

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
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17 May 2022

To All Members of Winwick Parish Council

Dear Councillor

The Annual Meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday 24 May 2022, at 7.30pm, or on the rising of the Annual Parish Assembly (whichever is the later).

Yours sincerely

Julian Joinson

Clerk to the Parish Council

ANNUAL MEETING OF THE PARISH COUNCIL - AGENDA

- 1. Election of Chairman 2022/23**
- 2. Election of Vice Chairman 2022/23**
- 3. Apologies for Absence**
- 4. 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 advise 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. Whilst the Clerk will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

5. Re-adoption of Winwick Parish Council Code of Conduct

A revised Model Code of Conduct was published by the Local Government Association in 2020. Warrington Borough Council has recently updated its own Code in the light of these changes. Members may wish to retain Winwick Council's existing Code and to request that Officers to look into reviewing the Code to consider alignment with the new Model.

6. Re-adoption of Winwick Parish Council Governance and Operational Procedures

7. Appointments to Committees and Sub-Groups

Committees

- Management Committee (6 Members)
- Grievance Committee (any 3 Members from the full Council – Chair in the chair)
- Staffing Appeals Committee (any 3 Members from the full Council – Deputy Chair to chair)

Sub-Groups

- Local Plan Working Group (5 Members)

8. Appointments to Outside Bodies and Other Positions of Responsibility

- Rights of Way Forum (1 Member)
- Millennium Fund Trustees (3 Members, plus community representative)
- Winwick Educational Foundation (1 Representative)
- Signatories for electronic banking (Up to 10 Members, plus 3 Officers)

9. Minutes

To confirm the minutes of the meeting of the Parish Council held on 26 April 2022.

10. Updates on Issues from Previous Meeting(s)

11. Question Time for Electors

12. Queen's Jubilee Benches

13. Police / Community Issues

14. Correspondence

15. Planning Matters

16. Finance Officer's Report

17. Annual Governance Statement 2021/22

18. Accounting Statements 2021/22

19. Ward Reports/Updates

- Houghton Green Ward
(Councillors D Friend, G Friend, F McGinn and A Warnock-Smith)

- Peel Hall Ward
(Councillors A Abbey, E Abbey and Pitt)
- Winwick Ward
(Councillors J Herron, A Iddon and C Mitchell)

20. Schedule of Meetings 2022/23 and Date and Time of Next Meeting

- Tuesday 28 June 2022 at 7.30 pm

21. Chairman to Move to Part 2 (as required)

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.

22. Finance Officer's Report - Confidential Matters

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WINWICK PARISH COUNCIL

MEMBERS

CODE OF CONDUCT

Version Number	Date adopted by the Parish Council
1.0	26 February 2013
1.0	Readopted 28 May 2013
1.0	Readopted 27 May 2014
1.0	Readopted 26 May 2015
1.0	Readopted 17 May 2016
1.1	Amended 28 February 2017
1.1	Readopted 23 May 2017
1.1	Readopted 22 May 2018
1.1	Readopted 28 May 2019
1.1	Readopted 18 May 2021

Agenda Item 5 – Appendix 1

CODE OF CONDUCT FOR MEMBERS

The Code has been adopted under section 27 of the Localism Act 2011 and is based on the following core principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of members and co-opted members of the authority, together with provisions about registering and declaring interests.

A General obligations

Whenever you are acting as a member or co-opted member of this authority you must act in accordance with the following obligations:

Selflessness

- 1 You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, friends or close associates.

Integrity

- 2 You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

You should exercise independent judgement. Although you may take account of the views of others (including a political group), you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

Objectivity

- 3 When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the authority's officers, into consideration.

Accountability

- 4 You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office, including by local residents.

Openness

- 5 (a) You must be as open and transparent as possible about your decisions and actions and the decisions and actions of your authority. You should be prepared to give reasons for those decisions and

actions. You must not prevent anyone getting information that they are entitled to by law.

(b) Where the law or the wider public interest requires it, you must not disclose confidential information or information to which public access is restricted.

Honesty

6 (a) You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in Section B below.

(b) You must only use or authorise the use of the authority's resources in accordance with the authority's requirements. You must, when using or authorising the use by others of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

Respect for others

7 (a) You must treat others with respect. You should engage with colleagues and staff in a manner that underpins mutual respect, essential to good local government.

(b) You must not do anything which may cause your authority to breach any equality laws.

(c) You must not compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, the authority.

(d) You must not bully any person, including other councillors, officers of the authority or members of the public.

Leadership

8 You must promote and support high standards of conduct when serving as member or co-opted member of the authority, by leadership and example, championing the interests of the community.

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

B Registering and declaring pecuniary and non-pecuniary interests

- 1 Registration and declaration of interests shall be made in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Excerpt from CLG text:

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then you must disclose the interest to any meeting of the authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'*.

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

*A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

CODE OF CONDUCT ON MEMBERS' GIFTS AND HOSPITALITY

The following forms part of the locally adopted Members Code of Conduct under s.27(2) Localism Act 2011. This Code of Conduct on Members' Gifts and Hospitality retains, adapted as appropriate, those elements relating to gifts and hospitality included in the Model Code of Conduct for Members 2007¹, which was in place prior to the implementation of the Localism Act 2011.

What should you register and when?

You must register any gifts or hospitality worth £25 or over that you receive in connection with your official duties as a Member, and the source of the gift or hospitality, within 28 days of receiving it. A pro forma is appended to this Code.

Declaring a gift or hospitality as an interest at meetings

At a meeting of the council, a committee or sub-committee, you may have an interest in a matter under consideration if it is likely to affect a person who gave you a gift or hospitality that is registered. If that is the case you must declare the existence and nature of the gift or hospitality, the person who gave it to you, how the business under consideration relates to that person.

Once three years has passed since you registered the gift or hospitality in your register of interests, your obligation to disclose that interest to any relevant meeting ceases.

Is the gift or hospitality connected to my official duties as a Member?

You should ask yourself, would I have been given this if I was not a Member of the Council? If you are in doubt as to the motive behind a gift or hospitality, you are recommended to register it, or speak to your Monitoring Officer or your Parish Clerk where appropriate.

You do not need to register gifts or hospitality which are not related to your role as a Member, such as Christmas or other gifts from friends and family, or gifts which you do not accept. However, you should always register a gift or hospitality if it could be perceived as something given to you because of your position.

What if you do not know the value of a gift or hospitality?

You may have to estimate how much a gift or hospitality is worth. Also, an accumulation of small gifts you receive from the same source over a short period that add up to £25 or over should be registered.

¹ Published by the now defunct Standards Committee

Agenda Item 5 – Appendix 1

The general rule is, if in doubt you should register it, as a matter of good practice and in accordance with the principles of openness and accountability in public life.

WINWICK



**PARISH
COUNCIL**

Members Register of Gifts and Hospitality

- 1. Name.....
- 2. Gift/Hospitality.....
.....
.....
- 3. Estimated Value.....
- 4. Name of Company/Organisation/Individual that has provided the gift or hospitality
.....
.....
- 5. Accepted Yes/No
- 6. Date Accepted/Rejected.....
- 7. If gift accepted, how dealt with.....

Signed:.....

Date:.....

Winwick Parish Council

24 May 2022

Report Title: Re-Adoption of Parish Council Governance and Operational Procedures

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
jjoinson.winwickclerk@outlook.com 07818 066549

The Parish Council are requested to re-adopt the following governance and operational procedures;

Governance Procedures

1) National Association of Local Councils Standing Orders (Constitution)

The Council currently operates under the NALC Local Councils Standing Orders – 2010 edition – which was adopted on 24 September 2013 and last re-adopted on 18 May 2021. However, sections in relation to the power of wellbeing and contracts are now out of date.

A revised edition, which has not been adopted by the Parish Council, was published by NALC in 2013, in their booklet 'Local Councils Explained' and this was again revised in April 2018. The Council at its meeting on 23 April 2019 recommended that the latest version be purchased and adopted by the Council. The Model Standing Orders include a number of sections which are subject to local choice. These will be populated in line with the terms of the existing Standing Orders, in so far as is possible. Where there is ambiguity, it is suggested that this be delegated to the Clerk to complete the document, in consultation with the Chair, and to report back on the final draft at a future meeting of the Council.

2) Scheme of Delegation to Officers

A scheme of delegation to Officers was approved on 26 May 2020 and last re-adopted on 18 May 2021, as follows:-

- (1) The delegation of the following powers to the Clerk and RFO, as appropriate, except for those matters reserved exclusively to full Council by statute:
 - (i) To act in an emergency situation, or where there is special urgency, in consultation with the Chair and Vice-Chair (or in the

absence of either of those Members or where there is a conflict of interest by either, with any other member of the Council).

(ii) To act in matters of urgency regarding all other decisions, where it is not practicable to hold a meeting of Council or the relevant body in a timely manner, in consultation with the Chair and Vice-Chair of the Council and having regard to the views of all members of the Council, having providing three clear working days notice in writing of the proposed decision.

- (2) Any decisions taken under (1)(i) or (ii) above and the reason for urgency or special urgency, to be recorded in writing and reported to the next available meeting of the Council.
- (3) To confirm the delegation of powers to Officers to act generally in accordance with the matters set out in their job descriptions.

3) Complaints Procedure – as last re-adopted on 18 May 2021.

Operational Procedures

- 1) **CCTV Policy** – as last re-adopted on 18 May 2021.
- 2) **Leisure Centre Operational CCTV Policy** – Implemented by Leisure Centre Manager on 4 April 2015 (endorsed by the Council on 17 May 2016) and last re-adopted by the Council on 18 May 2021.
- 3) **National Training Strategy for Town and Parish Councils ‘Being a Good Employers Guide’** – as last re-adopted on 18 May 2021.
- 4) **ACAS Procedures for dealing with employee grievance matters** – as last re-adopted 18 May 2021
(If ACAS procedures not appropriate, Warrington Borough Council’s procedures to be used in its place)
- 5) **Warrington Borough Discipline Policy for use with Parish Council Employee’s** – as last re-adopted on 18 May 2021
- 6) **Data Protection Policy** – This Policy is under development and will be submitted to the Council when available, following further consideration of the General Data Protection Regulation.

Members views are sought.

N.B – A Copy of each procedure will be available for inspection at the meeting and additional copies are available on request.

Recommendation

- 1) That the Chair or Deputy Chairman be appointed to the Management Committee;
 - 2) That a further 5 members of the Parish Council be appointed to the Management Committee.
 - 3) That the Committee be authorised to elect a Chair at it first meeting in 2022/23.
-

Grievance Committee

The primary function of this committee is:

1. To investigate any formal grievance complaints made against the Parish Council

Recommendation

- 1) That the members of the Grievance Committee be appointed once details of any complaints have been reviewed by the Clerk to ensure that any members appointed to this Committee do not have a conflict of interest.
 - 2) That if no conflict of interest is found, the Chair be appointed to the Grievance Committee plus a further 2 members of the Parish Council, otherwise an alternative 3rd member will be appointed.
-

Staffing Appeals Committee

The primary function of this committee is:

1. To investigate any formal appeals made against a decision of the Grievance Committee of the Parish Council.
2. To hear and determine any employee appeals against a decision under the Council's Disciplinary Procedure.

3. To hear and determine any employee appeals against dismissal.

Recommendation

- 1) That the members of the Grievance Appeals Committee be appointed once details of any complaints have been reviewed by the Clerk to ensure that any members appointed to this committee do not have a conflict of interest and were not members of the Grievance Committee which considered the initial complaint.
 - 2) That if no conflict of interest is found, the Deputy Chair be appointed to the Grievance Appeals Committee plus a further 2 members of the Parish Council, otherwise an alternative 3rd member will be appointed.
-

Local Plan Working Group

This is an informal Group which was established on 27 October 2020, to develop the Council's formal position on the Warrington Local Plan. There are currently no members appointed to this Group.

The primary function of this committee is:

1. to develop the Council's formal position on the Warrington Local Plan and to make recommendations to the Council about any consultation responses and/or discussions with Warrington Borough Council.

Recommendation

- 1) That the Chair and Deputy Chairman be appointed to the Working Group;
- 2) That a further 3 members of the Parish Council be appointed to the Working Group.

Members views are sought.

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4. Signatories for electronic banking (Unity Trust Bank)

Three signatories are required to enable the Council to operate its electronic banking arrangements via Unity Trust Bank. Usually, the approval process for expenditure is carried out by the RFO and 2 Members. The Clerk and Leisure Centre Manager are also authorised to sign in exceptional circumstances. Members are invited to register for on-line banking to maintain a pool of persons who are eligible to sign for transactions, so as to minimise the possibility of delays to payments.

Members' views are sought as to which Parish Members are to be appointed to the above Outside Bodies.

Winwick Parish Council
Minutes of the Meeting held on 26 April 2022

Present: Councillors A Warnock-Smith (Deputy Chair in the Chair), A Abbey, E Abbey, J Herron, A Iddon and F McGinn.

WPC.171 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors D Friend (Chair), G Friend and C Mitchell.

WPC.172 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.173 Minutes

Decision – That the Minutes of the meeting held on 22 March 2022 be agreed and be signed by the Chair as a correct record.

WPC.174 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. A number of issues would be progressed in time for the Annual Council Meeting. Completed actions, denoted by a solid green bullet or reported verbally today, would be removed from the schedule when published for the next meeting.

Clare Jones, Operations and Finance Officer, provided a verbal report on the following:

- Action 20 (Speed Monitor) – The relevant forms had been obtained and were being completed;
- Action 21 (50th Anniversary Plaque) – The plaque had now been obtained;
- Actions 23 – 25 (Litter Picker Information) – The documents had been updated and circulated, as appropriate.

In relation to Action 19 (Winwick Educational Foundation) – Mr Mike Matthews was in attendance to provide an update on the Charity. Mr Matthews had been appointed to the serve on this body during his term of office as a parish councillor. A subsequent decision on 28 September 2021 to appoint councillor Diana Friend to this role had not yet been implemented and Mr Mathews remained a trustee.

It was reported that:

- The Foundation was currently able to call quorate meetings, although this had been problematic in the past and had hampered the charitable foundation performing basic tasks like submitting accounts and Charity Commission returns on time.

- This situation had been further hampered by issues at the law firm, who clerked the meetings and provided the financial information, as the firm was being taken over. The firm would potentially have resource issues with this type of business/client.
- The annual legal/administration fees of circa £4,000 fees also depleted the limited income the Foundation received from the farmland it owned at Penkford in Newton-le Willows and a share portfolio of circa £86,000.
- The Trust had therefore decided prior to the pandemic to sell the land at Penkford which was understood to comprise circa 15 acres. Accordingly, a value without planning consent was estimated to be around £150,000.
- The plan at the moment would be to wind up the Trust and distribute funds (almost £250k) to the four Primary schools in its area.
- The farmland was currently unoccupied as the previous tenant had left the property.

Mr Matthews expressed the view that here were three key issues that the Council should consider:

- There was likely to be a significant amount of funds available after the sale of the land and realisation of the investment portfolio and the Council might take a view that the children and young adults in Winwick would be best served by distributing funds somewhat wider than to the four primary schools.
- That, as with any land sale, the fact the site was close to housing and was rough agricultural land, did raise the prospect that the land could be worth more than a simple agricultural valuation and as such the Council should maintain its presence on the Trust and seek the best use of and best realisation of funds for the people of Winwick.
- That the Council should consider taking onboard the administration of the Foundation, so that the additional support of the Operations and Finance Officer and Clerk of the Council could be available to the Foundation at a significantly less cost the current fees.

A lengthy debate ensued about the need for the charity to realise the maximum amount from its assets and for this to be applied appropriately for the benefit of the community. Members asked about the location of the farm and its potential to be used for development land. Officers expressed concern about the potential additional workload cause by administration of the Trust. It was noted that charities' governance was a particular specialism and would be outside of the experience of the existing Management Team. There were also believed to be restrictions on how funds could be allocated following the winding up of a charity. Any proposals to sell land assets would require professional legal support, which could be a significant cost.

Broadly, Members were supportive of the proposals to wind up the Trust provided that due diligence was carried out in relation to the valuation of the land to be sold.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To note the report provided by Mr Mike Matthews regarding the Winwick Educational Foundation.
- (3) To request further information about the potential burden on the Council, if it were to offer its services to support the administration of the above Foundation and to consider the matter further at the Annual Meeting on 24 May 2022.
- (4) To approve the continued appointment of Mr Mike Matthews as the Council's representative on the above Foundation.

WPC.175 Question Time for Electors

There were seven members of the public present at the meeting.

Knotweed

A member of the public reported the appearance of Japanese Knotweed on Hermitage Green Lane. He had reported the matter to Warrington Borough Council, but they had confirmed that the growth was not on their land. The plant was located behind the new fence on Hermitage Green Lane.

Response: Ms Jones responded that she would arrange a date when she was available (generally on Monday, Tuesday or Friday) to visit the site and to try to ascertain the owner of the land. The response of the Borough Council was unexpected as the authority often removed fly tipping from that location.

St Oswald's CE Church

It was reported that the Parish Church faced some significant financial difficulties and that there was a meeting of the parochial Church Council tomorrow evening in the Church Hall. More would be known about the situation after tomorrow's meeting, but it was believed that the church could be at risk of closure. Congregations had dwindled due to age and COVID. The website needed updating to attract new parishioners to attend. Church income was insufficient to meet its regular expenditure. Increasing energy costs was also a factor and the exterior illumination had already been stopped to save money. Previously, collection income had been supplemented by events and fetes, but these were no longer taking place. The church had previously received significant amounts of funding for its roof repairs, so was now a low priority for further funding. A new rector had been appointed across Burtonwood, Croft and Winwick, but the postholder had passed away. The diocese had subsequently advertised again for a vicar. Some income was available from the renting out of the rectory, which was believed to be around £650/month. A letter had

been sent to the Diocese seeking funding to repair the church clock face, but this request had not been agreed.

Response: An article on the Church finances had appeared in the Warrington Guardian recently. Councillor McGinn asked if the church was seeking a loan from the Council. Councillor Herron agreed to attend the Church Council meeting and report back. In response to a question by Councillor Abbey it was clarified that urgent support was required for revenue, rather than capital expenditure. Ms Jones added that the church could have free use of the playing field for a fundraising event. Councillor Iddon commented that the Church used to work closely with the school around fundraising activities.

Speedwatch and Traffic Issues

A member of the public reported that an e-mail had been received about setting up a Speedwatch group and the project was close to being established. Some equipment such as fluorescent jackets might be required. The group would now respond to the e-mail, but approval from the Parish Council was also required. A second member of the public asked where the smiley face monitor proposal was up to.

An update was requested about the proposed Myddleton Lane traffic management scheme. It was noted that Delph Lane was also getting busier. Further s.106 Agreement funding was likely to be available when the Peel Hall development commenced.

The public also reported that HGVs on Golborne Road remained an issue with some 27 vehicles observed in a single week. One lorry had caused damage to the pavement. Golborne Road was a particular concern following the commencement of the Parkside development. Balfour Beattie had sent a leaflet to local residents explaining their approach to directing vehicle movements away from the area, but this was not expected to deter all unauthorised usage of the route. Members of the public asked whether the Parish Council could seek additional enforcement. Residents noted that there were companies that could install Automatic Number Plate Recognition (ANPR) devices, but any scheme would need to be self-financing.

Speeding also remained a problem. A further resident commented that HGVs speeding on Waterworks Lane was an issue. Requests lodged for a speed camera had been refused on the grounds of cost (£40k – £50k). It was noted that additional housing developments were being proposed, but without the necessary responsibility being taken for traffic issues. A comparison was made between the provision of bus lane cameras, which were being installed to catch people in the wrong lane in error, whereas speeding was not given sufficient priority. It was felt that there was no culture of traffic enforcement in Warrington.

Response: Ms Jones reported that the smiley face speed monitor forms had been received, but would take some time to complete because of the detailed questions asked. A letter of support would be sought from PCSO Neil Brown. The funding could only be applied for by the Council, not a group of residents. The site(s) for the monitor would need to be agreed, possibly through Mark Tune, Traffic Management and Road Safety Manager, Warrington Borough Council. Ms Jones added that the

Police would be able to move the monitor from time to time and would have access to the data collected.

It was reported that Councillor Mitchell was leading on the Myddleton Lane traffic management scheme. However, there was no guarantee that s.106 Agreement funding would be spent in the locality, as this fund was held centrally and allocated according to need.

Limited enforcement remained an on-going concern. Councillor A Abbey agreed to ask for more enforcement via his contacts at the Borough Council. Speed cameras could perhaps be funded centrally and then rotated across the Borough. A proactive approach was required. Experience had shown that the level of response to traffic issues often depended on the number of complaints received. However, the lack of funding available was a limiting factor. It was disappointing that traffic considerations were not more carefully thought through at the planning approval stage, rather than after the event, as a traffic matter.

It was suggested that residents should be more vocal about traffic issues. Relevant contact details to enable residents to lodge concerns could be uploaded to Facebook.

Footpath Warden

A member of the public enquired if the role of footpath warden had been advertised yet. She had recently sent an e-mail to the Clerk expressing an interest in the role.

Response: Julian Joinson, Clerk, indicated that he had not yet been able to obtain a job description for the role, but would seek examples of similar roles from the internet. He undertook to reply to the member of the public concerned.

Queen's Platinum Jubilee

A member of the public enquired if any progress had been made on planning a Parish event on the playing field for the Queen's Platinum Jubilee. She asked if the field could be promoted for use as a jubilee picnic site.

Response: Clare Jones, Operations and Finance Officer, indicated that a wedding was being held at the Leisure Centre from Friday to Saturday of the bank holiday weekend. However, an event in the Centre for elderly residents was planned for Thursday, 2 June and party was being considered for the Main Hall and patio area on Sunday, 5 June 2022. The details of the event had yet to be finalised and could then be advertised on the Warrington Guardian notice board. A news story would also be published following the Leisure Centre's forthcoming 50th Anniversary event.

The use of the field as a picnic venue for the Jubilee was also being considered. However, the Centre's licence did not cover the playing of music outdoors. It should be possible to obtain a Temporary Events Notice (TEN) which would include music. The event would be very reliant on good weather, so some careful consideration would need to be given as to any expenditure.

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

WPC.176 Written Motions Received

There were no written motions submitted on this occasion.

WPC.177 Police / Community Issues

Written reports were provided by PCSOs Neil Brown (Winwick Ward) and Dean Pritchard (Peel Hall/Houghton Green Wards) for March/April 2022.

Winwick Ward

The report was shorter than usual due to leave and sickness absence due to COVID-19 and would be PCSO Brown's final update prior to him taking up a new role as a Police Constable with Cheshire Constabulary. Throughout the last 5 years he had endeavoured to make the area a better and safer place to live.

Interim contact details were provided for Sgt Neil Bradley until the appointment of a replacement PCSO had been considered.

The following issues were reported:

- PCSO Brown had been working with residents and a member of the highway authority to get the Winwick Lorry scheme up and running. He was already sending offending HGVs warning letters about using Golborne Road.
- The PCSO had attended Winwick Primary School to speak to staff about any issues they might be having.
- There had been another attempted theft of a vehicle on Winwick Park. Two males had been captured on CCTV and the matter was still under investigation.
- The Police were receiving a lot of calls about an address on Hollins Drive which catered for vulnerable adults. The Constabulary was currently arranging a meeting with the facility's management to see what could be done to reduce the number of calls coming in relating to that address.

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

Peel Hall/Houghton Green Wards

In total, there had been 200 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 most frequent incidents at repeat locations within the Borough ward were as follows:

- Crime (43);
- Traffic (29);
- Domestic (22);

- Concern for safety (21);
- Anti-social behavior (13); and
- Missing Person (13).

Other Police Activity (some outside of Winwick)

- PTAC Camera Up/ Foot patrol;
- Rixton Scene Guard;
- Surgery/ Niche;
- Niche;
- Niche/Beaumont CSP Letters/Selecta DNA Kits given - Windermere Avenue Burglary;
- Intel for Grasmere bikes (photo/potential name and address) - Parking advisories given on Poplars Avenue/Buttermere Crescent;
- Young person Nomination for Complex Youths Team/Tru Ninja Savills email;
- Intel for convenience store/call backs/RTC Padgate Lane;
- Care homes/CSP Letters;
- Derek Avenue - SelectaDNA kits given/Surgery/Beggar at shops/Orford and Pops callback;
- TruCam all areas/Bike pick up for Neil/Selecta DNA kits Poulton South
- Footpatrol/St Stephens School Visibility/ Selecta DNA kits Ulverston Av and email to housing about it; and
- Fixed penalty notice Whittaker Avenue/Several names obtained from Catterall Avenue house/Kinross Close intel gathering.

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

WPC.178 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 – 17/03/22, 29/03/22, 01/04/22, 05/04/22, 06/04/22, 13/04/22 and 14/04/22
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 18 and 25 March, 1, 8 and 14 April 2022 – 18/03/22, 23/03/22, 25/03/22, 28/03/22, 01/04/22, 04/04/22, 08/04/22, 11/04/22 and 14/04/22
3. Follow up e-mail and telephone message from Helen Buckley, Clerk & Responsible Financial Officer, Croft Parish Council, seeking advice about the arrangements for letting Council owned playing fields – 30/03/22 and 20/04/22
4. E-mails from Stop HS2 North about their campaign to prevent the construction of HS2 – 18/03/22 and 24/03/22

5. E-mail from Kevin McCready, Area Manager, Operations and Commercial Services, Warrington Borough Council, about the sowing of wild flower meadows and seeking funding from Parishes wishing to participate in the scheme – 22/03/22
6. E-mail 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 Thursday, 31 March and 14 April 2022 – 30/03/22 and 12/04/22
7. Enquiry form and subsequent e-mails from resident, SD, about giant hogweed identified in John Parr Meadow. The matter is currently being actioned by officers under delegated powers in view of the urgency – 30/03/22 (x3)
8. Enquiry form and subsequent e-mails from resident, DL, about a gap in the double yellow lines on Myddleton Lane and a parked vehicle potentially causing an obstruction. The matter has now been reported to Warrington Borough Council via the My Warrington website – 23/03/22, 01/04/22, 16/04/22 and 20/04/22
9. E-mails from Jonathan Challis, Future Airspace Consultation Manager (MAN), Manchester Airport about the on-going engagement under Stage 2 of the airspace consultation project – 04/04/22 and 20/04/22
10. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire seeking expressions of interest from organisations offering services to victims of Domestic Abuse or Sexual Violence who might benefit from additional Government grant funding – 05/04/22
11. E-mail from PCSO Neil Brown indicating that he is due to leave his post at the end of the month to take up a role as a Police Constable with Cheshire Constabulary. PCSO Stephen Heaps and Sgt Neil Bradley will respond to any matters until arrangements are made to address the vacant position – 17/04/22
12. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Cloudy IT – technology based solutions
 - FutureForm – plastic benches
 - geViews – Planters
 - Healthmatic – modular ‘changing places’ toilets
 - Kompan – outdoor play and fitness equipment
 - Myparishcouncil – website design
 - The UK Firework Company – firework displays
 - We Find Any Learner – training opportunities

In connection with Item 7 – Giant Hogweed, Ms Jones reiterated that the problem was being addressed.

In respect of Item 8 – Parking on Myddleton Lane, Councillor Iddon commented that the matter had been raised on previous occasions. The Clerk confirmed that the matter had been reported to the Borough Council, but no response had yet been received.

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

WPC.179 Planning Matters

General Correspondence

1. Invitation from Warrington resident, HM, to join the Facebook group Warrington Action Against Inappropriate Development.
2. E-mail, dated 26 April 2022, from Michael Bell, Planning Policy & Programmes Manager, Warrington Borough Council, providing notification of the submission, on 22 April 2022 to the Secretary of State for Levelling Up, Housing and Communities, of the Warrington Updated proposed submission Version of the Local Plan 2021-2038. Documents were available for inspection at the Council's offices or via its website.

Domestic Planning Applications

3. Application reference: 2022/41056
Location: 99, Browning Drive, Winwick, Warrington, WA2 8XL
Description of development: Proposed single storey extension to rear to extend beyond the rear wall by 6.24m to a maximum height 2.73m and height at the eaves 2.40m (amended plans)
4. Application reference: 2022/41191
Location: 10, Mill Lane, Winwick, Warrington, WA2 0SU
Description of development: Proposed porch, rear extension and new pitched roof.
5. Application reference: 2022/41089
Location: 21, Lockerbie Close, Winwick, Warrington, Warrington, WA2 0LT
Description of development: Proposed Single storey side and rear extension and new fencing.
6. Application reference: 2022/41243
Location: Whispers, Green Lane, Winwick, Warrington, WA2 8SE
Description of development: X1 Tree, Fell to ground level and remove all arisings
7. Application reference: 2022/41229
Location: Sun House, Woburn Road, Winwick, Warrington, WA2 8UE
Description of development: Proposed installation of roof mounted solar panels
8. Application reference: 2022/41255
Location: 6, Chesterton Drive, Winwick, Warrington, WA2 8XF

Description of development: Proposed Single storey rear extension

9. Application reference: 2022/41281
Location: 1, The Priory, Winwick, Warrington, WA2 8SB
Description of development: Proposed demolition of 2 No conservatories, increase in main and subservient roof heights to incorporate front dormer to main roof and rear dormer to subservient roof and single storey rear extension
10. Application reference: 2022/41379
Location: 3, Hornby Lane, Winwick, Warrington, WA2 8LJ
Description of development: Single storey front, side and rear extension.

Non-Domestic Planning Applications

11. Application reference: 2022/41359
Location: Land to the West of Omega South and South of the M62, Bold, St Helens
Description of development: Adjacent authority application for discharge of condition 11 (provision of bus stops) on approval P/2020/0061/HYB
12. Application reference: 2022/41352
Location: Unit 2, Omega West, St Helen, Zone 8
Description of development: Adjacent Authority application C/2022/0014/CON for Discharge of Conditions 56 (CEMP); 60 (Local Employment Scheme Construction); 61 (Drainage Scheme); 63 (Landscape and Ecology Management Plan); 64 (Local supplier of goods through construction); 68 (Site Investigation); 71 (Drainage Management and Maintenance); 83 (SUDS); 96 (Floor floating operations) in relation to P/2020/0061/HYB outline granted by the Secretary of State
13. Application reference: 2022/41394
Location: Unit 3, Omega West, Zone 8, St Helens
Description of development: P/2020/0061/HYBR Adjacent Authority application for Reserve Matters application seeking approval for Appearance, Landscaping, Scale and Layout for the construction of Unit 3 (B8 warehouse) and associated infrastructure at Omega West pursuant to planning permission P/2020/0061/HYBR along with details required by conditions to be submitted with reserved matters no. 48-52, 55-56, 59-60, 64-65, 72-74, 76, 78, 80-81, 90-91, 95, 97 and 98 and satisfy other relevant conditions

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

WPC.180 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 previous financial year for both the Leisure Centre and Parish Council as at 30 March 2022.

In March, £16.2k of income had been received through the Leisure Centre. The Centre was showing a £1.17k profit for March.

At the end of the financial year, the Centre had returned a profit of £6.96k, which was an improvement of £24,219.56 on the predicted £17.2k loss forecast at the setting of the precept in January 2021. The position was excellent given that some income had already been reinvested in the Centre in 2021/22. The Management Team was now looking at further ways to reinvest the profit into the Centre to improve the facility, increase marketing and make the Centre more energy efficient.

There had been £10.3k of expenditure against the precept in March and the Council currently had £16.8k of the £124.2k precept remaining. This was largely due to the election expenses being approximately half of what was budgeted for and the pensions budget not being fully utilised due to the Operations and Finance Officer postponing opting into the scheme due to her maternity situation. Some additional expenditure had been required due to the arboriculture works carried out.

Councillor McGinn enquired about the use of the reserves to be carried forward into 2022/23. Ms Jones responded that this could be built up to support the clearing of the building loan debt and longer term projects such as the provision of a new access road or other large scale project. Councillor McGinn stated that he was not in favour of carrying forward a large reserve and asked if a list of potential projects could be drafted. Councillor Iddon commented that a new access road might be a good investment as Winwick CE Primary School effectively had control over the only vehicular access to the Centre. Access could be provided via the playing fields main gate on Myddleton Lane. Access via Rectory Lane was probably not possible due to the narrowness of the end of the lane adjacent to the car park and since opening up this route was likely to bring objections from the residents. A further option might be to open up access from the end of Faringdon Road.

Ms Jones indicated that the provision of some reserves was prudent. The Clerk added that in a previous year the external auditors had been critical of the Council for having insufficient reserves. Members noted that an appropriate balance would need to be found between maintaining a sensible level of reserves and not increasing the precept unnecessarily. It was acknowledged that Winwick had one of the highest levels of precept per capita in Warrington.

Additional Items

1) Quotes

Quotes had been received for the completion of the LED interior lighting refit of the Leisure Centre, as follows:-

- Gents toilets - £178 – 2 LED baton lights
- Managers office - £89 – 1 LED baton light
- Corridors (top and bottom) - £1120 – 8 x LED panels and 3 x LED emergency light panels

The quote comprised the following unit costs:

- Cost per fitting of baton light = £89
- Cost per fitting of emergency panel = £101.81 (emergency panels were more expensive than regular panels, but a breakdown was not given).

Note: Previous retrofit cost for panel/baton light = £75 (June 2021)

Councillor Iddon commented that some work might be required on the exterior lighting. Ms Jones responded that the exterior lights were already LED, but were not the best quality. The floodlight on the rear car park had recently been replaced. However, the main priority at the moment was to improve energy efficiency, not to make aesthetic improvements.

2) Item updates

- a) Smiley face traffic monitors – following receipt of decision on this item (23/04/22) funding applications would be completed and the supporting document from the PCSO requested before he left his post.
- b) Anniversary event – to proceed this Friday 29 April 2022 at 7:30pm.
- c) Jubilee celebrations – Proposals would be updated in the light of discussions at today's meeting (Minutes WPC.175 and 181 refer). The Main Hall would be kept free on that date to accommodate visitors in the case of poor weather. Other rooms could potentially be opened up as necessary.

Payments made since the report prepared for the Management Committee meeting of 12 April 2022

Payments Leisure Centre		
14-Apr-22	Clear Brew	£129.60
14-Apr-22	Wigan Beer Co	£1,130.68
14-Apr-22	Easyflow	£27.00
11-Apr-22	Easyflow	£40.50
11-Apr-22	Wigan Beer Co	£813.49
Payments Parish		
14-Apr-22	Beechwood indust	£1,728.00
14-Apr-22	HMRC Cumbernauld	£1,230.45
14-Apr-22	Service Care	£171.34
11-Apr-22	Service Care	£288.16
11-Apr-22	DL Hannan	£740.00
Direct debits Leisure Centre		
19-Apr-22	BT GROUP PLC	£24.24
08-Apr-22	SCOTTISHPOWER	£999.00
07-Apr-22	BT GROUP PLC	£245.76
Direct debits Parish		
19-Apr-22	LLOYDS BANK PLC	£892.95
11-Apr-22	BARCLAYCARD	£201.22
05-Apr-22	XERO UK LTD	£31.20

Decision –

- (1) To note the Finance Officer’s update report, including the final Budget Review 2021/22, work underway and payments made.
- (2) To approve the programme for the interior LED lighting refit at the Centre and the necessary expenditure outlined above.

WPC.181 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 12 April 2022 were provided. The Clerk apologised that it had only been possible to circulate these very recently. The minutes included reference to potential events in connection with the Queen’s Platinum Jubilee Celebrations.

Decision – To note the minutes of the Management Committee of 12 April 2022.

WPC.182 Reports from Approved Outside Bodies

Winwick Educational Foundation

Mr Matthews had reported on this matter earlier in the meeting (Minute WPC.174

refers).

WPC.183 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

Councillor E Abbey reported that a blue bin had been abandoned outside 180 Greenwood Crescent which was filled with rubbish. The bin was continually being move around but not emptied. The issues had been reported as a fly tipping incident, but no action had yet been taken to remove the bin. It was suggested that the Parish's Litter Picker may be able to follow this up. However, it might be more appropriate for the Borough Council's Environmental Health Team to investigate.

Councilor McGinn indicated that he had tried to report the broken street lamp behind the Greenwood Pub via the Borough's website, but this had been difficult. He undertook to telephone the Council to follow up the matter.

Winwick Ward

Councillor Herron indicated that he was due to meet again this week with representatives of Winwick CE Primary School about the proposed sports facilities and impact on the school car park proposals. A meeting had taken place with Paul McMahon (Winwick Athletic FC) who was arranging for soil testing to take place.

The Centre had also secured bookings for a number of sportsman's dinners relocating from the former DATEN Club, Culcheth (now Culcheth Sports Club). These would be ticketed events.

Councilor Herron had met recently with the artist about providing a carving on the Ash tree stump. The cost would be around £475 per day, with work taking one or two days. One idea for the carving was a chair with a 'Winwick Pig' motif. Councillor Iddon asked if this would be funded from the Millennium Fund, however, this provision had only been agreed to support the metal benches being constructed. Councillors asked to see the final the design of the carving prior to formal approval being given.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To approve the anticipated expenditure on the Ash tree stump carving, subject to the final design being agreed by councillors prior to commencement.

WPC.184 Date and Time of Next Meeting

The Chair suggested that at the next meeting the Council might wish to establish a working group to look at the information available from the electoral roll to inform the debate on a possible Community Governance Review of the Parish area.

Decision – To note that the next meetings will be as follows:-

- Winwick Parish Assembly – Tuesday 24 May 2022 at 7.00pm
- Annual Council Meeting - Tuesday 24 May 2022 at 7.30pm, or on the rising of the Parish Assembly (whichever is the later).

WPC.185 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.186 Finance Officer's / Clerk's Report - Confidential Matters

Members considered a verbal request from of the Operations and Finance Officer about the proposed start date for the in-house Litter Picker arrangements.

Decision – To approve the commencement of the in-house litter picker arrangements with effect from Monday 4 July 2022.

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WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2022/23

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	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	
3	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	
4	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	
5	To request an update as to progress on the 3G pitch proposals at each meeting.	WPC.108(3)	23/11/21	Councillors Mitchell & Herron	-	-	In progress. Councillor Herron has provided regular updates.	

Agenda Item 10

6	To request the Clerk to draft an advert for a Footpath Warden and to seek a contact at Warrington Borough Council, prior to the next meeting of Council on 22 February 2022.	WPC.127(2)	25/01/22	Clerk	-	-	Potentially this task could be undertaken in conjunction with Winwick Litter Network. A potential job description has been located and can be adapted for use in Winwick. One resident has already expressed in interest in the role.	
7	To approve the provision of an inscription or plaque to commemorate Queen's Platinum Jubilee to be provided on the bench closest to the new Silver Birch tree.	WPC.159(2)	22/03/22	Operations and Finance Officer	-	-	In progress	
8	To report back at a future meeting on the issue at Item 15 – Winwick Educational Foundation.	WPC.163(2)	22/03/22	Clerk	-	-	Mr Matthews (Trustee) provided an update to the Council on 26 April 2022	
9	To agree to the funding of a smiley face speed monitor, subject to suitable grant funding being made available from the Police and Crime Commissioner for Cheshire.	WPC.165(2)	22/03/22	Operations and Finance Officer	-	-	The application form has been received	
10	That the wording on the new plaque for the Leisure Centre be amended by the deletion of the words 'presented to P Walters DMA MILGA' and with the insertion of the word 'celebrated'.	WPC.165(3)	22/03/22	Operations and Finance Officer	-	-	Completed	
11	To approve the schedule of streets for the litter picker route, subject to an amendment to show Lockerbie Close, Coldstream Close and Ballater Drive in the Pee Hall Ward, not Houghton Green.	WPC.170(3)	22/03/22	Operations and Finance Officer	-	-	Completed	

12	To approve the Litter Picker – Draft Contract of Employment, subject to renumbering and the deletion of the word ‘Interim’ before ‘Clerk’ in Section 12.	WPC.170(4)	22/03/22	Operations and Finance Officer	-	-	Completed	
13	To approve Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council, and to authorise the Chair to sign the agreement when finalised.	WPC.170(5)	22/03/22	Operations and Finance Officer	-	-	In progress	
14	To request further information about the potential burden on the Council, if it were to offer its services to support the administration of the above Foundation and to consider the matter further at the Annual Meeting on 24 May 2022.	WPC.174(3)	26/04/22	Clerk / Operations and Finance Officer	-	-	Information awaited	
15	To approve the anticipated expenditure on the Ash tree stump carving, subject to the final design being agreed by councillors prior to commencement.	WPC.183(2)	26/04/22	Cllr Herron	-	-	Design details awaited	
16	To approve the commencement of the in-house litter picker arrangements with effect from Monday 4 July 2022.	WPC.186	26/04/22	Operations and Finance Officer	-	-	Progressing to target	

Progress Legend

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

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Winwick Park Jubilee Bench Project

Submission to Winwick Parish Council

Synopsis

This is to request payment of the invoice for steelwork and related fabrication for four benches at c£1,000 which is less than the sum approved given at the Parish Council meeting in February at up to £1,400.

The two re-furbished benches near The Swan were in a much poorer state than originally envisaged; in the event all the timber had to be replaced and stained. We are seeking approval to support at £200 from the Parish towards the costs incurred on timber replacement and associated labour. The shotblasting and powder coating has been secured at nil cost.

Parish Council support re the installation of the four new benches by Warrington BC s is also requested given the very precise parameters set by the Borough Council.

We are also looking for agreement in principle for support towards a separate bench to be located at Hermitage Green Lane at up to £350 in case of need later in the summer.

Report

1. The fabrication of the four benches has progressed very well indeed with all benches fully complete as at mid-May. These are all entirely Warrington based in terms of their manufacture (Bewsey & Winwick). The steelwork is now all on site in Lee Ulyat's Winwick workshop and the cost (including VAT), plus coach bolts etc has come out at £999.31 The invoice from Jones Nuttall Ltd of Bewsey is attached for payment by Winwick PC. This figure is well within the £1,400 figure you approved.
2. We are liaising with Ian Brackenbury at WBC on approval for the bench locations and also support with installation / concreting in on a secure basis. As many Parish Councillors will know, WBC's requirements for installation are very specific and essentially, beyond our capabilities. We were not aware of this at the outset, so we are seeking WBC support in undertaking the installation work for this Community project. Would the Parish Council kindly provide their support?
3. The timberwork has also proceeded to plan and the inscription on each bench now acknowledges the Parish Council's generous funding support. The cost of the timberwork is coming out at £400 per unit (but with no added VAT) which is higher than our initial estimate which was in the range of £250. This is due to increased timber prices and the man hours going into each bench (each one has taken around twenty hours to fabricate and varnish the timber with several coats).
4. However, we have now raised just short of £1,000 from local residents and we are hoping that physical installation of the first couple of benches will trigger more support.
5. Come what may, as a group, we will undertake to deliver the four benches and fund any shortfall.
6. One additional add on is the prospect of a separate bench to be delivered in mid to late summer for the green at Hermitage Green. Based on costs of £300 inclusive of VAT for metalwork and bolts and £400 (no VAT) for timberwork (£700 in all) our local contacts suggest much of this is achievable by way of donations from residents in and around Hermitage Green. However, in case of need, would Winwick PC be prepared to meet costs of up to £350 towards this project, if it moves forward to fruition?

7. Separate approvals would, of course, be needed for the siting of that bench. Is this on Parish Council land?
8. As outlined above, we have re-installed the two existing benches on the Green opposite The Swan following extensive refurbishment. The rusty black steelwork has been shotblasted and powder-coated in a most attractive platinum-coloured finish and all the timberwork is brand new. The reaction from local residents has been very positive indeed. The request for payment of just £100 from the Parish Council for the timberwork and labour on each of these benches is well below what an external contractor would have charged. No Vat is chargeable on the £200 requested.

Requesting approval to:

- 1) Payment of the steelwork invoice for £999.31.
- 2) Support for the Borough Council to install the four benches in approved positions
- 3) Payment of £200 to Lee Ulyat for timberwork on the re-furbished benches opposite The Swan (invoice submitted herewith)
- 4) Approval in principle to support at up to £350 towards a Hermitage Green bench of similar construction (costing c £700).

Also, kindly confirm whether or not the green at Hermitage Green is Parish land or not.

Allan Jones

Lee Ulyat

Bob Towers

16 May 2022

Invoice Number: 00078

Invoice to: W0127
Winwick Parish Council
27 Winwick Park Avenue
Winwick
Warrington
WA2 8XB

Deliver to: W0127
Winwick Parish Council
27 Winwick Park Avenue
Winwick
Warrington
WA2 8XB

Invoice date: 14/04/2022
Customer Order: A JONES

Page 1 of 1

Item	Quantity	Description	Unit	Price	Total	
1	4	Pairs of bench supports (8 units)	Each	194.19	776.76	
2	50	Stainless steel fixings M8 x 70mm coach bolts M8 x 25mm flat washers M8 flat hex nut M8 nylon locking nuts	Lot	56.00	56.00	
Bank Name and Address		Nat West 74 London Rd Stockton Heath Warrington Cheshire WA4 6HS	Bank details: Account Name: Jones Nuttall Ltd Sort Code: 60-20-29 Account Number: 39587274 IBAN: GB39NWBK60202939587274 SWIFTBIC: NWBKGB2L		Carriage	0.00
V.A.T. Reg. No.: 305 3741 83 <u>Goods provided by Jones Nuttall are of UK origin</u>		V.A.T. Analysis S 832.76 20.0 166.55		Goods Total	832.76	
				V.A.T. Amount	166.55	
Terms:		30 days from receipt of invoice.		Invoice Total (GBP)	999.31	

ISO 9000 and Link Up Approvals

Company Reg. No. 1248712 (London)
Vat No. GB305 374 183





Invoice:

11th May 2022

RESTORTION OF ST OSWOLDS CHURCH BENCHES

TO: Winwick Parish Council	FROM: Lee Ulyat 22 Winwick Park Avenue Winwick Warrington Cheshire WA2 8XA	Bank Details: Name: Lee Ulyat Bank: Starling Bank Sort: 60-83-71 Acc: 50844408
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DATE	DESCRIPTION	UNIT COST	AMOUNT	TOTAL
	MATERIALS:			
	Round edge whitewood C16 Timber 2.4m x 63mm x 38mm	£4.60	12	£55.20
	Diall Carbon Steel Shield Anchor 70mm Pack of 4	£4.95	2	£9.90
	Everbuild wood preserver 5ltrs	£30.00	0.5	£15.00
	Ronseal Mahogany Satin Wood	£30.00	1	£30.00
	Consumables (gloves, brushes, rollers, trays)	£5.00	1	£5.00
				£115.10
	LABOUR:	HOURS	AMOUNT	TOTAL
	Remove benches and strip all the old wood, metal work and plaques from them.	2		
	Drop off the metal work to Allan Jones for shot blasting and powder coating	0.5		
	Procure all wood for the rebuild and fabricate all the new pieces and cut to size and smooth all faces.	1.5		
	Treat all the new wood with 2 x coats of exterior wood preserver and soak the end grains.	2		
	Paint all wood with Ronseal Mahogany wood stain 3 x coats.	2.5		
	Drill all holes and build the benches. Fit the "2000" plates and cut a recess into the back supports to slot into. Bolt together all parts to the wood and final touch up	3.5		
				£84.90
			TOTAL	£200.00

Thank you for your business

Winwick Parish Council

Correspondence since 26 April 2022
(or not previously reported)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 22/04/22, 28/04/22, 29/04/22, 12/05/22, 13/05/22, 14/05/22 and 17/05/22
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 22 and 29 April and 6 and 13 May 2022 – 22/04/22, 29/04/22, 04/05/22, 06/05/22, 13/05/22 and 13/05/22
3. E-mail from resident, EL, expressing an interest in the role of footpath warden – 26/04/22
4. E-mail from Kirsten Riley, Democratic Services Officer, Warrington Borough Council, advising on the date of the next Development Management Committee meeting due to be held on 5 May 2022 – 29/04/22
5. E-mail reminder from Daniella Howarth, Future Airspace Consultation Senior Advisor (MAN), Manchester Airport about the on-going engagement under Stage 2 of the airspace consultation project – 04/05/22
6. E-mail from playing field business user, AC, notifying the Council of her cessation of usage on the grounds of cost – 08/05/22
7. E-mail 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 Thursday, 12 May 2022 – 11/05/22
8. E-mail from resident, AS, advising the Council of a response received from Warrington Borough Council, during the course of enquiries about installing infrastructure at Hermitage Green, asserting ownership of the land as a highways asset – 16/05/22
9. E-mail from Warrington Environmental Crime Team, about a survey around a draft Public Space Protection Order (PSPO) for Warrington. The closing date is 29 July 2022 – 17/05/22
10. E-mail complaint from resident, JL, about a lack of consultation around the installation of the temporary Tommy at Hermitage Green, its potentially hazardous location and failure to remove the item, leading to grass cutting issues – 18/05/22
11. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-

- Clerks and Councils Direct - Periodical and other services
- Cloudy IT – technology based solutions
- geViews – Planters
- HAGS – outdoor play equipment
- Kompan – outdoor play and fitness equipment
- Myparishcouncil – website design

Up to date as at 18/05/22

Winwick Parish Council

Planning Matters since 26 April 2022

General Correspondence (0)

Nil

Domestic Planning Applications (2)

1. Application reference: 2022/41216
Location: 1, The Priory, Winwick, Warrington, WA2 8SB
Description of development: Fell 2 No. Trees
2. Application reference: 2022/41421
Location: 99, Browning Drive, Winwick, Warrington, WA2 8XL
Description of development: Proposed single storey rear extension

Non-Domestic Planning Applications (1)

3. Application reference: 2022/41472
Location: B&Q, Delph Lane, Warrington, WA2 8RD
Description of development: Proposed signage

Up to date as at 18/05/22

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From: [bob towers](mailto:bob.towers@warrington.gov.uk)
To: [julian Joinson](mailto:julian.joinson@warrington.gov.uk)
Cc: cilrdiana.friend@warrington.gov.uk; [Abbey Councillor Alex](#); [Mitchell Councillor Cathy](#)
Subject: Jubilee Bench Project images / update on Installation phase
Date: 20 May 2022 12:47:40

Good afternoon

Further to the paper submitted a few days ago for WPC approval of the part funding, we are enclosing some images of our first bench. Please note it was sitting in that position purely for us to take some photographs; it is NOT destined for that location.

The inscription incorporates the funding support from Winwick Parish Council as well as local residents

The lettering has been done with a platinum epoxy resin, The staining and varnishing process has brought the colour of the grain in the pitch one out more than we thought so it will need a further infill to heighten the legibility of the commemorative inscription which reads:

"Commissioned to celebrate the Platinum Jubilee of HM Queen Elizabeth II in June 2022

Kindly donated by local residents and Winwick Parish Council"

We have one Bench ready install and three others in final component form awaiting final varnishing and assembly.

Our hold up is getting Warrington BC to approve our suggested location points; this plan has been with Ian Brackenbury since late March and we are pressing him to approve the locations and support us with installation of at least one bench by the Jubilee Weekend. Any support Councillors can provide in this regard would be very helpful. It would be a great shame if we could not get at least one bench in situ for the Jubilee celebrations in early June.

The bench height includes sufficient depth in the legs to meet WBC criteria, with the base plate to be bolted through four drilled holes (yet to be done) onto a concrete base and then covered over with gravel or tarmac.

Best regards

Bob Towers
07500 664272







From: AS (a Resident) [E-mail redacted]
To: [Julian Joinson](#)
Cc: [CllrDiana friend](#) [E-mail redacted]
Subject: Proposal For Bench At Hermitage Green
Date: 19 May 2022 16:33:24

Proposal to Place a Bench at Hermitage Green

It is noted that a proposal for financing a bench at Hermitage Green has been made to Winwick Parish Council. The proposal has been made without any consultation with people who live on the green. The advocates, who do not appear to live in Hermitage Green, also seem to have decided on the design of the bench without any discussion. The proposed design is “inappropriate” and incongruous for this setting.

The green spaces are a protected space and this proposal if implemented will lead to more visual clutter and encourage anti social behaviour to the detriment of the tranquility of this rural scene. Because of the latter there is a statutory obligation for wider consultations.

Clearly no impact study has been undertaken, and there seems to be no acknowledgement of the need to obtain permission from Warrington Borough Council.

As was noted in an earlier email dated 16 May 2022 to the Parish Clerk, the following has been obtained from Warrington Borough Council:

“The (Warrington Borough) Council’s mapping system identifies the grass plots and footpath infrastructure at Hermitage Green as Highway Assets and is owned / managed by Warrington Borough Council.”

It can be assumed this is the reason why Warrington Borough Council has adopted the expensive and extensive responsibilities of maintaining the green spaces at Hermitage Green - including regular mowing, weeding and general management and protection of the area - and dealing with illegal encampments on the green spaces.

Strict procedures will have to be followed when installing any infrastructure to meet stringent health and safety criteria.

The process of siting any infrastructure in the area has not been addressed.

The proposers have made no allowance for a ‘voice’ to be given to those directly affected. Presumably this ‘voice’ will be available through the necessary planning process.

The aim is to use public funds from less affluent areas of the Parish to fund an unnecessary facility in a more affluent area of the Parish using part of a precept raised by 3.6% when people are being compelled to make a choice between food or energy

and feeding themselves or their children, and the queues at food banks are lengthening. The optics of this scenario when projected by the media will not look appealing. If the Parish has any spare funds then these should be diverted to help in some way those who in these adverse times, which will only get worse, are in desperate need of relief.

The total cost of the bench and its installation is extravagant in these adverse times particularly when there is already a bench on Golborne Road between Spires Gardens and Hermitage Green.

Finance report to Winwick Parish Council Full Council meeting 23rd May 2022

In April we have had £13.7k of income through the centre. The centre is showing a £2.2k loss for April, this is due to additional costs on staffing in order to train up a new member of staff, and the addition of 2 staff members to the pension scheme. This is a recoverable position and May has started well.

There has been £8.5k of expenditure against the precept in April and the new years precept monies were received in early May. This £8.5k includes nearly £2k to treating the Giant Hogweed (a report from surveyor is included in your pack)

Additional items

- Quotes
 - Repair to damaged playground item – £519.47
- Item updates
 - 1) Smiley face traffic monitors – following receipt of decision on this item (23/04/22) funding applications have been completed and sent through.
 - 2) Jubilee celebrations – DJ has been booked and advertising materials published. CJ contacted local residential homes to ascertain interest from them. Posters to be printed and distributed.
- End of year account – documents issued separately for signing off
- Governance figures – issued separately

Payments made since those reported in the management report

Payments Leisure Centre		
16-May-22	Wgton Security	£170.00
16-May-22	RIJO	£471.43
16-May-22	Clear Brew	£129.60
16-May-22	T & JT Barton	£771.52
16-May-22	KC's Klitchen	£540.00
09-May-22	Water Plus Limited	£251.83
09-May-22	Wigan Beer Co	£1,429.61
Payments Parish		
16-May-22	Chsh. Pension Fund	£726.11
16-May-22	Service Care	£179.12
16-May-22	HMRC Cumbernauld	£1,350.99
09-May-22	DL Hannan	£214.00
09-May-22	Service Care	£288.16
Direct debits leisure centre		
16-May-22	BT GROUP PLC	£24.24
09-May-22	SCOTTISHPOWER	£999.00
09-May-22	BT GROUP PLC	£245.76
03-May-22	WBC NNDR	£805.75
Direct debits Parish		
10-May-22	BARCLAYCARD	£190.57
05-May-22	XERO UK LTD	£31.20

Part 2 items:

- 1) Litter picker – update
- 2) Debtors list

Profit and Loss
Winwick Parish Council
1 April 2022 to 30 April 2022

30 Apr 22

Income

210 Room hire income	£4,085.00
225 Buffet sales income	£95.83
230 Bar sales income	£7,197.10
231 Bar snacks income	£240.86
232 Soft drinks income	£1,321.25
260 Ticket sales income (Events)	£50.50
Bar tea and coffee	£552.60
Field income	£125.00
LC Bar till discrepancies	£28.20
Total Income	£13,696.34

Less Cost of Sales

bar snacks expenditure	£122.99
Beverage supplies (Coffee, milk)	£459.95
Buffets - events	£540.00
Drink purchases (and other bar i	£2,801.85
LC Direct Wages	£4,175.56
soft drinks expenditure	£336.99
Total Cost of Sales	£8,437.34

Gross Profit **£5,259.00**

Less Operating Expenses

Bad Debt	£200.00
DJ's bouncy castles, etc - events	£532.52
LC Bar & Cleaning sundries	£176.98
LC Bottled Gas	£54.00
LC Cleaning	£743.19
LC consulting	£25.00
LC Electricity (Light, Power)	£832.50
LC Equipment	£14.16
LC Fire extinguishers	£255.00
LC Gas (Heating)	£441.13
LC General Expenses	£66.24
LC Landline telephone and Broa	£225.00
LC Pension costs	£513.25
LC Repairs & Maintenance	£7.58
LC Trade waste	£283.22
LC Water and Sewerage	£251.83
Managers salary and NI	£2,239.61
PAYE Payable	£445.83
Stocktaking Services	£160.00
Total Operating Expenses	£7,467.04

742.59 staff training time
513.25 pension
1255.84

Net Profit **-£2,208.04**

Centre reserves £6,967.91

Balance of reserves £4,759.87

Profit and Loss
Winwick Parish Council
1 April 2022 to 30 April 2022

30 Apr 22

Income

Total Income **£0.00**

Less Cost of Sales

Total Cost of Sales **£0.00**

Gross Profit **£0.00**

Less Operating Expenses

Administration expenses	£51.21
Bank Fees	£228.82
Clerk's salary	£606.07
Consulting	£1,892.50
Grounds Maintenance	£162.50
Legal / Licencing Expenses	£468.00
Litter Pick Costs (Shared)	£869.66
PAYE Payable	£905.16
Payroll	£185.00
Pensions Costs (Empr's contr)	£212.86
RFO Salary (and NI)	£2,673.25
Subscriptions	£31.20
Swan green, winwick park, radle	£214.00
Total Operating Expenses	£8,500.23

Net Profit **-£8,500.23**

Parish reserves £20,565.09

Balance of reserves £12,064.86

Governance analysis

Below is the current breakdown of households and voters per Councillor in the three wards of Winwick.

Area	Households	Voters	Parish Councillors	Households/ Councillor	Parishioners/ Councillor
Winwick	974	1989	3	325	663
Peel Hall	611	1109	3	204	370
Houghton Green	379	690	4	95	173
Total	1964	3788	10		

This translates to the following percentage imbalances.

Area	Households (% of total)	Voters (% of total)	Parish Councillors (% of total)
Winwick	49.59%	52.51%	30.00%
Peel Hall	31.11%	29.28%	30.00%
Houghton Green	19.30%	18.22%	40.00%

If we are looking to reallocate Parish Councillors to balance the wards the below would be the optimal balance.

Area	Optimum Councillors/ Household	Optimum Councillors/ Voter)
Winwick	5	5
Peel Hall	3	3
Houghton Green	2	2

Area	Households	Voters	Parish Councillors	Households/ Councillor	Parishioners/ Councillor
Winwick	974	1989	5	195	398
Peel Hall	611	1109	3	204	370
Houghton Green	379	690	2	190	345
Total	1964	3788	10		

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Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	<i>Agreed</i>		<i>'Yes' means that this authority:</i>
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman	SIGNATURE REQUIRED
Clerk	SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not 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 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Profit and Loss
Winwick Parish Council
1 April 2021 to 31 March 2022

	31/03/2022	31/03/2021
Income		
Precept	£124,252.00	£112,150.00
Total Box 2	£124,252.00	£112,150.00
Room hire income	£44,036.60	£8,810.00
Buffet sales income	£380.58	£228.00
Bar sales income	£74,940.06	£15,373.86
Bar snacks income	£2,501.99	£1,033.62
Soft drinks income	£13,517.02	£2,688.77
Ticket sales income (Events)	£72.00	£0.00
Machine income	£732.72	£54.00
Bar tea and coffee	£6,692.06	£1,717.86
Entertainment	£0.00	£0.00
Field income	£5,549.98	£2,391.67
Furlough income	£6,866.22	£33,163.90
Closure grants	£0.00	£14,500.14
Miscellaneous	£2.38	£0.00
Bar till discrepancies	-£192.74	£0.06
Total Box 3	£155,098.87	£79,961.88
Total income	£279,350.87	£192,111.88
Staff costs		
LC Booking post wages	£0.00	£0.00
PAYE Payable - centre staff	£4,916.07	£5,752.87
PAYE Payable - clerk/rfo	£9,981.11	£11,680.07
Pension costs - clerk	£2,397.72	£2,422.24
LC Pension costs	£0.00	£0.00
RFO Salary (and NI)	£34,386.70	£26,129.88
Managers salary and NI	£21,467.92	£26,881.11
Clerk's salary	£6,356.76	£6,171.72
LC Cleaning	£7,610.68	£8,687.78
LC Direct Wages	£27,083.56	£20,805.92
Total Box 4	£114,200.52	£108,531.59
Less Operating Expenses		
Courses / Training	£0.00	£0.00
General expenses	£1,284.75	£0.00
Food costs / buffet costs	£303.75	£180.00
soft drinks expenditure	£4,765.98	£1,368.04
bar snacks expenditure	£1,018.69	£418.75
Beverage supplies (Coffee, milk etc)	£3,505.90	£2,738.65
DJs, Bouncy Castles and the like (expense)	£335.85	£0.00

Agenda Item 18 - Appendix 1

Drink purchases (and other bar items)	£29,744.75	£6,498.78
LC Bar & Cleaning sundries	£4,495.06	£4,645.10
LC Bottled Gas	£1,103.05	£1,028.15
LC consulting	£305.00	£314.33
LC Electricity (Light, Power)	£5,622.38	-£4,602.24
LC Equipment	£2,583.98	£347.61
LC Fire extinguishers	£405.00	£512.00
LC Gas (Heating)	£3,985.64	£2,998.26
LC Intruder/ fire alarms	£500.00	£500.00
LC Landline telephone and Broadband	£2,639.12	£1,716.39
LC Rates	£9,605.75	£12,756.33
LC Repairs & Maintenance	£7,961.06	£5,403.74
LC Trade waste	£2,362.34	£1,329.14
LC TV Licence	£132.50	£131.25
LC Water and Sewerage	£3,248.88	£2,355.71
Administration expenses	£1,243.92	£147.58
Advertising & Marketing	-£15.00	£0.00
Bank Fees	£2,478.18	£1,307.03
Bad debt	£1,219.50	£0.00
Bus shelters	£0.00	£0.00
Charitable and Political Donations	£635.51	£1,060.00
Consulting	£0.00	£5,000.00
Election expenses	£2,378.94	£0.00
External audit fee	£400.00	£1,640.00
Internal audit fee	£1,450.00	£1,000.00
Grass cutting	£4,062.60	£3,150.81
Grounds Maintenance	£1,730.00	£2,830.00
Insurance	£2,495.17	£2,398.03
Key holding contract	£690.73	£838.00
Legal / Licencing Expenses	£648.00	£2,293.65
Litter Pick Costs (Shared)	£15,726.61	£15,213.90
Payroll	£2,323.34	£2,305.04
Postage	£1.70	£0.00
Repairs & Maintenance	£1,668.44	£748.50
Tree maintenance	£2,360.00	£0.00
Signage	£0.00	£0.00
Special projects - traffic management	£500.00	£0.00
Subscriptions	£241.20	£146.36
Swan green, winwick park, radley common	£3,090.00	£1,830.00
Telephone mobiles	£0.00	£0.00
MGD Machine Gaming Duty (HMRC)	£243.80	£0.00
Adjustments for incorrect tax codes previous years	£5,432.75	£0.00
Stocktaking Services	£180.00	£210.00
Total Box 6	£137,094.82	£82,758.89
Net Profit	£28,055.53	£821.40

£260,990.42

Loan charges (Box 5)	£9,695.08	£8,079.24
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£18,360.45

Cummulative fund balance

	2021/22	2020/21
Balance b/f	£9,172.96	£16,430.78
Add total income	£279,350.87	£192,111.88
	£288,523.83	£208,542.66
less total expenditure	£260,990.19	£199,369.70
Balance c/f	£27,533.64	£9,172.96

Current Assets	2021/22	2020/21
Bar Stock	£2,476.15	£1,426.61
Debtors	£1,335.00	£12,817.69
Prepayments	£0.14	£4,103.84
Cash at Bank	£30,479.05	£6,716.71
Cash in hand	£6,373.90	£1,315.00
Total Assets	£40,664.24	£26,379.85

Current Liabilities	2021/22	2020/21
Creditors	£11,896.38	£17,163.46
Accruals	£344.27	£10.43
Credit card	£889.95	£33.00
Total Liabilities	£13,130.60	£17,206.89

Balance	£27,533.64	£9,172.96
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Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed “Year ending 31 March 2022” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on accrual and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative.

Name of smaller authority: Winwick Parish Council

County area (local councils and parish meetings only): Winwick

Financial year ending 31 March 2021

Prepared by (Name and Role): Clare Jones rfo

Date: 04/04/2022

	£	£
Balance per bank statements as at 31/3/22:		
Current Account		30,479.05

		30,479.05
Petty cash float (if applicable)		1,220.0
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)		
none		

[add more lines if necessary]

		-
Add: any un-banked cash as at 31/3/22		
Cash	4,626.1	
Card receipts	527.75	
		5,153.9
Net balances as at 31/3/22 (Box 8)		36,852.9

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority: Winwick Parish Council

County area (local councils and parish meetings only): Winwick

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£	
Box 7: Balances carried forward			27,533.45
Deduct: Debtors (enter these as negative numbers)			
Total debtors		(1,335.00)	
stock		(2,476.15)	
		(3,811.15)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
		-	
Total deductions		(3,811.15)	
Add:			
Creditors (must not include community infrastructure levy (CIL) receipts)			
Total creditors		11,896.38	
machine duty		344.27	
		12,240.65	
Add:			
Receipts in advance (must not include deferred grants/loans received)			
credit card		889.95	
		889.95	
Total additions		13,130.60	
Box 8: Total cash and short term investments		36,852.90	

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	16,431	9,173					
2 Precept or Rates and Levies	112,150	124,252	12,102	10.79%	NO		
3 Total Other Receipts	79,962	155,099	75,137	93.97%	YES		Release of covid lockdowns has meant revenue has increased
4 Staff Costs	99,844	114,201	14,357	14.38%	NO		
5 Loan Interest/Capital Repayment	8,079	9,695	1,616	20.00%	YES		Previous years misallocated VAT against loan repayments
6 All Other Payments	91,447	137,095	45,648	49.92%	YES		Release of Covid lockdown has meant utilities have been utilised more than in the previous year
7 Balances Carried Forward	9,173	27,533.45			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	8,567	36,853				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	956,348	955,670	-678	0.07%	NO		
10 Total Borrowings	74,214	67,914	-6,300	8.49%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

WINWICK

*Best Kept Village
in Cheshire – 2000*



PARISH COUNCIL

PUBLIC VIEWING OF AGENDAS AND NOTICE OF PARISH COUNCIL MEETINGS MUNICIPAL YEAR 2022/23

Detailed below is the formal Notice of Meetings and list of Agendas that are due to be produced during 2022/23. Members of the Public are asked to contact Julian Joinson, Clerk to the Council, Tel 07818 066549 or E-mail: jjoinson.winwickclerk@outlook.com, if they wish to view any Agendas. Meeting documents can also be viewed on the Parish Council's website, as follows: www.winwickparishcouncil.org.uk

Date and Time of Meeting	Meetings	Date Agenda Published
Tuesday, 24 May 2022 at 7.00pm	Annual Parish Assembly	Wednesday, 18 May 2022
Tuesday, 24 May 2022 at 7.30pm	Winwick Parish Council – Annual Meeting 2021	Wednesday, 18 May 2022
Tuesday, 28 June 2022 at 7.30pm	Winwick Parish Council	Wednesday, 12 June 2022
Tuesday, 12 July 2022 at 7.30pm	Management Committee *	Wednesday, 6 July 2022
Tuesday, 26 July 2022 at 7.30pm	Winwick Parish Council	Wednesday, 20 July 2022
Tuesday, 13 September 2022 at 7.30pm	Management Committee *	Wednesday, 8 September 2022
Tuesday, 27 September 2022 at 7.30pm	Winwick Parish Council	Wednesday, 21 September 2022
Tuesday, 25 October 2022 at 7.30pm	Winwick Parish Council	Wednesday, 19 October 2022
Tuesday, 8 November 2022 at 7.30pm	Management Committee *	Wednesday, 2 November 2022
Tuesday, 22 November 2022 at 7.30pm	Winwick Parish Council	Wednesday, 16 November 2022
Tuesday, 10 January 2023 at 7.30pm	Management Committee *	Wednesday, 4 January 2023
Tuesday, 24 January 2023 at 7.30pm	Winwick Parish Council	Wednesday, 18 January 2023
Tuesday, 28 February 2023 at 7.30pm	Winwick Parish Council	Wednesday, 22 February 2023
Tuesday, 14 March 2023 at 7.30pm	Management Committee *	Wednesday, 8 March 2023
Tuesday, 28 March 2023 at 7.30pm	Winwick Parish Council	Wednesday, 22 March 2023
Tuesday, 25 April 2023 at 7.30pm	Winwick Parish Council	Wednesday, 19 April 2023
Tuesday, 9 May 2023 at 7.30pm	Management Committee *	Wednesday, 3 May 2023
Tuesday, 23 May 2023 at 7.00pm	Annual Parish Assembly	Wednesday, 17 May 2023
Tuesday, 23 May 2023 on the rising of the above, but no sooner than 7.30pm	Winwick Parish Council – Annual Meeting 2022	Wednesday, 17 May 2023

All meetings will be held at the Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ, unless a different venue is notified on the Agenda. Occasionally, meeting dates may be subject to change. In the event of a change of date a revised Notice will be published at least three clear working days before the meeting.

* NOTE Agendas which are likely to contain items of a “confidential or private nature” (Part 2 Items) are marked with an asterisk. It is likely that the public will be excluded from parts of, or a significant portion of those meetings. Parts of the agendas of those meetings may not be able to be viewed, as this might result in publicity which would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons and arising from the nature of that business or of the proceedings.

Julian Joinson, Clerk to the Council
c/o Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ