloudy IT – technology based solutions
- GeViews – Planters
- KOMPAN – outdoor playground equipment
- Myparishcouncil.co.uk – website solutions
- HAGS – outdoor playground equipment

Up to date as at 17/11/21

Winwick Parish Council

Planning Matters since 26 October 2021

General Correspondence (1)

1. An e-mail from a resident, MS, dated 4 November 2021, requesting that the Parish Council consider seeking a judicial review in connection with planning application 2021/39462 - Mill Lane, which was recommended for approval at a meeting of the Development Management Committee due to be held on 11 November 2021, should the application be so approved.

Domestic Planning Applications (1)

2. Application reference: 2021/40426
Location: Greenacres, Delph Lane, Winwick, Warrington, WA2 0RQ
Description of development: Application for a Lawful Development Certificate for a Proposed two storey rear extension and new outbuilding

Non-Domestic Planning Applications (1)

3. Application reference: 2021/40437
Location: Land Adjacent to Toll Bar Road, East of the A49 and North of 697 Winwick Road, Warrington, WA2 8QG
Description of development: Erection and siting of fibre exchange telecommunications infrastructure to provide a full fibre (gigabit) to the premises service

Up to date as at 17/11/21

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Finance report to Winwick Parish Council 23rd November 2021

In October we have had £16.7k of income through the centre. This puts the centre at a profit of £6k for October and a profit of £7.4k for the year to date. This should cover the repairs approved by the management committee for:

Lighting refit to replace fluorescents with LED's - £3150

Flooring behind the bar - £1661

There has been £5.8k of expenditure against the precept in October and we currently have £62.9k of the £124.2k precept remaining. There are some annual items to be put against this in the new year (e.g. insurance costs).

Additional items

- Postcode plots – update on where the centre services.
- Replacement tables – below are the quotes obtained for replacement tables for the centre. These are required to meet the levels of usage and to replace some damaged tables which are becoming dangerous to use.

The management team would like to opt for the Go Pak tables as we know they are quality tables and the next cheapest are the Mogo tables at £24 more per table.

Tables

Quantity required	14
Gopak (per table)	£82.80
Go pak (total)	£1,159.20

Quantity required	14
Mogo (per table)	£106.74
Mogo (total)	£1,494.36

- Item updates

Wicksteed due out to do the playground inspection and to quote for the swing repair – due by December as 8-10 week lead in time.

Tree issues – due out to complete the work on 25th November.

Tree issues – Ash tree additional quote still outstanding.

Payments made since those reported to the management meeting on 9th November

Direct debit Leisure centre		
08-Nov-21	SCOTTISHPOWER	480
08-Nov-21	BT GROUP PLC	245.76
Direct debit Parish		
03-Nov-21	XERO UK LTD	31.2
10-Nov-21	BARCLAYCARD	171.37
Payments Leisure centre		
08-Nov-21	Maher	363.62
08-Nov-21	T &JT Barton	791.84
15-Nov-21	T &JT Barton	997.72
15-Nov-21	Easyflow	39
15-Nov-21	St Helens Windows	1,000.00
Payments Parish		
08-Nov-21	DL Hannan	250
08-Nov-21	Warrington BC	1,234.80
08-Nov-21	Chsh. Pension Fund	199.81
08-Nov-21	Service Care	288.16
03-Nov-21	Yvonne Clarke	250
15-Nov-21	HMRC Cumbernauld	1,798.53
15-Nov-21	Service Care	288.16

Part 2 items:

- 1) Debtors detail (issued separately)
- 2) Precept models including staff pay rise document

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Profit and Loss
Winwick Parish Council
1 April 2021 to 31 October 2021

31 Oct 21 YTD

Income

210 Room hire income	£4,831.00	£21,742.61
225 Buffet sales income	£0.00	£72.58
230 Bar sales income	£8,941.13	£41,781.22
231 Bar snacks income	£268.77	£1,454.17
232 Soft drinks income	£1,630.02	£7,096.77
281 Furlough Income	£0.00	£6,866.22
Bar tea and coffee	£896.10	£2,749.16
Field income	£180.00	£1,404.98
LC Bar till discrepancies	£15.92	-£130.61
Total Income	£16,762.94	£83,037.10

Less Cost of Sales

bar snacks expenditure	£131.02	£656.17
Beverage supplies (Coffee, milk etc)	£307.00	£2,863.94
Drink purchases (and other bar items)	£2,995.03	£16,680.37
Food costs / buffet costs	£0.00	£213.75
LC Direct Wages	£1,892.36	£14,247.62
soft drinks expenditure	£477.73	£2,516.33
Total Cost of Sales	£5,803.14	£37,178.18

Gross Profit	£10,959.80	£45,858.92
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Less Operating Expenses

Bad Debt	£0.00	£1,219.50
LC Bar & Cleaning sundries	£536.83	£1,708.32
LC Bottled Gas	£108.30	£770.85
LC Cleaning	£621.08	£4,579.43
LC consulting	£26.00	£170.00
LC Electricity (Light, Power)	£400.00	£2,800.00
LC Equipment	£117.31	£843.51
LC Fire extinguishers	£0.00	£405.00
LC Gas (Heating)	£140.26	£821.82
LC Landline telephone and Broadband	£224.25	£1,244.18
LC Rates	£0.00	£4,805.75
LC Repairs & Maintenance	£16.25	£1,742.27
LC Trade waste	£274.80	£1,174.64
LC Water and Sewerage	£0.00	£1,473.62
Managers salary and NI	£1,839.18	£11,624.80
PAYE Payable	£593.51	£2,890.86
Stocktaking Services	£0.00	£180.00
Total Operating Expenses	£4,897.77	£38,454.55

Net Profit	£6,062.03	£7,404.37
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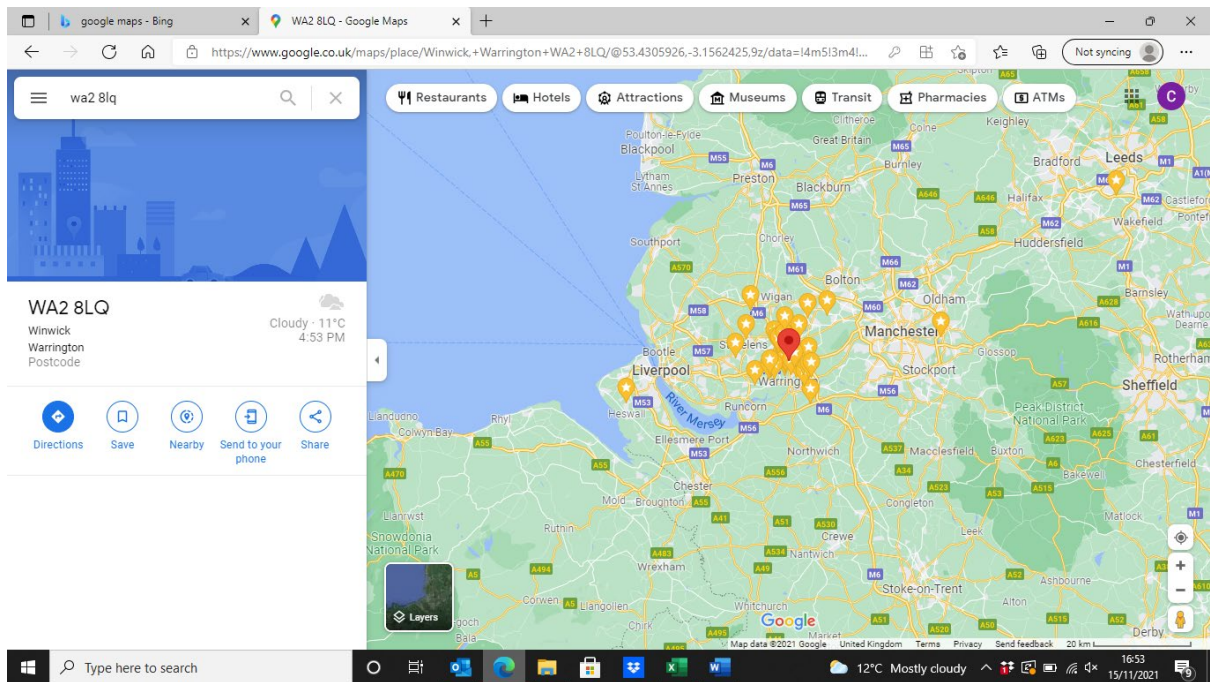
Agreed repair costs	£4,750.00
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£1,312.03	£2,654.37
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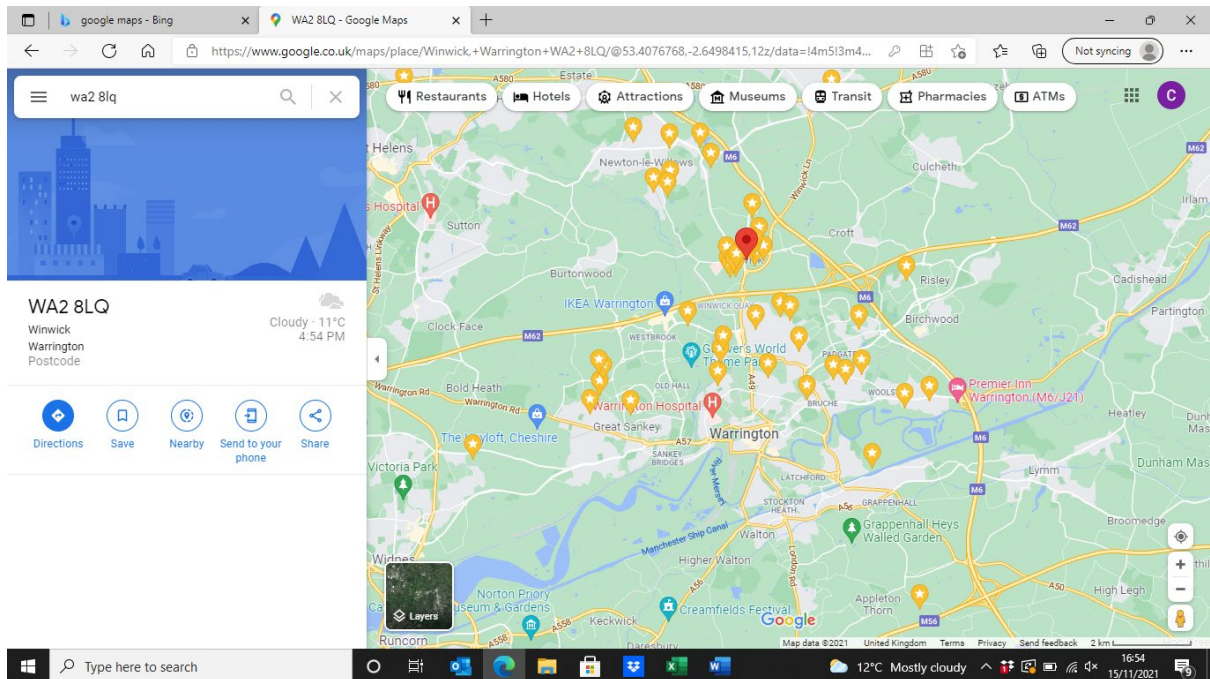
Income and expenditure
Winwick Parish Council
1 April 2021 to 31 October 2021

	31 Oct 21	YTD
Income		
Precept	£0.00	£124,252.00
Total Income	£0.00	£124,252.00
<hr/>		
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
<hr/>		
Gross Profit	£0.00	£124,252.00
<hr/>		
Less Operating Expenses		
Administration expenses	£300.00	£543.12
Advertising & Marketing	£0.00	-£35.00
Audit & Accountancy fees	£0.00	£1,450.00
Bank Fees	£224.28	£1,206.70
Tommys	£325.51	£325.51
Clerk's salary	£0.00	£3,178.38
Election expenses	£0.00	£2,378.94
External audit fee	£0.00	£400.00
Grass cutting	£0.00	£2,428.04
Grounds Maintenance	£162.50	£812.50
Key holding contract	£0.00	£690.73
LC Pension costs	£199.81	£1,398.67
Legal / Licencing Expenses	£0.00	£648.00
Litter Pick Costs (Shared)	£1,200.65	£9,261.90
Loan charges	£0.00	£4,039.62
PAYE Payable	£1,205.02	£5,869.33
Payroll	£0.00	£1,358.34
Postage	£0.00	£1.70
RFO Salary (and NI)	£1,972.64	£23,303.86
Subscriptions	£30.00	£210.00
Planters	£0.00	£445.00
Swan green, winwick park, radley common	£250.00	£1,430.00
Total Operating Expenses	£5,870.41	£61,345.34
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Balance of precept remaining	-£5,870.41	£62,906.66
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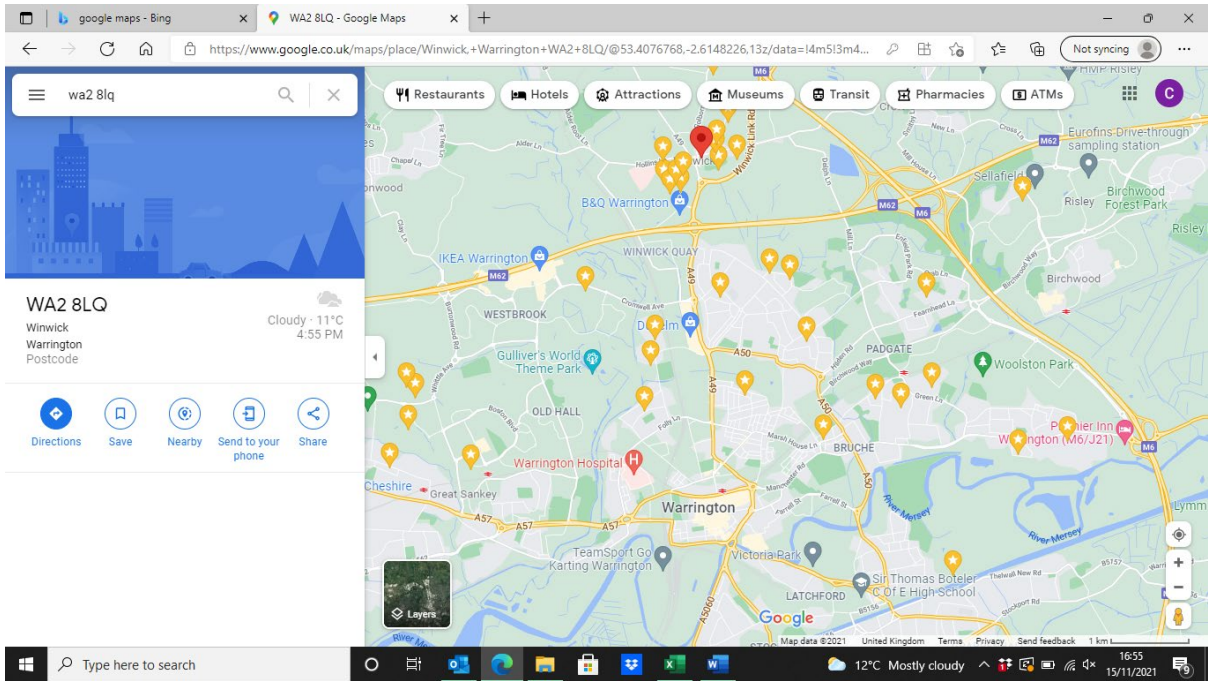
Postcode review of Winwick Leisure Centre users (info to date)



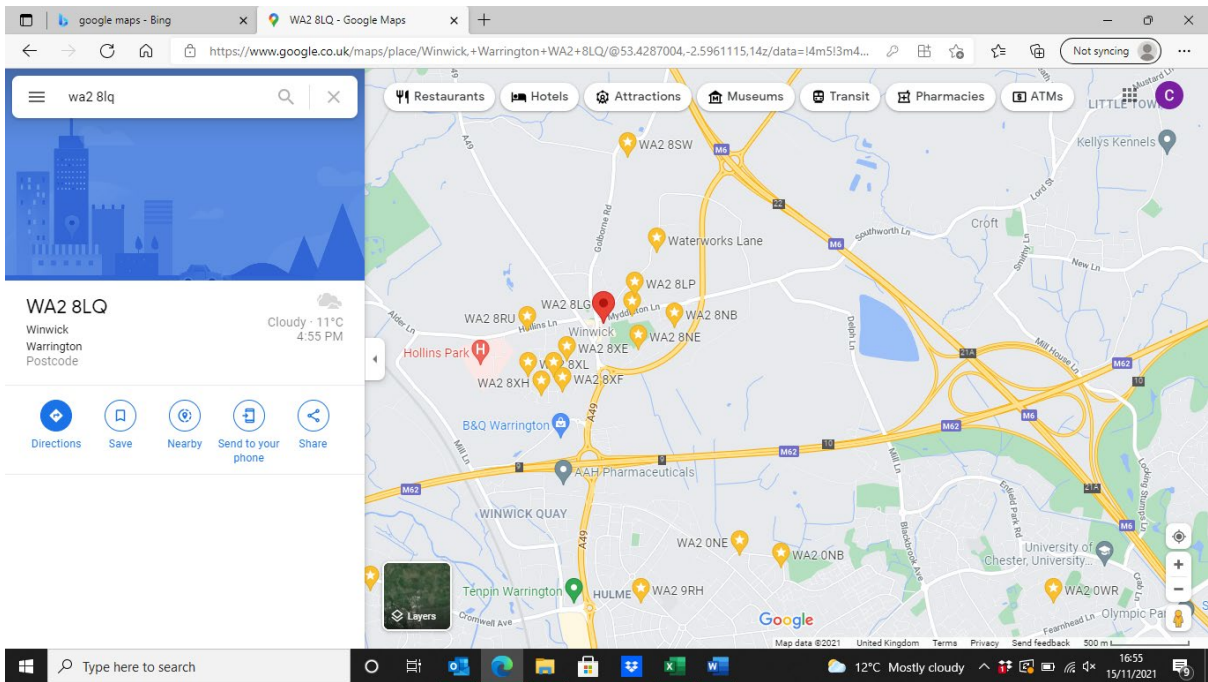
Total reach of users from 1st April 2021



Warrington and local surrounding areas



Warrington external to Winwick



Winwick Parish

These are the users we currently have the postcodes for, I have a list of 23 other users who have yet to provide their postcodes for the review.

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **WINWICK PARISH COUNCIL – CH0219**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2020/21 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Section 1, Assertion 1 has been incorrectly completed. Information received from the internal auditor indicates that there were errors in VAT accounting during the year, the fixed asset register is not complete and that PAYE was accounted for on a cash basis rather than on the income and expenditure basis. As a result, the answer to this Assertion should have been "No".

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not provided a year end bank reconciliation with a net balance which agrees to Box 8 of Section 2

The internal auditor has completed the Annual Internal Audit Report for the year ended 31 March 2021 using the 2019/20 form in error. The smaller authority should ensure that the correct forms are completed in future.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name **PKF LITTLEJOHN LLP**

External Auditor Signature **PKF Littlejohn LLP** Date **27/09/2021**

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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