

# 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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16 November 2022

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

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 22 November 2022 at 7.30 pm.

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## AGENDA

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

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

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

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

- 3. Minutes**

To confirm the minutes of the meeting of the Parish Council held on 25 October 2022.

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

**7. Police / Community Issues**

**8. Correspondence**

**9. Planning Matters**

**10. Finance Officer's Report**

**11. Budget Options 2023/24**

The Budget Options report contains information on Precept Models and sensitive/personal information about Pay Increases, which may require debate in Part 2 (the Confidential section of the Agenda, at Item 17). The report has not, therefore, been made public at this stage.

Members are requested to defer consideration of this item until after Item 17. Once any confidential matters have been determined, the meeting may then resume in public. No final decision should be taken on the Precept for 2023/24 otherwise than in the public domain.

**12. Community Governance Review**

A report to Warrington Borough Council's Audit and Corporate Governance Committee, which is scheduled to meet on 17 November 2022, is attached.

**13. Reports from Parish Council Committees**

- Management Committee – 8 November 2022. *(to follow)*

**14. Ward Reports / Updates**

- Houghton Green Ward  
(Councillors D Friend, G Friend, McGinn, Warnock-Smith)
- Peel Hall Ward  
(Councillors A Abbey, E Abbey and one vacancy)
- Winwick Ward  
(Councillors Herron, Iddon and Mitchell)

**15. Date and Time of Next Meeting**

- Tuesday, 24 January 2023 at 7.30pm

**16. Chairman to move to Part 2**

**Part 2**

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

**17. Finance Officer's / Clerk's Report – Confidential Matters**

**Winwick Parish Council**  
**Minutes of the Meeting held on 25 October 2022**

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

**WPC.78      Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor A Warnock-Smith

**WPC.79      Code of Conduct - Declarations of Interest**

There were no declarations of interest submitted on this occasion.

**WPC.80      Minutes**

Decision – That, subject to an amendment at Sentence 1 of Minute WPC.77(b) – Foundation Living Wage, to substitute the words “Councillor Warnock-Smith” for “Ms Jones”, the Minutes of the meeting held on 27 September 2022 be agreed and be signed by the Chair as a correct record.

**WPC.81      Peel Hall Ward Casual Vacancy**

The Clerk, Julian Joinson, reported that a by-election had now been called for the Peel Hall Ward. The Electoral Services Manager at Warrington Borough Council had indicated that the by-election would take place on Thursday 8 December 2022. The Council had been asked if it required poll cards at a cost of £421.56. This would be in addition to the estimated costs of around £2,500 for running the by-election.

Decision – To note the proposed arrangement for the Peel Hall Ward by-election and to request the Electoral Services Manager to provide poll cards.

**WPC.82      Updates on Issues from Previous Meetings**

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions were progressing well, although a small number of outstanding matters still remained. Completed actions, denoted by a solid green bullet or reported verbally today, would be removed from the schedule when published for the next meeting.

In connection with Action 14 - Poppy Wreaths, the Church Warden at St Oswalds CE Church had been in touch to see if the Parish Council wished to participate in their Remembrance Sunday service at 10.55am on 13 November 2022. Councillor Mitchell indicated that she would attend to lay a wreath. Councillors D and G Friend would be attending a service at the Cenotaph in Warrington, prior to attending a further service in Padgate. Two further wreaths had been ordered which would be placed by the two Tommy silhouettes. The Chair reported that there would be a further service at St Elphins in Warrington on the evening of Saturday 12 November 2022.

In respect of Action 17 – Hermitage Green Bench, The Clerk requested clarification about the method of consultation with residents and area to be covered. It was suggested that this be carried out by a letter in a mail-drop to the whole of Winwick village. Councillor Mitchell suggested using the proposed newsletter with a print run of, say, 1,000. However, it was acknowledged that this was unlikely to be produced until March 2023. In response to a question by Councillor Iddon it was reported that the bench on Golborne Road would be renovated in the Spring 2023.

Regarding Action 1 – 3G Pitch, this would be discussed elsewhere on the Agenda.

In connection with Action 2 – Ash Tree Stump Carving, Councillor Herron reported that the artist approached initially had not been in touch. However, he would speak to a different artist in the Spring. Care would need to be taken during carving as some nails and a sign were embedded in the tree stump. In response to a question by a member of the public, Ms Jones, Operations and Finance Officer, indicated that she was continuing to chase up the contractor who had caused damage to the bench when the tree was felled. It was not anticipated that these features would be disturbed by the proposed 3G pitch development.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To approve that the consultation on the proposed Hermitage Green bench take place via the planned newsletter in the New Year.

### **WPC.83      Question Time for Electors**

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

#### Traffic Update

A member of the public reported that the Speedwatch group had not yet commenced its work as it had been unable to meet with PCSO Tony Spruce, due to the other police representative being unwell. However, the lorry-watch work had continued. The roadworks in the area had doubled the number of HGVs using the restricted route and some 84 vehicles had been caught. Councillor Mitchell indicated that the roadworks were in St Helens, but that she had reported the matter to St Helens councillors. The resident commented that Parkside site developer had erected some signage which had helped to ease the situation regarding works traffic. The HGVs caught recently were simply ordinary traffic avoiding the roadworks. Wagons often mounted the pavement due to the narrowness of the road in parts. The resident asked if the Council could do anything further, such as providing a high-vis/reflective background to the existing signage to make the restrictions more obvious. It was noted that most routes with a weight restriction had not been entered into sat nav databases. The resident had subsequently reported a number these routes to the relevant organisation. A second member of the public asked if the Council could erect a 'lorry-watch' sign.

*Response:* Councillor Mitchell undertook to speak to PCSO Spruce about HGVs,

although it was acknowledged that the Police were stretched at the moment. Police would be required at both ends of the road to carry out any enforcement. She also reported that there had been a 'lorry-watch' sign in Burtonwood for a long time, but the rules around signage on the highway were very prescriptive and this might not be possible in Winwick. She undertook to raise the matter with traffic officers at Warrington Borough Council. Ms Jones reported that a resident had recently complained that HGVs were parking overnight on Rectory Close.

### Traffic Management

A member of the public indicated that PCSO Spruce had carried out speed checks on Myddleton Lane and Waterworks Lane. The exercise did find speeding. He asked if the traffic calming measures were ready to be installed. A second resident asked if s106 funding (developers' contributions to community infrastructure projects) could be used to finance the scheme. Some s.106 might be available from the planned Peel Hall housing development. She noted that the public meeting for the Golborne Road traffic management scheme had been very well attended.

*Response:* Councillor Mitchell indicated that the Parish had commissioned consultants who had produced an outline scheme based upon residents' feedback, which covered both Myddleton Lane and Waterworks Lane. The scheme comprised some build-outs and narrowing. Speed bumps were not favoured due to noise and obstruction of residents' driveways. However, the scheme would cost in the region of £400k to roll out. The Borough Council were concerned that if the next stage of consultation was carried out to develop a 'shovel ready' scheme, this might raise unrealistic expectations about their ability to finance and deliver the scheme. The available budget had been significantly reduced since 2010. If further progress was to be made the Parish and Borough Councils would need to think carefully about how the proposal should be presented to the public. It might be more prudent to shelve the project until such time as funding was available. If the scheme was ready to commence the Council could ask for s.106 monies. Councillor Mitchell undertook to speak to Borough Council officers about the way forward.

The residents present acknowledged the risks of raising expectations and asked if a small focus group of residents could be consulted or kept informed. Councillor Mitchell considered that only consulting a small group would again open up the Council to criticism. The various Options had been on display to the public some time ago (July 2019) and had been narrowed down to one preferred scheme, but further consultation would be required before a final scheme could be adopted. It should be noted that at the time of the Golborne Road scheme, the Borough Council had access to more resources.

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

### **WPC.84      Written Motions Received**

There were no written motions submitted on this occasion.

**WPC.85      Police / Community Issues**

Councillor Mitchell read out an e-mail providing an update from PCSO Tony Spruce.

- Anti-Social Behaviour - a small group of people had been involved in anti-social behaviour in the vicinity of the Leisure Centre.
- HGVs - letters had been sent to around 80 HGV firms caught in the weight limited area and a large number had apologised. A small number had been able to provide proof of legitimate access requirements.
- Speedwatch – the commencement of the scheme had been delayed due to PCSO Heap's sickness absence.
- Traffic - A speed camera had been deployed on Myddleton Lane. However, there was a concern that speed signage on Myddleton Lane, Waterworks Lane and Golborne Road was insufficient.
- Suspicious Activity - Door to door salesmen, sometimes referred to as 'Nottingham Knockers', selling household items at inflated prices, had been reported operating in the area.
- Suspicious Activity - A call had been received about a male asking to use a resident's toilet in the Spires Gardens area.

Decision – To note the police and community issues raised.

**WPC.86      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 – 27/09/22, 28/09/22, 30/09/22 (x2), 04/10/22, 05/10/22, 07/10/22, 10/10/22, 14/10/22 and 19/10/22
2. E-mails and reminders from Sharon Angus-Crawshaw and Nikki Roberts, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 7 and 14 and 21 October 2022 – 30/09/22, 07/10/22, 14/10/22, 19/10/22, 21/10/22 and 24/10/22
3. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, about the Agenda for the Development Management Committee meeting due to be held on Thursday 13 October 2022 – 06/10/22
4. Website enquiry form and e-mails from a resident, TD, on behalf of FC Spartans, a local under 11's football team, seeking to book Myddleton Lane Playing Fields for football matches on Sundays. (Responses had been sent and the Leisure Centre Manager had dealt with the enquiry) – 23/09/22 and 08/10/22
5. Website enquiry form from a resident, IW, advising of traffic movements on Sundays linked to The Alders, Birch Avenue, Winwick, and asking whether the facility, which provided Child and Adolescent Mental Health Services (ChAMS), was able to operate on a Sunday – 09/10/22

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 Thursdays, 13 and 20 October 2022 – 11/10/22 and 19/10/22
7. E-mail from Councillor Frank McGinn signposting officers to guidance published by the Chartered Institute of Library and Information Professionals (CILIP) on *Setting Up a Warm Space in Your Community*, in response to a discussion held at the previous meeting (Minute 68, Item 20 refers) – 12/10/22
8. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Cloudy IT – digital services
  - Kompan – playground and fitness equipment
  - London Hearts - defibrilators
9. E-mail submitted to councillors from Bernie Hubble, Customer Voice Officer from Warrington Housing Association, about the height and growth of the trees at the entrance to Myddleton Lane Playing Fields adjacent to some Housing Association properties. The trees were considered to be too high and overhanging on to the development, leaving residents needing to put their lights on in the day due to it being dark because of the trees - 25/10/22
10. Round-robin e-mail from the Clerk to Rixton with Glazebrook Parish Council, seeking information about the purchase of electronic speeds signs, along with some responses received – 20/10/22
11. E-mail from John Watkin, Church Warden at St Oswald's CE Church, asking if the Council wished to participate in their Remembrance Sunday service (Minute WPC.82 refers) – 25/10/22

In respect of Item 4 – Under 11s Football, Ms Jones reported that FC Spartans had committed to using the playing field from September to March for a fee of £50/month.

In connection with Item 10 – Speed Monitor, Ms Jones reported that the Council's application for a smiley face monitor had been submitted. Members were informed that a monitor in Poulton-with-Fearnhead had been stolen recently.

Regarding Item 9 – Overhanging Trees, it was reported that these trees were situated by the main gated entrance to the playing field. Councillor Iddon commented that if they were simply blocking light this request should carry less weight. The Clerk added that the Council had previously prioritised tree work to those which were dangerous and posed a risk to health and safety and to those which were causing or likely to cause damage to neighbouring property. Crowning or thinning was normally regarded as a lower priority.

In respect of Item 15 – Warm Hub/Drop-In Office Space, it was reported that the Management Committee had discussed this further at its meeting on 11 October

2022. The main barrier to this idea was the lack of regular availability of a suitable room during the day-time. The Millennium Lounge was always free, but was not ideally suited to office use. The Main Hall would provide a more versatile space, and would allow a variety of user groups to access hot drinks and socialise. A member of the public noted that the church hall might also be utilised as a warm hub. Ms Jones queried whether the hub should be advertised on the proposed newsletter. However, she advised caution about the venture in the light of the experience around lack of uptake when opening the Centre for the Queen's funeral. Members considered that the warm hub might appeal to older residents from Falcondale Road and surrounding roads. Availability could be publicised on the notice boards and via word of mouth. The Chair noted that Capesthorn Community Centre, on Avery Close, just outside of the Winwick boundary in Poulton-with-Fearnhead Parish, could be suitable venue for a warm hub for residents in the southern wards. In response to a question from a member of the public, it was thought unlikely that any grant funding would be available for this type of project.

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

### **WPC.87      Planning Matters**

The Clerk reported that there had been no individual planning applications submitted for comments on this occasion.

### **WPC.88      3G Pitch Feasibility Study**

Members had previously received a recording of the meeting between Councillors Herron, Mitchell and Iddon, Officers and representatives of Facility and Sports Club Development Ltd on 13 October 2022, about a potential feasibility study for a 3G pitch and improvements to other facilities at Winwick Leisure Centre.

Broadly the consultants would provide the following:

- Introduction to the project;
- Strategic context (Local Plan; Planning Framework Issues);
- Evidential Base;
- Justification of Need;
- Consultations (face to face and on-line);
- Budgetary information (including signposting to likely funding streams);
- Summary of Findings; and
- Action Points and Recommendations

Councillor Mitchell spoke in favour of the feasibility study. Councillor McGinn commented that the proposals appeared ready to progress and should ultimately attract funding for the sports scheme. Councillor Herron reported that the development would be more than a simple 3G pitch. It could also attract funding to move the main entrance to the Leisure Centre site and provide a new playground area. However, the window of opportunity for bidding for funding was short and the consultants would need to be engaged soon. Councillor Mitchell added that this would in effect form the Council's masterplan. The consultants were very positive and would let the Council know if there was a realistic chance of achieving funding



for the project. The consultants would undertake a broad consultation. Councillor Iddon commented that the Centre would potentially be updated to be fit for purpose for today's needs.

Councillor McGinn noted that this exercise should produce a scheme which was ready to go. He asked about the cost. Councillor Herron reported that a quote had been received for £5k.

Councillor G Friend asked whether floodlights would be required, as these would need to comply with planning requirements. Councillor Herron responded that focused lights would be provided and the pitch would be situated adjacent to the Leisure Centre buildings to minimise light pollution and the adverse impact upon neighbours. The overall development should protect the Leisure facilities in Winwick for some 20 years.

The Clerk reminded councillors of the need to consider the Council's Financial Regulations. For general contracts over £2k three quotations were required. However, for certain specialist works a single quote could be obtained and the authorisation of the Council to the expenditure was required, except in the case of urgency.

Decision –

- (1) To authorise expenditure in the sum of £5k to enter into a contract with Facility and Sports Club Development Ltd for consultancy services in relation to the development of proposals and associated bids to improve the Council's Leisure Centre facilities, including a 3G pitch and other complementary sports/leisure facilities.
- (2) To agree that the proposed contract meets the definition of specialist services in accordance with the Council Financial Regulations, such that a single quote may be invited.

### **WPC.89      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 2022/23

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council as at 30 September 2022.

In September, £15k of income had been received through the Leisure Centre. The Centre was showing a £2.5 loss for September, with a year to date loss of £5.3k showing. November and December were anticipated to be more profitable. There was no gaming machine income showing in the current month, as machines were only emptied periodically.

Losses were due to the increased electricity bill and additional staff cover for the Manager's hours (due to emergency medical leave).

Progress was being tracked against the position for last year (a graph for which was provided).

There had been £9.9k of expenditure against the precept in September with £52.6k of expenditure on the year to date.

### Additional Items

#### 1) External Lighting Repairs

The patio light had been repaired on 17 October 2022. The floodlighting for the car park was due to be repaired shortly and Members would be notified of the date. One of the lights at the playing field side of the Centre was not currently working.

Internal sensors to reduce lighting usage would be priced up and installation would take place shortly.

#### 2) Halloween and Christmas Parties

The children's Halloween party was sold out, but only 4 tickets had been sold for the adults' party. Accordingly, the adults' party had been cancelled. This would not be tried again in future years.

There would be 2 children's Christmas parties planned on the same date, at 1pm - 3pm and at 4pm – 6pm.

#### 3) Public Notices

Councillor Iddon reported that some out of date notices needed to be removed from the various Council notice boards.

#### 4) 'Shadow of Cliff' Church Fundraiser Event

This event was due to take place in November and was already sold out. The poster could be taken down to avoid disappointment for new enquirers. The Chair asked if the Council could book the same artist for its own event. Ms Jones reported that the artist was providing his time for the church fundraiser for free. The Centre would make some money from bar takings. Normally the artist charged c.£650, per performance which would be unaffordable for a ticketed Leisure Centre event. Councillor Mitchell suggested that it might be possible to negotiate a deal with him.

Payments made since the report prepared for the 11 October 2022 Management Committee meeting

<b>Payments Leisure Centre</b>		
17-Oct-22	£586.51	RIJO
17-Oct-22	£37	Easyflow
17-Oct-22	£1,741.56	Wigan Beer Co
10-Oct-22	£202.30	T & JT Barton
10-Oct-22	£250	Paul Harden
10-Oct-22	£2,055.60	Wigan Beer Co
<b>Payments Parish</b>		
17-Oct-22	£2,455.93	HMRC Cumbernauld
17-Oct-22	£60	British legion
11-Oct-22	£294	DL Hannan
10-Oct-22	£1,019.96	Warrington BC
10-Oct-22	£986.22	Chsh. Pension Fund
<b>Direct debits Leisure Centre</b>		
17-Oct-22	£24.24	BT GROUP PLC
10-Oct-22	£1,957.77	SCOTTISHPOWER
10-Oct-22	£261.17	BT GROUP PLC
<b>Direct debits Parish</b>		
17-Oct-22	£123.48	LLOYDS BANK PLC
17-Oct-22	£21.60	TAKEPAYMENTS LTD
10-Oct-22	£240.54	BARCLAYCARD
05-Oct-22	£33.60	XERO UK LTD

Decision – To note the Finance Officer’s update report, including the Budget Review 2022/23, additional items and payments made.

**WPC.90      Reports from Parish Council Committees**

The minutes of the meeting of the Management Committee of 11 October 2022 were provided.

Councillor Herron reported that a group of Members had met on Monday to discuss the newsletter/leafet. No template had yet been developed. It was proposed to publish the first newsletter in March 2023. The school would be invited to contribute some content. Other content might include a summary of social media issues from resident, Stuart Mann and ‘what’s on’ information from the Leisure Centre. Councillor Mitchell agreed to forward details of a printer who had previously produced some leaflets for the Council. Councillor Graham Friend suggested using an A3 folded format. Ms Jones suggested that Parish Council content appear on the front page alongside councillor updates. Other content could be provided by the

Litter Network and Christmas Tree Group. Important contact telephone numbers could also be included and the My Warrington website details. Councillor Herron added that the first edition could feature an article on the renovation of the benches.

The intention was to produce the newsletter on a quarterly basis. Members discussed the need to develop delivery rounds for the leaflet, including in the southern wards. Consideration was also given to placing copies in shops, at the hairdressers, at the church and in the Leisure Centre.

It was reported that the Christmas Tree Group was due to meet tomorrow. Councillor Herron would attend and report back. The tree had recently been repaired. Ms Jones added that the Council had budgeted to provide a contribution of £250 for insurance for the tree. A resident asked whether a contribution was made to electricity costs. Councillor Iddon understood that up to £50 had been made available in previous years, but that this may pre-date the current arrangements in place with the volunteers group. The money might previously have been paid directly to the church to cover energy costs. Councillor Herron suggested that the contribution to the Christmas Tree group should be raised to £300. Ms Jones added that the donation should stipulate that £50 should be paid to the church.

It was understood that the switch on would take place at tea time on Saturday 3 December 2022. Members agreed to make every effort to attend.

Decision –

- (1) To note the minutes of the Management Committee of 11 October 2022.
- (2) To approve an increase in the donation to the Christmas Tree Group to £300, on the understanding that £50 will be passported directly to St Oswalds CE Church to cover electricity costs.

#### **WPC.91      Ward Reports / Updates**

##### Houghton Green Ward

There were no significant matters to report on this occasion.

##### Peel Hall Ward

There were no Peel Hall councillors present on this occasion.

##### Winwick Ward

There were no significant matters to report on this occasion.

#### **WPC.92      Date and Time of Next Meeting**

The next meeting would include a discussion on Budget Options for 2023/24.

Decision – To note the date of the next meeting on Tuesday 22 November 2022.

**WPC.93      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.94      Finance Officer's / Clerk's Report - Confidential Matters**

a)    Debtors

Members considered a report of the Finance Officer on debtors. All of the outstanding debts over 90 days had now been paid. The one outstanding debt of between 30-89 days had now been paid.

Deposits were usually taken in advance of lettings. Some NHS organisations provided purchase order numbers which enabled payments to be tracked more easily.

Decision – To note the Finance Officer's report in connection with debtors and to thank Ms Jones for her efforts regarding debt management.

b)    Litter Picking

Ms Jones reported that the Litter Network occasionally picked roads on the day before the Council's Litter Picker was due to pick in line with his rota. She undertook to get in touch with the Litter Network to agree a more coordinated timetable.

Councillor Iddon requested more frequent litter removal from the layby on Newton Road and at the bus stop by Cop Holt Farm towards Newton. Members also reported that the litter bin in the car park on Ballater Drive, opposite Lockerbie Close (near the Mill House Pub) was often full, which attracted foxes. Ms Jones agreed to ask John Rowley, Litter Picker, to increase the frequency of picking in these locations

Decision - To note the actions to be taken above in relation to litter picking.






c)    Staffing Matter

Councillor Herron asked Members to consider offering fixed hours to one member of Leisure Centre staff in recognition of her valuable service, particularly during the sickness absence of the Centre Manager. The staff member already worked a significant number of hours and the proposals aimed to reflect this commitment and to provide some security around sickness absence entitlements. The Operations and Finance Officer had already discussed this matter with the staff member concerned.









### **Agenda Item 3**

Decision – To authorise the Operations and Finance Office to offer a fixed hours contract in the range 16 to 24 hours per week to the employee concerned, subject to further consultations with her.

## 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 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.	
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.183(2)	26/04/22	Cllr Herron	-	-	Design details awaited	
3	That the existing Code of Conduct be re-adopted and that Officers be requested to review the Code to consider whether there was a need to align it with the new Model Code provided by the Local Government Association.	WPC.5	24/05/22	Clerk	-	-	In progress	
4	To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as possible.	WPC.6(1)	24/05/22	Clerk	-	-	In progress	
5	To note the on-going work to develop a Data Protection Policy	WPC.6(3)	24/05/22	Clerk	-	-	Commenced	

**Agenda Item 4**



6	To approve the expenditure for the various tree maintenance works in the sum on £480.	WPC.16(4)	24/05/22	Operations and Finance Officer	-	-	Pending	
7	To request the Clerk to include an item on the Houghton Green ward matter on the Agenda for each meeting.	WPC.16(9)	24/05/22	Clerk	-	-	A decision of Warrington Borough Council's Audit and Corporate Governance Committee is expected on 17 November 2022. A report appears elsewhere on this Agenda	
8	To authorise Councillors Herron and Mitchell to continue negotiations with representatives of Winwick CE Primary School on the basis discussed.	WPC.22	24/05/22	Councillor Herron and Mitchell	-	-	On-going	
9	To request the Clerk to make further enquiries into the possibility of providing a litter bin at Winwick Park Roundabout.	WPC.26(2)	28/06/22	Clerk	-	-	In Progress	
10	To request the Clerk to circulate contact details for the Winwick Litter Network to all councillors to enable those with available time to consider volunteering.	WPC.64(2)	27/09/22	Clerk	-	-	Not yet commenced	
11	To request the Clerk to provide a report to a future meeting on the implications of Neighbourhood Plans.	WPC.65(2)	27/09/22	Clerk	-	-	Initial research undertaken	
12	That the Council approves a donation of £60 to the Royal British Legion to cover the cost of three poppy wreaths (at £17 each).	WPC.69(2)	27/09/22	Operations and Finance Officer	-	-	Remembrance Sunday commemoration has now taken place	
13	To publish an article in the proposed Parish newsletter	WPC.69(3)	27/09/22	Operations and Finance	-	-	Cllr McGinn provided some guidance from CILIP on <i>Setting Up a Warm</i>	









Agenda Item 4

	about the availability of the Leisure Centre as a drop in office space.			Officer			<i>Space in Your Community</i> . The newsletter will not be available until March, so use of the Centre will need to be promoted by other means	
14	To request the Clerk to make further enquiries about the Parish Wardens / Environment Teams mentioned at Item 20	WPC.69(4)	27/09/22	Clerk	-	-	Not yet commenced	
15	To request the Clerk to arrange for the Parish Council to undertake a formal consultation with residents about the proposals on the basis outlined by the Chair above (see bullet points) and to bring the outcome back to a future meeting for further consideration.	WPC.70(2)	27/09/22	Clerk	-	-	Not yet commenced. The consultation is proposed to take place via the planned Parish newsletter in March. This item will be superseded by Action17 below	
16	To note the proposed arrangement for the Peel Hall Ward by-election and to request the Electoral Services Manager to provide poll cards.	WPC.81	25/10/22	Clerk	-	-	Poll card have been requested	
17	To approve that the consultation on the proposed Hermitage Green bench take place via the planned newsletter in the New Year.	WPC.82(2)	25/10/22	Clerk	-	-	This matter will be considered further in the New Year	
18	To authorise expenditure in the sum of £5k to enter into a contract with Facility and Sports Club Development Ltd for consultancy services in relation to the development of proposals and associated bids to improve the Council's Leisure Centre facilities,	WPC.88(1)	25/10/22	Operations and Finance Officer	-	-	An update will be provided at the meeting	

## Agenda Item 4

	including a 3G pitch and other complementary sports/leisure facilities.							
19	To approve an increase in the donation to the Christmas Tree Group to £300, on the understanding that £50 will be passported directly to St Oswalds CE Church to cover electricity costs.	WPC.90(2)	25/10/22	Operations and Finance Officer	-	-	An update will be provided at the meeting	
20	To authorise the Operations and Finance Office to offer a contract in the range 16 to 24 hours per week to the employee concerned, subject to further consultations with her.	WPC.94(c)	25/10/22	Operations and Finance Officer	-	-	An update will be provided at the meeting. This may be given under Part 2 of the Agenda due to the confidential nature of the information	

### Progress Legend

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

Version 6.0 - (Final) – 16/11/22

**Winwick Parish Council**

**Correspondence since 25 October 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 – 26/10/22, 27/10/22, 28/10/22, 31/10/22, 03/11/22, 07/11/22 and 14/11/22
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 28 October and 4 and 11 November 2022 – 28/10/22, 04/11/22, 11/11/22 and 15/11/22,
3. Website enquiry form from Georgina Crowther, Freedom Fibre (a broadband network company), in connection with funding available to non-profit groups in and around Culcheth, delivering good and green projects, with each one being able to apply for up to £250 of funding from their Freedom Fund – 01/12/22
4. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, about the Agenda for the Development Management Committee meeting due to be held on Thursday 10 November 2022 – 03/11/22
5. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursdays, 10 and 17 November 2022 and a Town Police Clauses Act Notice in connection with Remembrance Sunday – 08/11/22(x2) and 15/11/22
6. E-mail on behalf of Wicksteed reminding the Council to make arrangements for the annual inspection of its playground equipment – 08/11/22
7. Website enquiry form from Helen Middleton, Warrington Action Against Inappropriate Development (a group of enthusiasts who would like to preserve green fields around Warrington), inviting councillors to join their Facebook group and campaign – 08/11/22
8. Website enquiry form from Lina Varkojiene, on behalf of The National Kidney Federation, enquiring if the Council would be interested in granting permission to the charity to place a clothing bank on the Leisure Centre car park to help to raise funds – 11/11/22
9. Website enquiry form from a resident, SB, seeking information on the plans to improve the leisure facilities in the village and asking about the Council's engagement processes with the public, either via social media or through a residents group – 14/11/22
10. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-

## Agenda Item 8

- Arien Signs – specialist signs and displays
- Cloudy IT – digital services
- Futurform – benches
- GeViews – notice boards and Christmas tree brackets
- Kompan – fitness equipment
- We Find Any Learner – training courses

Up to date as at 16/11/22

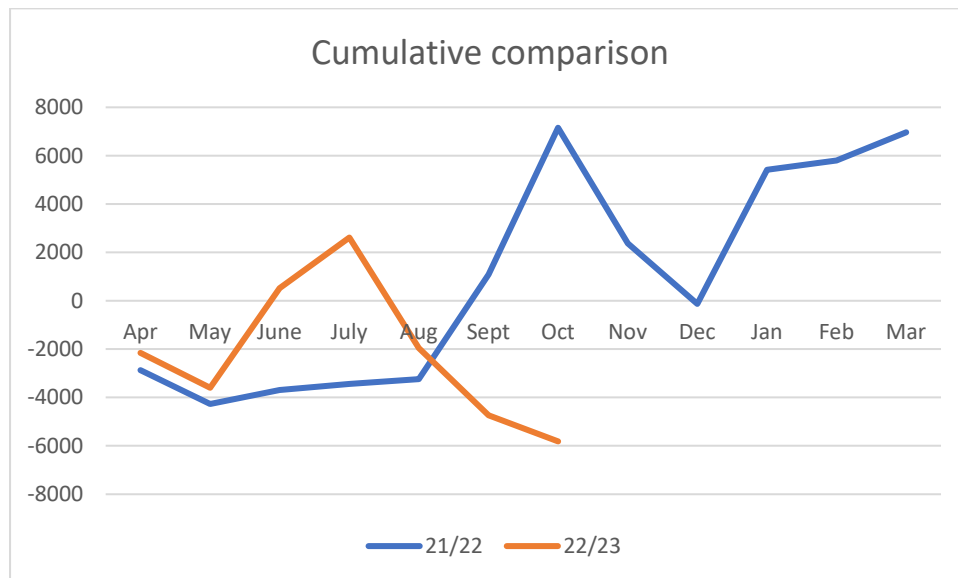
Finance report to Winwick Parish Council Full Council meeting 22<sup>nd</sup> November 2022

In October we have had £15.3k of income through the centre. The centre is showing a £1.1k loss for October, with a year to date loss of £5.8k showing.

Losses are due to the increased electricity bill.

We are working to keep additional costs low in order to recoup the year to date loss from November.

Progress is being tracked against the position last year (see plot below).



There has been £13.6k of expenditure against the precept in October, with £67k of expenditure on the year to date.

**Additional items**

Christmas party events

As reported to the Management Committee we have 2 kids Christmas parties being undertaken on the 24<sup>th</sup> December. The 1pm to 3pm slot has sold 85 of 100 tickets (as of 14<sup>th</sup> Nov) and the 4pm to 6pm slot has sold 26 of 100 tickets (as of 14<sup>th</sup> Nov).

**Payments made since those reported in the management report**

<b>Payments Leisure Centre</b>		
14-Nov-22	£429.61	T &JT Barton
14-Nov-22	£72	Maxigiene
14-Nov-22	£129.60	Clear Brew
14-Nov-22	£55.50	Easyflow
07-Nov-22	£1,076.52	T &JT Barton
31-Oct-22	£129.60	Clear Brew
31-Oct-22	£237.12	System Hygiene Ltd
31-Oct-22	£74	Easyflow
31-Oct-22	£257.75	Water Plus Limited
31-Oct-22	£1,548.90	T &JT Barton
<b>Payments Parish</b>		
14-Nov-22	£2,277.42	HMRC Cumbernauld
14-Nov-22	£214	DL Hannan
07-Nov-22	£6,000.00	Facility and sport
31-Oct-22	£600	Protive security
<b>Direct debits Leisure Centre</b>		
08-Nov-22	£1,957.77	SCOTTISHPOWER
08-Nov-22	£237.17	BT GROUP PLC
31-Oct-22	£800	WBC NNDR
<b>Direct debits Parish</b>		
10-Nov-22	£59.12	HMRC E VAT
10-Nov-22	£218.37	BARCLAYCARD
03-Nov-22	£33.60	XERO UK LTD

Part 2 items:

- 1) Debtors list
- 2) Pay increases
- 3) Precept setting – based on item 2 responses

**Profit and Loss**  
**Winwick Parish Council**  
**1 April 2022 to 31 Oct 2022**

	31 Oct 22	YTD
<b>Income</b>		
210 Room hire income	£3,937.00	£32,469.00
225 Buffet sales income	£0.00	£2,277.00
230 Bar sales income	£8,880.03	£60,064.88
231 Bar snacks income	£281.83	£1,937.34
232 Soft drinks income	£1,121.58	£11,063.13
260 Ticket sales income (Events)	-£42.00	£164.50
Bar tea and coffee	£965.20	£4,547.70
Machine income	£82.20	£373.20
Entertainer	£0.00	£170.00
Field income	£120.00	£1,040.00
LC Bar till discrepancies	£1.03	-£123.39
<b>Total Income</b>	<b>£15,346.87</b>	<b>£113,983.36</b>
<b>Less Cost of Sales</b>		
bar snacks expenditure	£97.43	£784.37
Beverage supplies (Coffee, milk)	£31.13	£1,867.37
Buffets	£0.00	£1,748.40
Buffets - events	£0.00	£633.58
Entertainer	£0.00	£170.00
Drink purchases (and other bar it	£3,383.84	£24,033.98
LC Direct Wages	£4,157.94	£28,146.91
soft drinks expenditure	£348.24	£3,873.61
<b>Total Cost of Sales</b>	<b>£8,018.58</b>	<b>£61,258.22</b>
<b>Gross Profit</b>	<b>£7,328.29</b>	<b>£52,725.14</b>
<b>Less Operating Expenses</b>		
Bad Debt	£0.00	£200.00
DJ's bouncy castles, etc - events	£26.50	£1,211.46
LC Bar & Cleaning sundries	£484.11	£2,004.01
LC Bottled Gas	£111.00	£653.00
LC Cleaning	£346.50	£977.85
LC consulting	£25.00	£175.00
LC Electricity (Light, Power)	£1,631.48	£8,172.13
LC Equipment	£122.81	£2,894.67
LC Fire extinguishers	£0.00	£405.00
LC Gas (Heating)	£186.33	£1,461.66
LC General Expenses	£0.00	£66.24
LC Landline telephone and Broad	£237.84	£1,850.54
LC Pension costs	£666.75	£3,450.05
Rates	£800.00	£5,605.75
LC Repairs & Maintenance	£10.31	£5,301.25
LC Trade waste	£278.31	£1,909.41
LC Water and Sewerage	£257.75	£2,125.30
Machine games duty	£27.00	£122.00
Managers salary and NI	£2,732.00	£16,965.95
PAYE Payable	£460.07	£2,689.50
Stocktaking Services	£0.00	£300.00
<b>Total Operating Expenses</b>	<b>£8,403.76</b>	<b>£58,540.77</b>
<b>Net Profit</b>	<b>-£1,075.47</b>	<b>-£5,815.63</b>
Centre reserves		£6,967.91
Balance of reserves		£1,152.28

**Profit and Loss**  
**Winwick Parish Council**  
**1 April 2022 to 31 October 2022**

	31 Oct 22	ytd	
<b>Income</b>			
Litter picker income	£1,650.00	£3,359.35	
Precept	£0.00	£129,223.00	
<b>Total Income</b>	<b>£1,650.00</b>	<b>£132,582.35</b>	
<b>Less Cost of Sales</b>			
<b>Total Cost of Sales</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Gross Profit</b>	<b>£1,650.00</b>	<b>£132,582.35</b>	
<b>Less Operating Expenses</b>			
Administration expenses	£85.73	£356.79	
internal audit	£0.00	£1,350.00	
external audit fee	£0.00	£600.00	
cctv	£0.00	£1,116.00	
RBL Donation	£60.00	£60.00	
intruder alarms	£700.00	£840.00	
Bank Fees	£265.14	£2,044.23	
Clerk's salary	£757.46	£5,302.24	
Consulting	£5,000.00	£6,892.50	£5000 feasibility
Grass cutting	£0.00	£1,699.94	1892.5 hogweed
Grounds Maintenance	£162.50	£1,227.50	
Key holding	£0.00	£72.98	
Legal / Licencing Expenses	£0.00	£1,981.90	
Litter Pick Costs (Shared)	£1,614.82	£7,531.05	
Loan charges	£0.00	£4,847.54	
PAYE Payable	£11.96	£2,577.48	
Payroll	£225.00	£1,375.00	
Pensions Costs (Empr's contr)	£487.21	£1,514.35	
Playground repairs	£0.00	£519.47	
Professional fees	£0.00	£779.10	
Repairs and maintenance	£0.00	£375.30	
RFO Salary (and NI)	£3,495.99	£21,488.12	
Subscriptions	£55.98	£251.58	
Planters	£550.00	£550.00	
Swan green, winwick park, radley corr	£214.00	£1,656.00	
<b>Total Operating Expenses</b>	<b>£13,685.79</b>	<b>£67,009.07</b>	
<b>Net Profit</b>	<b>-£12,035.79</b>	<b>£65,573.28</b>	
Parish reserves		£20,565.09	
Balance of reserves		£86,138.37	
Bench project fees to be recouped from Millenium Trust	£1,032.76		



# WARRINGTON BOROUGH COUNCIL

## AUDIT AND CORPORATE GOVERNANCE COMMITTEE – 17 November 2022

**Report of the:** Matthew Cumberbatch, Director of Law & Governance

**Report Author:** Alison McCormick, Electoral Services Manager

**Contact Details:**                      **Email Address:**                      **Telephone:**  
Alison.mccormick@warrington.gov.uk      01925 442041

**Ward Members:** Winwick, Poulton North and Poulton South

### TITLE OF REPORT: COMMUNITY GOVERNANCE REVIEW - POULTON WITH FEARNHEAD AND WINWICK PARISH COUNCILS

#### 1. PURPOSE

1.1 Members are being asked to:

1.2 Acknowledge receipt of and consider a request from Poulton with Fearnhead Parish Council to undertake a Community Governance Review in relation to its boundary and electoral arrangements;

1.3 Acknowledge receipt of and consider a request from Winwick Parish Council to undertake a Community Governance Review in relation to its electoral arrangements, specifically the number of councillors per ward.

1.4 to agree the membership of the Community Governance Working Group.

#### 2. CONFIDENTIAL OR EXEMPT

2.1 This report does not contain confidential or exempt information.

#### 3. INTRODUCTION AND BACKGROUND

##### Poulton with Fearnhead Parish Council

3.1 Poulton with Fearnhead Parish Council has formally submitted a request for a review of its boundaries and electoral arrangements.

3.2 In 2016, the Local Government Boundary Commission for England (LGBCE) carried out a

review of the Borough Ward boundaries and as part of the review some alterations to Parish Councils, one of which was to the parish warding arrangements for Poulton with Fearnhead Parish Council. Alterations were made to create four parish wards namely, Blackbrook, Bruche, Longbarn, Fearnhead and Cinnamon Brow and Paddington.

- 3.3 The Parish Council have not felt that the parish ward names adequately reflects the communities of the Parish but changes made as part of the ward boundary review could not be considered again for a period of five years. That five year period has now expired.
- 3.4 Historically the distinct communities of the Parish Council have been considered to be Blackbrook, Bruche, Cinnamon Brow and Fearnhead and Longbarn and this request seeks to amend the current parish warding arrangements to reflect these distinct communities.
- 3.5 In addition the request seeks to alter the parish boundary with Winwick Parish Council to move the current Houghton Green Ward (polling districts NTE and NTE/1) into Poulton with Fearnhead Parish Council as the residents have no affinity with Winwick Parish Council and the area is generally considered to form part of the Cinnamon Brow community.

**Winwick Parish Council**

- 3.6 In addition, a request has also been received from Winwick Parish Council for a review of its electoral arrangements specifically the number of councillors per ward.
- 3.7 The Local Boundary Review referred to in para 3.2 above, also made alterations to Winwick Parish Council and the makeup of the Parish Councillors has in their opinion been left disproportionate across their three Parish Wards.
- 3.8 As the request made by Poulton with Fearnhead Parish Council impacts on Winwick Parish Council in relation to alteration of the Parish Boundary line between the two Parish Councils it seems appropriate to run the Community Governance Reviews together.
- 3.9 Changes such as the formal request received from both Winwick Parish Council and Poulton with Fearnhead Parish Council are within the powers and functions of the Borough Council. Such changes may be made by the Borough Council following undertaking a Community Governance Review (CGR). Legislation in the Local Government and Public Involvement Act 2007 set out the process which a CGR must follow.
- 3.10 As part of the CGR process, changes to community governance arrangements that can be considered include:
  - Altering the boundaries of existing parishes

- Changing the names of existing parishes
- Creating a new parish or abolishing an existing parish
- The electoral arrangements for parish councils (including the number of councillors and arrangements for parish warding)
- The grouping or de-grouping of parish council (and consequential changes to their electoral arrangements)
- The “style” of a parish (enabling an area to be known as a town rather than a parish)

3.11 Section 93 of the Act requires the Council to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Effective and convenient

Councils should take in to account a number of influential factors including;

- The impact of community governance arrangements on community cohesion;
- The size, population and boundaries of a local community or Parish.

3.12 A CGR can be carried out at any time, either as a result of the Council deciding to do so of its own volition, or because of a request from a parish council or a petition from residents of the area.

3.13 For a petition to be valid it must meet certain conditions. The first of these is that the petition must be signed by the requisite number of local electors. It is recommended that petitioners aim to collect the requisite number of signatures based on the most recently published electoral register. It should be checked against this register that the petition thresholds (set out below) can be assessed. The three thresholds are:

- a) For an area with less than 500 local electors, the petition must be signed by at least 37.5% of electors;
- b) For an area with between 500 and 2499 local electors, the petition must be signed by at least 187 electors; and
- c) For an area with more the 2500 local electors, the petition must be signed by at least 7.5% of electors

3.14 The Council is under no obligation to undertake a CGR as a result of a request but it must decide whether or not to undertake a CGR. However if a CGR is requested as a result of a petition then a CGR must be undertaken and completed with a twelve month period

3.15 Full Council at its meeting on 20 June 2022 agreed to amend the terms of reference of this Committee (**minute C22 recommendation e refers**) to include:

“to have authority to determine Community Governance Review requests either via petition or from a Parish Council or other organisation, to determine the terms of reference for any review, how the review will be conducted including making the required consultation and consider the replies to a consultation and then make a recommendation to Full Council on the preferred outcome. Furthermore, the Audit & Corporate Governance Committee have the authority to establish a working group of 5 members to work alongside officers in this regard.”

**4. CONSULTATION**

- 4.1 If a CGR is to be undertaken a fundamental part of the process would be for the Borough Council to undertake a public consultation exercise to obtain and consider the views of the local people and other organisations, such as neighbouring Parish Councils that may be affected.
- 4.2 Upon receipt of comments on the initial consultation Officers and members of the Community Governance Working Group will make draft recommendations which will be further consulted upon and once all consultation responses have been considered a report outlining the final recommendations will be submitted to Audit & Corporate Governance Committee to make a final recommendation to full Council, with a view to implementing a Reorganisation Order based on the final agreed recommendation.
- 4.3 Should the requests be refused then no further action would be taken.

**5. OPTIONS**

- 5.1 Formal petitions have not been lodged in these instances, and therefore the Council is not required to undertake a Review, therefore the options available to respond to Poulton with Fearnhead Town Council and Winwick Parish Council requests are:-
  - Agree to carry out a joint CGR (ensuring that the consequential issues such as the impact on adjacent parishes are taken into account) and a report be brought to the next meeting outlining the terms of reference and next steps; OR
  - Decline the requests.

**6. OPTION APPRAISAL**

Agree to undertake a CGR

- 6.1 It should be noted that a decision to undertake a CGR in response to the requests such as that made by Poulton with Fearnhead Parish Council and Winwick Parish Council is not a decision to make any of the changes requested. It is merely a decision to investigate and consider whether (or not) to make the changes requested, and does not

pre judge the final outcome. The process would explore the issues arising from the request, and look at the effect on any adjoining parishes. The outcome may be a change in line with the request or a different change, but could also be a decision to maintain the status quo and make no changes.

6.2 As noted above, a full public consultation exercise would be carried out, and any representations received would have to be taken into account.

6.3 Some officer time would be required to assist with undertaking a review, however that could be programmed into the existing workloads of the Electoral Services team.

Decline to undertake a CGR

6.4 In the absence of a petition, there is no duty on the Council to undertake a CGR in response to the requests. Officer time would not be required, and would be available for other projects (although as noted above the amount of time can be absorbed within the work programme of the team).

6.5 The concerns regarding the current parish warding arrangements in Poulton with Fearnhead Parish and the member representation levels in Winwick Parish not reflecting the communities would remain if a CGR was not undertaken.

**7. FINANCIAL CONSIDERATIONS**

7.1 It is likely that the main cost arising from the Review will arise from the consultation, together with officer time in undertaking the consultation process, analysing the responses and assisting the working group to formulate recommendations as a result. The costs of the Community Governance Review are required to be met by Warrington Borough Council and is expected to amount to approx £5000. There is no specific budget for Community Governance Reviews and all costs will be required to be met from reserves

**8. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT**

8.1 All electors and interested parties within Poulton with Fearnhead Parish and Winwick Parish areas and any other affected area will be consulted and their views considered as part of the consultation process. The Council must have regard to the need to secure that the community governance arrangements for the area reflects the identities and interests of the community in the area and are effective and convenient.

**9. REASONS FOR RECOMMENDATIONS**

9.1 To meet the requirements of the Local Government and Public Involvement in Health Act 2007 in determining whether to undertake a Community Governance Review upon receipt of a request from a Parish Council.

- 9.2. To establish a Community Governance Review Working Group of five members to assist officers in undertaking Community Governance Reviews as agreed by Full Council at its meeting on 20 June 2022.

**10. RECOMMENDATIONS**

It is recommended that:

- 10.1 Acknowledge receipt of the request from Poulton with Fearnhead Parish Council;
- 10.2 Acknowledge receipt of the request from Winwick Parish Council;
- 10.3 to determine whether to accept or decline the request from the Parish Councils to undertake a Community Governance Review of the electoral arrangements of Poulton with Fearnhead Parish Council and member representation levels at Winwick Parish Council; and
- 10.4 to determine the five members of the Community Governance Review Working Group

**9. BACKGROUND PAPERS**

- The Local Government and Public Involvement in Health Act 2007 (Part 4)
- Guidance on Community Governance Reviews issued March 2010
- Request from Poulton with Fearnhead Parish Council dated 25 April 2022
- Request from Winwick Parish Council dated 3 July 2022

**Contacts for Background Papers:**

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