

# 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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22 February 2023

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

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 28 February 2023 at 7.30 pm.

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## AGENDA

- 1. Appointment of Chair for the Remainder of 2022/23**
- 2. Apologies for Absence**
- 3. 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.

## **4. Minutes**

To confirm the minutes of the meeting of the Council held on 24 January 2023.

## **5. Housing and Development Working Group**

At its previous meeting, the Council approved the inclusion of an item on the Agenda for this meeting to consider the establishment of a Working Group to

advise and represent the Council in respect of the various housing and other developments proposed which might affect the area.

Members are invited to consider whether to establish such a group, its proposed terms of reference and membership.

- 6. Updates on Issues from Previous Meetings**
- 7. Question Time for Electors**
- 8. Written Motions Received**
- 9. Police / Community Issues**
- 10. Correspondence**
- 11. Planning Matters**
- 12. Review of Risk, Internal Controls, Financial Regulations 2022/23 and Appointment of Internal Auditor**
- 13. Finance Officer's Report**
- 14. Community Governance Review**

Further to Warrington BC's Audit & Corporate Governance meeting, the Review is to be conducted by a member/officer working Group - the Community Governance Review working group will be meeting in the week commencing 27 February to consider the draft terms of reference prior to the official start of the Review process.

The Parish Council and its members as individuals will have an opportunity to comment on the Review. As the issues cross both Winwick Parish and Poulton with Fearnhead Parish it is being run as a combined review. The Terms of reference will include the projected electorate figures based on new developments and based on those projections will include a recommendation for the number of councillors per parish ward based on the new electorate figures.

The Electoral Services Manager will officially notify the Parish Council when the notice is to be published and provide Winwick with copies of the notice and posters for display. An offer has also been made by the Electoral Services Manager to attend a Parish Council meeting to discuss the review, if this is desired.

**15. Reports of Outside Bodies**

- Winwick Educational Foundation – 15 February 2023 (see Agenda Item 19c)
- Public Rights of Way Forum – 15 June 2022 (Date of Next Meeting - 8 March 2023. NB. Ms Lavender has declined the role of footpath warden due to family commitments. A new appointment to the Forum will be required)

**16. Ward Reports / Updates**

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

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

- Tuesday, 28 March 2023 at 7.30pm

**18. 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.

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

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**Winwick Parish Council**  
**Minutes of the Meeting held on 24 January 2023**

**Present:** Councillors A Warnock-Smith (Vice-Chair in the Chair), J Herron, C Mitchell and L Secker.

Julian Joinson, Clerk, announced that Councillor D Friend had announced her resignation from the position of Chair due to health reasons. An item on the election of a new Chair would be placed on the Agenda for the next meeting.

**WPC.113 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors D Friend, A Iddon and F McGinn.

**WPC.114 Code of Conduct - Declarations of Interest**

There were no declarations of interest submitted on this occasion.

**WPC.115 Result of Peel Hall By-Election**

Members were informed that the following person had been elected as a councillor for the Peel Hall Ward at the By-Election held on Thursday 8 December 2022 and would serve for a term expiring in May 2024:-

<b>Name of Person Elected</b>	<b>Description</b>
SECKER-MCKINNEY, Lisa Marie commonly known as SECKER, Lisa Marie	Labour Party

The Chair welcomed Lisa to the meeting and congratulated her on her election. He also expressed commiseration to the unsuccessful candidate, Andy Griffiths and thanked him for his interest.

**WPC.116 Minutes**

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

**WPC.117 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. There had been some disruption to progress due to the Christmas holiday period. 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 respect of Action 19 – Traffic Calming, Councillor Herron asked if a note could be added to the Action to seek s.106 funding for the scheme. It was also suggested

that a Working Group be established to advise and represent the Council in respect of the various housing and other developments proposed which might affect the area. The Chair noted that this was timely, as Satnam had recently sold its interest in the Peel Hall site to two developers.

In connection with Action 18 – Smiley-Face Speed Monitor, Ms Jones reported that she had received the required details from PCSO Tony Spruce at the end of last week. She undertook to contact the supplier to order a monitor as soon as possible. It was anticipated that the costs would remain the same as in the original estimate, but this would be checked and if the price had increased significantly a further report would be provided to the Council seeking approval. Members were reminded that the grant sought from the PCC had not been approved, but that the Council had subsequently agreed to fully fund the purchase.

With regard to Action 1 - 3G Pitch, Councillor Mitchell reported that work by the consultancy on the proposed upgrade of the Leisure Centre facilities was ongoing and that the details of the consultation phase were due to be finalised soon.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To approve the inclusion of an item on the Agenda for the next meeting to consider the establishment of a Working Group to advise and represent the Council in respect of the various housing and other developments proposed which might affect the area.

### **WPC.118    Question Time for Electors**

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

#### Parkside Development - Traffic Mitigation

A member of the public challenged the accuracy of the response of Councillor Mitchell as recorded in Minute WPC.99 of the meeting held on 22 November 2022 regarding traffic mitigation and improvements to the junction of Hollins Lane and Newton Road. He noted that further discussions were on-going with St Helens Council and that the situation was unclear. He asked if the minutes could be altered accordingly.

*Response:* Councillor Mitchell considered that the response given previously had been correct at the time of the last meeting and remained factually accurate to date. The Clerk commented that the Minutes of the last meeting had already been approved as a correct record and could not be altered, but the resident's concerns about the accuracy of the statements made would be noted in the minutes of today's meeting.

#### Speedwatch and Traffic Issues

A resident provided an update on progress as to the local Speedwatch scheme. A

volunteers group had been established and its members had now been trained, although this had taken some time. Last Saturday the speed gun had been deployed for the first time. Four suitable locations had been agreed for its use. On Waterworks Lane, 25 vehicles had been found to be travelling at over 24mph. On Myddleton Lane some 50 vehicles had been logged travelling at over 20mph and 30 had been travelling at over 30 mph. The data had all been recorded and volunteers would continue to undertake the speed checks and to feed back information. It was hoped that the information obtained would support the case for increased enforcement. The Group also welcomed the Council's intention to install a smiley face monitor.

The above resident welcomed the introduction of an average speed camera on Warrington Road in Culcheth and had written to the Police and Crime Commissioner for Cheshire (PCC) last week seeking a similar scheme for Winwick. However, the response from the PCC had been disappointing and had not really addressed the issue.

A key concern was the volume of traffic and the speed of vehicles when routes were not busy. He was pleased that the Council was in the process of developing a scheme for traffic management on Myddleton Lane. The implications of land development over the next 10 years would only exacerbate existing problems. Restrictions were already in place for HGVs in the village, but numerous vehicles had been recorded using the affected route, including repeat offenders.

The Speedwatch Group hoped that the Council would do everything in its power to support residents in their pursuit of improved traffic management. This would also help to improve the safety of children and would reduce pollution. One concern was that drivers appeared not to realise that they were in a 20mph zone. An average speed camera on Myddleton Lane might help this situation. The fastest recorded speed was a motorbike travelling at 48mph in a 20mph zone. It was suggested that existing signs could be straightened and that repeater signs should be installed. A further resident complained about the lack of 20mph repeater signs and lack of clarity about entering a 20mph zone. He also called for an extension of the 20mph zone on Golborne Road in the vicinity of the Swan to increase the area covered by speed restrictions and its visibility. Excessive speed had already caused damage to the speed humps in the area. This resident was not in favour of a smiley-face speed monitor, which he believed would not be an effective deterrent. Residents noted that the issue of the Golborne Road speed limit had been raised with councillors before, in view of the proximity of residential care homes for the elderly and the numbers of children travelling to school. Residents reported that those drivers obeying the 20mph limits were frequently overtaken by impatient drivers. It was also clear that some drivers had slowed to 30mph mistakenly believing that they were in a 30mph zone, suggesting that the issue may be with signage.

A further resident reported the disruption caused by emergency gas main works, which had effectively blocked the village completely. The traffic restrictions had been frustrating, as the trench had been on the grass verge but one lane of the dual carriageway had been closed even when no workers were on site. Rectory Lane was virtually inaccessible as the traffic jam backed up beyond this point. Another resident observed traffic on Winwick Link Road backed up as far as Kenyon Hall

Farm. Other residents confirmed the level of disruption experienced. One resident suggested that work should take place throughout the night. Another mentioned the possibility of resequencing the traffic lights to improve flows.

Another resident noted that electricity works were due to commence next week on Waterworks Lane. There was a concern that this would push traffic disruption towards a tipping point. It was suggested that a coordinated plan should be produced for traffic management in Winwick. The 1,100 home housing development proposed at Peel Hall would release additional traffic onto Mill Lane.

A resident indicated that improvements to the Hollins Lane junction with Newton Road were likely to cause a greater level of disruption, which could be ongoing for 2 to 3 months. A second resident commented that traffic might try to find other routes to avoid the bottlenecks, thereby creating congestion elsewhere in the village. He queried to what extent the Council could influence traffic management and agreed that a coordinated plan might be useful.

One resident called for a letter to be sent to Warrington Borough Council to review the traffic issues in the area with a view to mitigating the impact of traffic from new development land and improving the footprint and visibility of the 20mph zone, including signage. The issue of additional enforcement should also be explored. One resident asked if Mark Tune, Traffic Management, Road Safety & Highway Adoptions Manager, at the Borough Council, could be invited to the next meeting to discuss the concerns of residents. A resident considered that all of these suggestions had been discussed some 3 years ago, but traffic problems had worsened. She asked what the Council had done in practical terms during this time to alleviate the problems.

A member of the public asked if the Millennium Fund could be used to fund the Myddleton Lane traffic management scheme. Residents also asked about what type of features would be proposed for the Myddleton Lane traffic management scheme, such as pedestrian crossings, flashing signs or new lighting similar to that in situ at Croft Primary School and St Lewis' Catholic School. One resident suggested zebra crossings at each end of Myddleton Lane with raised tables in between.

A resident of Hornby Lane raised the issue of vehicles traveling the wrong way along Hornby Road at peak times to use it as a cut-through.

A member of the public raised the matter of Winwick CE Primary School becoming a feeder school for Hope Academy, which might lead to an increased number of children walking along Newton Road in future years.

*Response:* Councillor Secker confirmed that because the emergency works involved gas, a cordon was required to keep other road users safe, thereby requiring lane closures. Councillor Mitchell confirmed that the emergency works had been completed today and the main carriageway would reopen tomorrow. Councillor Herron noted that concerns expressed about the gas works, but reminded residents that these had been emergency works.

Councillor Mitchell added that she had previously reported the speeding and signage



issues mentioned today, but solutions were difficult. Traffic management schemes were already in place. 20mph repeater signs had to be installed in accordance with the Government Regulations, but these were very prescriptive and did not permit the type of installation sought by residents.

The Chair confirmed that the various comments had been recorded by the Clerk and suggested that a suitable letter be sent to Warrington Brough Council. Mr Tune should only be invited to a meeting after this letter had been sent. Councillor Herron considered that if planned road works were notified to the Council further liaison should take place with the Parish Council.

The Chair commented that criticism of this Council was unfair, and that some Members had not been on the Council 3 years ago and were unaware of what actions had previously been undertaken. Councillor Herron reiterated that the Council had been developing the proposal in respect of Myddleton Lane and had recently agreed to move to the formal consultation stage on the proposals. If the funding could be secured the scheme would then proceed. Sources of funding might include s106 monies from local developments. Councillor Mitchell added that the design of the scheme had reached an advanced stage but had then been delayed because of COVID-19. Members were trying to get this back on track with the development of a 'shovel ready' scheme, following consultations. Ms Jones reported that the Millennium Fund would be insufficient to meet the cost of the Myddleton Lane traffic management scheme. The Clerk reported that the Fund comprised capital of £10k for small educational grants. The Trustees would need to be consulted about any clawback of the capital by the Council. Residents were informed that a typical traffic management scheme might cost over one hundred thousand pounds. The plans so far included features such as build outs and other standard items, but there were limitations due to residents' driveways. Councillor Secker noted that the installation of zebra crossings would require extensive consultation.

Councillor Mitchell undertook to speak to Mark Tune to ask him consider how best to engage with Winwick residents.

### Coronation of King Charles III

A resident asked if the Parish had any plans for an event to celebrate the Coronation of King Charles III. The occasion was only 4 months away. One local group had already developed some plans, had raised some funding and had commission a logo, with the support of Kenyon Hall Farm. It would be good if the Parish could provide something for the village. The Bank Holiday on 8 May 2023 had already been themed by the Palace as a volunteering day, known as the 'Big Help Out'.

*Response:* Councillor Herron suggested that the possibility of an event at the Leisure Centre be discussed at the next Management Committee meeting. The Clerk indicated that guidance from the Palace and other bodies to date was somewhat limited, although it was likely the more information would follow.

### Community Engagement

A resident asked if it would be possible arrange for partner organisations to visit Winwick to engage directly with the community on matters of interest. Examples of potential organisations included the following, but there were numerous others available:

- The Living Well bus, which was already due to visit Burtonwood in the near future. The bus was delivered by Cheshire and Wirral Partnership NHS Foundation Trust and gave residents access to various health checks;
- Cheshire Police – To provide talks about scamming.

*Response:* Members and officers were happy to consider any opportunities for community engagement by partner organisations.

### Bellway Homes Housing Development

A resident referred to the recent consultation by Nexus Planning on behalf of Bellway Homes' proposed development between Golborne Road and Waterworks Lane. He had experienced e-mails bouncing back. (Minute 122 also refers),

### Gully Cleaning

A resident asked if highways gullies were cleaned, particularly given the amount of agricultural debris that accumulated in the area. Grates were often waterlogged and kerbdraains (kerbs with integral draining holes) were frequently blocked.

*Response:* Councillor Mitchell reported that gullies were cleaned on a cyclical basis, but this was less frequently than in previous years. The Borough Council had only 2 gully suckers. However, if a particular blockage was reported this would be attended to.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To request that the Clerk write to the Traffic Management, Road Safety & Highway Adoptions Manager at Warrington Borough Council to set out residents' concerns about on-going traffic issues and the possibility of developing a coordinated traffic management plan for Winwick.
- (3) To request that Members and officers routinely look into the opportunities available for partner organisations to engage directly with residents on matters of health, wellbeing and community safety.

### **WPC.119    Written Motions Received**

There were no written motions submitted on this occasion.

**WPC.120    Police / Community Issues**

There were no police reports provided on this occasion.

Councillor Mitchell indicated that there had been a number of attempted car break-ins in the area. Residents should remain vigilant.

The Chair reported that the Police and Crime Commissioner had given a renewed undertaking at yesterday's Parish Liaison meeting that officers would regularly attend parish council meetings or provide a written report.

Councilor Secker asked if there was a joint Police/Borough Councillor ward surgery due to take place soon. Councilor Mitchell confirmed that the next surgery would take place in February 2023.

Decision – To request the Clerk to contact the ward Police representatives to ask them to provide regular updates to the Council.

**WPC.121    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 – 02/12/22(x3), 05/12/22, 09/12/22, 13/12/22, 22/12/22, 23/12/22, 02/01/23, 04/01/23, 06/01/23, 09/01/23, 11/01/23(x2), 12/01/23, 13/01/23, 18/01/23, 20/01/23 and 23/01/23(x2)
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 2 and 9 December 2022 and 6 and 13 January 2023 – 22/11/22(x2), 02/12/22(x2), 09/12/22, 16/12/22, 06/01/23, 10/01/23, 13/01/23 and 20/01/23
3. 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, 24 November and 5, 8 and 15 December 2022 and 19 January 2023 and a Town Police Clause Notice relating to the Lantern Parade due to take place on Saturday 26<sup>th</sup> November 2022 – 22/11/22, 24/11/22, 05/12/22, 06/12/22, 13/12/22 and 17/01/23
4. 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 beneficial or green projects, with each one being able to apply for up to £250 of funding from their Freedom Fund – 22/11/22 and 28/11/22
5. Website enquiry form and follow up e-mail from a resident, AM, asking about the Parish's plans to alleviate flooding on the footpath between Rectory Lane

and Faringdon Road and referring to foliage obscuring the street lamps. (A reply was sent on 28/11/22 outlining the flooding mitigation measures already implemented. The trees which obscured the lighting belonged to the Old Rectory building) - 23/11/22 and 28/11/22

6. E-mail from Smaller Authorities' Audit Appointments Limited (SAAA) about their proposed arrangements for the Council's external audit, indicating their intention to reappoint PKF Littlejohn LLP for the financial years 2022-23 to 2026-27 and detailing the fees applicable – 01/12/22
7. E-mail from a member of the public, AW, seeking any information available about the 'Winwick War Relief' and any surviving family of Pte A Forrester who was believed to have served in the First World War, possibly in the Lancashire Fusiliers. The correspondent had inherited a medal/watch fob with an inscription which identified the above and he would like to return it to the family of Pte Forrester – 06/12/22
8. E-mail from Adam Keppel-Green, Training Officer, Cheshire Branch - Society of Local Council Clerks (SLCC), outlining training and development opportunities for 2023 - 19/12/22
9. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire, highlighting a residents survey about priorities for Policing and information on the Police Budget for 2023/24 - 03/01/23
10. Website enquiry form from a resident, MN, enquiring about whether the bus shelters adjacent to B&Q and on opposite side of the A49, which had been removed, were due to be replaced or had been permanently removed – 12/01/23
11. E-mails from Liz Corfield PA to the PCC for Cheshire, about the PCC and Parish Liaison Meeting due to be held on 23/01/23, at 6.15pm, at the Town Hall Warrington. (Cllr Warnock-Smith had attended this meeting) – 09/01/23 and 17/01/23
12. E-mail from Andrew Dutton, Head of Environment, Liverpool Airport, about the recommencement of the Liverpool John Lennon Airport (LJLA) Airspace Change Proposal (ACP) which had started in February 2018, but which had been paused in summer 2021 – 17/01/23
13. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Arien Signs – specialist signs and displays
  - Cloudy IT – digital services
  - Futurform – benches
  - GeViews – notice boards and outdoor furniture
  - HAGS – outdoor sports, play equipment and furniture
  - Kompan – fitness and play equipment

- Proludic – outdoor play equipment
- We Find Any Learner – training courses

In connection with Issue 10 – Bus Shelters, Councillor Mitchell confirmed that the shelters were due to be replaced.

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

**WPC.122 Planning Matters**

It was reported that there had been no individual planning applications submitted for comments on this occasion. However, the Council had received correspondence from Nexus Planning, on behalf of Bellway Homes, about a local consultation on the proposed Golborne Road/Waterworks Lane housing development.

Councillor Herron commented that Nexus had acknowledged that some of the consultation responses had not been received due to a technical issue. The timing of the consultation was thought to be particularly poor being immediately prior to Christmas. Members had asked the company to repair their website and to extend the consultation period.

A resident questioned how widely the leaflets had been distributed. The response from other residents present was that most local people had received a leaflet, but some had been received quite late in the consultation period. A further resident indicated that he had written to Nexus about their approach to the electricity pylons on the site and about how many homes would have direct driveway access onto the main roads. However, the response received had not been very satisfactory and had essentially just provided a larger map. There was a sense that this was a ‘box-ticking’ exercise by the developers, although it was acknowledged that there would be a more robust consultation at the planning application stage.

A resident asked whether when the Local Plan was finally approved it would protect against further large-scale development. Councillor Mitchell confirmed that the Plan should help to safeguard other sites, including Green Belt land. It was noted that the draft Local Plan had envisaged around 130 homes on the Golborne Road site, but that the leaflet from the developer had proposed 163 homes. Councillor Mitchell commented that the proposal did not necessarily mean that the developer would receive planning consent for that number of homes. The resident asked if that decision would simply shift the need for more housing to a different site. Councillor Mitchell responded that she was uncertain of the implications of fewer homes being built.

Decision – To note the planning matters raised and the comments and responses provided.

**WPC.123 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 31 December 2022.

In December, £12.4k of income had been received through the Leisure Centre. The Centre was showing a £5.2k loss for December, with a year to date loss of £10.9k showing. This was likely to have a £4k impact of the precept funds at year end.

Losses incurred were due to the following:

- December being a low income month;
- Staff bonuses - £700 additional costs; and
- Wages pulled forward to 30 December 2022, which would ordinarily have been paid on 2 January, if not for the bank holiday - £1.2k plus tax and pension contributions.

The Centre's management was working hard to keep additional costs low in order to recoup the year to date loss. January bar sales were not very strong, but room hire income was stable.

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

There had been £12.1k of expenditure against the precept in December with £88.7k of expenditure on the year to date. Some additional expenditure was expected due to the invoices for the lease of the litter picker vehicle not yet being received. These were usually provided quarterly, but around £3k had not yet been billed.

Additional Items

1) Election Expenses

The Council had received the invoice for the recent Peel Hall elections, which had come in at £6,691.17 (£4,191.17 over the budget for election expenses).

A full breakdown of the costs against the elections in May 2021 was provided as set out below. The increases were largely down to some items being allocated to the other elections that ran alongside the May 2021 Parish elections (Brough Council and Police and Crime Commissioner) and the use of a mobile unit rather than somewhere like Radley Common Community Centre (due to lack of available buildings). Use of the Radley Community Community Centre would have cost in the region of £200, whereas a mobile polling station was over £1k.

## Agenda Item 4

<b>Item</b>	<b>May-21</b>	<b>Dec-22</b>	<b>Cost difference</b>	<b>Percentage difference</b>
RO fees	245	0	<b>-245</b>	
DRO fees	183.75	183.75	<b>0</b>	<b>100.00%</b>
DRO postals	24.5	49	<b>24.5</b>	<b>200.00%</b>
DRO count	24.5	49	<b>24.5</b>	<b>200.00%</b>
PO fees	48	780	<b>732</b>	<b>1625.00%</b>
PC fees	62.4	495	<b>432.6</b>	<b>793.27%</b>
Election control	0	240	<b>240</b>	
Polling inspector	0	265	<b>265</b>	
Clerical fees	100	100	<b>0</b>	<b>100.00%</b>
Counting fees	280.8	105	<b>-175.8</b>	<b>37.39%</b>
postal vote prep		31.83	<b>31.83</b>	
Postal receipts	98.2	89.53	<b>-8.67</b>	<b>91.17%</b>
Poll card delivery	0	263.56	<b>263.56</b>	
Ballot paper printing	252.69	779	<b>526.31</b>	<b>308.28%</b>
Poll card printing	0	158	<b>158</b>	
Premises	0	1685	<b>1685</b>	
Postage out	289.11	65.9	<b>-223.21</b>	<b>22.79%</b>
Postage returns	124.96	17.6	<b>-107.36</b>	<b>14.08%</b>
Election stationery	45	60	<b>15</b>	<b>133.33%</b>
Postal vote stationery	174.38	1274	<b>1099.62</b>	<b>730.59%</b>
	<b>1953.29</b>	<b>6691.17</b>	<b>4737.88</b>	<b>342.56%</b>

### Premises

### Costs

	cinnamon	mobile
greenwood	brow	unit
105	400	1180

Members suggested that further enquiries be made as to the reason for not using Radley Common Community Centre. The Council believed that it should have been consulted about any changes to the polling station arrangements.

Members also considered whether to pay the bill in full or to spread the cost over a number of years.

Payments made since the report prepared for the 10 January 2022 Management Committee meeting

<b>Payments Leisure Centre</b>		
16-Jan-23	£129.60	Clear Brew
09-Jan-23	£1,283.90	Wigan Beer Co
09-Jan-23	£569.32	T & JT Barton
09-Jan-23	£272.18	Water Plus Limited
05-Jan-23	£74.00	Easyflow
<b>Payments Parish</b>		
16-Jan-23	£294.00	Elite Digital
16-Jan-23	£2,908.83	Chsh. Pension Fund
16-Jan-23	£222.00	Styles
16-Jan-23	£103.00	DL Hannan
16-Jan-23	£2,356.71	HMRC Cumbernauld
<b>Direct debits Leisure Centre</b>		
16-Jan-23	£24.24	BT GROUP PLC
09-Jan-23	£1,957.77	SCOTTISHPOWER
09-Jan-23	£237.17	BT GROUP PLC
<b>Direct debits Parish</b>		
16-Jan-23	£21.60	TAKEPAYMENTS LTD
10-Jan-23	£155.83	BARCLAYCARD
05-Jan-23	£33.60	XERO UK LTD

Decision –

- (1) To note the Finance Officer’s update report, including the Budget Review 2022/23, additional items and payments made.
- (2) To request that the Operations and Finance Officer write to the Electoral Services Manager, Warrington Borough Council, to ascertain why the mobile unit was necessary for the Peel Hall Ward by-election and to express disappointment that the Council was not consulted about its usage.
- (3) To approve the payment of the invoice for the Peel Hall Ward by-election in full subject to a satisfactory response being received to the question raised at (2) above.

**WPC.124 Reports from Parish Council Committees**

The minutes of the meeting of the Management Committee of 10 January 2023 were provided.

Councillor Herron reported that the Real Ale Festival would be put back to April or May 2023. Councillor Secker suggested that the event could possibly be linked to the King’s Coronation.



Decision – To note the minutes of the Management Committee of 10 January 2023.

**WPC.125 Report from Outside Bodies**

Parish Liaison Committee – 18 January 2023

Julian Joinson, Clerk, reported that information had been provided at the Borough Council's Parish Liaison Committee meeting of 18 January 2023, on the following matters:

- Environment and transport – updates on the Warburton Toll Bridge, Stockton Heath Swing Bridge, Zero Emission Bus Regional Area (ZEBRA) scheme and the Warrington Western Link;
- Warrington's Own Buses – updates on the move to a new depot, roll out of new electric vehicles (ZEBRA) and £2 flat fare scheme;
- Corporate Services – updates on Customer Contact Centre new telephony system, councillor contact system; cost of living support, other financial support, alternative fuel payment system, Council Tax, Business Rates and Budget;
- Public protection and prevention – presentation on health and food hygiene regulation and enforcement, rogue trading, fly tipping, housing standards and licensing;
- Supported Lodgings Scheme for vulnerable young people – a request to disseminate information and promote the scheme;
- Warm Grant Scheme – funding available to voluntary groups or parish councils to establish warm hubs;
- Elections Act 2022 – Voter ID, limits on numbers of postal votes that could be handed in at a polling station and review of polling stations.

PCC and Parish Liaison Committee – 23 January 2023

Councillor Warnock-Smith, Vice-Chair, reported that attendance at the Police and Crime Commissioner (PCC) and Parish Liaison Committee meeting on 23 January 2023, had been low but that discussions had taken place on the following matters:

- Police and Crime Plan – The PCC had signposted Members to his website and delivered a question and answer session;
- Speeding - Numerous speeding issues were raised by attendees from across the whole of Warrington;
- Arrests – The number of arrests had risen in the last year by over 1,100, however the detection rate was only around 1 in 5 for crimes;
- Budget Consultation – 3 options were presented (no increase, 6.4% increase, 10.7% increase). The PCC favoured a 6.4% increase;
- Establishment – this was at its highest number since 1974;
- Vetting Process (following recent national incidents of misogyny and racism) – any review locally might need to be outsourced, due to resourcing issues

Members discussed the possibility of inviting the PCC for Cheshire to a future

meeting of the Council.

Decision – To note the updates from Outside Bodies provided.

**WPC.126 Ward Reports / Updates**

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

There were no significant matters to report on this occasion.

Winwick Ward

There were no significant matters to report on this occasion.

A member of the public asked if there were any plans to replace the telephone box at Hermitage Green. This was thought to be unlikely, as it was understood that this might cost in the region of £17k - £18k. Ms Jones responded that the Council had instead been considering the siting of a bench at Hermitage Green. However, not all residents were in favour of this proposal. Lack of unanimous support for actions proposed at Hermitage Green continued to hinder developments and had ultimately contributed to the removal of the telephone box.

Decision – To note the ward updates provided.

**WPC.127 Date and Time of Next Meeting**

Decision – To note the date of the next meeting on Tuesday 28 February 2023.

**WPC.128 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.129 Finance Officer's / Clerk's Report - Confidential Matters**

a) Debtors








Members considered a report of the Finance Officer on debtors. There were no outstanding debts over 90 days indicated. The two outstanding debts of between 30-89 days listed in the report, totaling £475, had now been paid in full.

Decision – To note the Finance Officer's report in connection with debtors.







## 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. A preliminary assessment has now been undertaken of the possibility of adopting the new model Code of Conduct. A full report will be provided in the near future.	
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. The core document has now been prepared, but further work is required to refine those sections where there are local choice options available. A full report will be provided in the near future.	
5	To note the on-going work to develop a Data Protection Policy	WPC.6(3)	24/05/22	Clerk	-	-	In progress. A draft Data Protection Policy and associated Corporate Privacy Notice have now been prepared. A full report will be provided in the near future.	

## Agenda Item 6







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	-	-	Warrington Borough Council's Audit and Corporate Governance Committee have approved the established of a working group to undertake this work. Update reports will be provided from time to time.	
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	-	-	An e-mail received on 13/08/21 from Nick Iddon clarified that this is not WBC Highways land, but Parks land. An on-line enquiry about a possible litter bin has been submitted to Parks on 19/02/22 via the My Warrington platform	
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	-	-	Details circulated to all councillors on 19/02/23	
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. A full report will be provided to a future meeting.	
12	To publish an article in the proposed Parish newsletter about the availability of the Leisure Centre as a drop in	WPC.69(3)	27/09/22	Operations and Finance Officer	-	-	Cllr McGinn provided some guidance from CILIP on <i>Setting Up a Warm Space in Your Community</i> . The newsletter will not be available	

**Agenda Item 6**

	office space.						until March, so use of the Centre will need to be promoted by other means	
13	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	-	-	Further enquiries made on 19/02/23. Lymm Parish Council have arranged an initial meeting for interested parties. Details awaited.	
14	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	
15	To approve that the purchase of a mobile smiley-face speed monitor for use in the Parish funded in full by the Council in the sum of approximately £3,370.	WPC.98(2)	22/11/22	Operations and Finance Officer	-	-	In progress	
16	To approve a consultation exercise regarding the preferred option for traffic calming on Myddleton Lane.	WPC.99(2)	22/11/22	Clerk/ Operations and Finance Officer	-	-	Further liaison will be required with WBC and the design consultants about the format and timing of the consultations	
17	To approve the inclusion of an item on the Agenda for the next meeting to consider the establishment of a Working Group to advise and represent the Council in respect of the various housing and other developments proposed which might affect the area.	WPC.117(2)	24/01/23	Clerk	-	-	See Agenda Item 4	
18	To request that the Clerk write to the Traffic Management, Road Safety & Highway Adoptions Manager at Warrington Borough	WPC.118(2)	24/01/23	Clerk	-	-	An e-mail was sent to Mark Tune on 18/02/23 outlining residents' concerns, proposing a coordinated plan and requesting a public meeting. A reply is awaited.	

	Council to set out residents' concerns about on-going traffic issues and the possibility of developing a coordinated traffic management plan for Winwick.							
19	To request that Members and officers routinely look into the opportunities available for partner organisations to engage directly with residents on matters of health, wellbeing and community safety.	WPC.118(3)	24/01/23	All	-	-	On-going.  A Warrington Healthwatch event is due to take place at 11am on 08/03/23	
20	To request the Clerk to contact the ward Police representatives to ask them to provide regular updates to the Council.	WPC.120	24/01/23	Clerk	-	-	E-mails were sent to PCSOs Tony Spruce (Burtonwood and Winwick) and Dean Pritchard (Poplars & Hulme) on 18/02/23. PCSO Spruce responded on 20/02/23	
21	To request that the Operations and Finance Officer write to the Electoral Services Manager, Warrington Borough Council, to ascertain why the mobile unit was necessary for the Peel Hall Ward by-election and to express disappointment that the Council was not consulted about its usage.	WPC.123(2)	24/01/23	Operations and Finance Officer	-	-	An e-mail was sent on 25/01/23 and a response received on the same date	
22	To approve the payment of the invoice for the Peel Hall Ward by-election in full subject to a satisfactory response being received to the question raised at (2) above.	WPC.123(3)	24/01/23	Operations and Finance Officer	-	-	The e-mailed response above has been circulated to all councillors for comment. The invoice will be paid subject to no adverse comments being received.	

**Progress Legend**

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

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**Winwick Parish Council**

**Correspondence since 24 January 2023**  
**(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 – 26/01/23, 27/01/23, 30/01/23, 03/02/23, 06/02/23, 07/02/23, 13/02/23, 14/02/23, 15/02/23, 17/02/23(x2), 20/02/23 and 21/02/23
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 27 January and 3, 10 and 17 February 2023 – 27/01/23, 03/02/23, 10/02/23 and 17/02/23
3. 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 Thursday, 26 January and 9 February 2023 – 24/01/22, 07/02/23
4. E-mail from Kevin McCready, Area Manager, Warrington Borough Council about an opportunity for the Parish Council to fund wildflower meadows in the area – 24/01/23
5. E-mail from George Newton, Stakeholder Engagement Lead, Freedom Fibre, enclosing a press release about environment projects led by community groups in Culcheth which they have funded – 30/01/23
6. Website enquiry form from resident, AH, questioning delays to the publication of the agenda for the previous meeting on the Council's website and seeking confirmation of the date for publication of the minutes (a reply was sent on the same date) – 07/02/23
7. E-mail from Adam Keppel-Green, Training Officer, Cheshire Branch, The Society of Local Council Clerks (SLCC), about a training programme leading to the the Certificate in Local Council Administration (CiLCA) qualification – 16/02/23
8. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Arien Signs – specialist signs and displays
  - Cloudy IT – digital services
  - High Streets Task Force – workshop on place based leadership
  - Kompan – fitness and play equipment
  - London Hearts - defibrillators
  - Proludic – outdoor play equipment
  - We Find Any Learner – training courses

Up to date as at 22/02/23

**Winwick Parish Council**

**Planning Matters since 24 January 2023**

**General Correspondence (1)**

E-mail from James Dodd, Planner, Clarke Telecom, setting out a pre-consultation on the proposed installation of a radio base station on the left on the grass verge at the junction of Winwick Park Avenue and Winwick Park Roundabout. The proposal will include the installation of up to a 20m high slim-line monopole, supporting 6 antennas, 2 equipment cabinets, 1 electric meter cabinet and ancillary development.

Details have been already circulated to councillors under separate cover due to the pre-consultation deadline of 18 February 2023 – 02/02/23

**Domestic Planning Applications (0)**

Nil

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

Nil

Up to date as at 22/02/23

## **WINWICK PARISH COUNCIL MEETING – 28 FEBRUARY 2023**

### **REVIEW OF RISK, INTERNAL CONTROLS AND FINANCIAL REGULATIONS**

#### **1. SCOPE OF RESPONSIBILITY**

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk

#### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

Internal control is designed to reduce financial risk to the Council.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### **3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT**

##### **3.1 The Council:**

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chair signs the last page of the minutes and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting (or earlier). The same meeting of the Council approves the level of precept for the following financial year.

The Council receives a monthly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations. The Chair will sign the minutes to confirm that the Financial Statement as circulated to members at the meeting has been agreed.

Three signatories in total must sign all cheques. A list of payments with consecutive cheque numbers is circulated to all members each month with the minutes. The signatories will ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council. Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

Each quarter, the Chair shall sign the bank reconciliation and bank statement as evidence of all transactions having been recorded in the accounts.

### **3.2 Clerk to the Council / Responsible Financial Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and RFO also ensure that the Council's procedures, control systems and policies are maintained.

The duties of the Clerk and RFO are laid down in Job Descriptions.

The RFO submits all the requested information to the External Auditor by the required date.

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating to the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, public notices, Fixed Asset Register, risk assessments, accounts and supporting information)

### **3.3 Internal Auditor**

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually, and the Council

agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work (and the charge) of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor will inspect the accounts at the year-end (prior to completion of the Annual Return Sections 1 and 2) and will complete page 3 of the Annual Return.

The Internal Auditor will write a separate report to the Council (a copy of which is sent to the Chair) detailing any findings they might have (if any).

The report of the Internal Auditor is copied to all members of the Council and considered as an agenda item at the next meeting. Recommendations from the report will be recorded in the minutes.

The Responsible Finance Officer has already programmed dates with the Council's current auditors, Styles, for work to audit the Council's accounts for 2022/23, which will take place during the early part of 2023/24. **Accordingly, the Council is being requested to endorse the appointment of Styles as the Council's internal auditor for the completion of the accounting statements 2022/23 and for all other matters for the duration of 2023/24.**

### 3.4 External Audit:

The Council's External Auditors, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA), submit an External Auditor's Report. which is presented to the Council.

## 4. REVIEW OF EFFECTIVENESS

Accounts & Audit Regulations 2015 requires an annual review of the effectiveness of our overall system of internal control.

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control in each financial year, to be carried out before completion of the Annual Governance Statement. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by

- Full Council - identification of new activities
- Clerk to the Council and RFO who have responsibility for the development and maintenance of the internal control environment and managing risks - risks identified
- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to the page 3 Report in the Annual Return.) - action arising from reports
- The Council's External Auditors, who make the final check using the Annual Governance and Accountability Return, a suite of forms completed and signed by the Responsible Financial Officer, the Clerk, the Chair and the Internal Auditor. The External Auditor issues an annual audit certificate - action arising from Audit Report.

A Statement of Internal Control, which summarises the present arrangements, is attached at Appendix 1, although its publication is no longer a statutory requirement.

## **5. FINANCIAL RISK ARISING FROM HEALTH AND SAFETY ISSUES**

The Parish Council is responsible for putting in place arrangements for the management of health and safety risks and reviewing them at least annually. Notwithstanding the imperative of eliminating or significantly reducing the risk of harm to staff and members of the public, the Council also seeks to minimise its exposure to the potential financial liabilities arising from accidents and injuries.

The Council uses an external consultant to annually review and assess risks throughout all areas and provide a detailed report through the Centre Manager and ultimately the Parish Council. Regular Legionella risk monitoring is performed by an independent source. The Centre Manager performs risk assessments for any new type of event held at the Leisure Centre.

The Council uses an external consultant to carry out an annual inspection of its playground equipment and to make recommendations for repairs and maintenance. The Leisure Centre Manager undertakes a weekly visual inspection of the equipment to identify any issues of concern and will take any necessary remedial action.

The Council has in place appropriate insurance arrangements including, but not limited to, Employers' Liability and Public Liability cover.

## **6. BUSINESS RISK**

The Council will carry out an assessment of business risk prior to any significant policy decision being made, any significant expenditure being undertaken, any large project being commissioned or any major contract or financial arrangement being entered into. The assessment will take account of any threats to the Council's finances and long term stability and describe how any such risk will be mitigated.

## **7. REVIEW OF FINANCIAL REGULATIONS.**

The Financial Regulations were last reviewed in February 2022 and are attached at Appendix 2.

A summary of the Procedures for Contracts is attached at Appendix 3.

**Clare Jones, Operations and Finance Officer (RFO) / Julian Joinson, Clerk  
28 February 2023**

## STATEMENT OF INTERNAL CONTROL

Winwick Parish Council reviews annually the effectiveness of its system of internal control.

In order to manage its risks, the Council has adopted the following arrangements:

1. Internal audit services are provided by Styles in accordance with terms of reference and an audit plan agreed by the Council. The effectiveness of the system of internal audit is reviewed annually and the findings of that review considered by the Parish Council.
2. BM Stock-taking Services undertake a quarterly appraisal of the operation of the licensed bar at Winwick Leisure Centre. Weekly stock checks are undertaken by the RFO and Leisure Centre Manager.
3. Financial Regulations are in force and are reviewed annually. These cover the whole conduct of the transactions of the Council, including the authorisation of expenditure, the control of income, the security of stores and equipment, accounting, audit and banking arrangements, and the payment of salaries, wages and accounts.
4. Internal check, via the separation of duties between different members of staff, is applied as far as is practicable.
5. Risk assessments are reviewed annually.
6. Insurances arranged through Zurich Insurance cover the following risks: material damage, theft, loss of money, personal accident, employers' liability, public indemnity, legal expenses, business interruption and fidelity guarantee.
7. Budget monitoring reports and bank reconciliations are examined quarterly by the Parish Council.
8. The accounts and supporting records of the Council are made available for public inspection for a period of 30 working days in each year.

Winwick Parish Council  
28 February 2028

## **WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS**

### **1. GENERAL**

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

### **2. ANNUAL STATEMENTS**

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

### **3. BUDGETARY CONTROL**

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Cleric), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations. Photographs of before and after repairs are also required.
- 3.4 In the case of minor urgent repairs/ purchases the RFO can incur up to £300 of expenditure on behalf of the Parish. Any expenditure of this nature will be reported to the next appropriate meeting of the Council.
- 3.5 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.6 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.



**4. ACCOUNTING AND AUDIT**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification.

**5. BANKING ARRANGEMENTS AND CHEQUES**

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council.
- 5.4 Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

**6. PAYMENTS OF ACCOUNTS**

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After

the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of staff/councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

### **7. PAYMENT OF SALARIES AND WAGES**

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.

### **8. LOANS AND INVESTMENTS**

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if exists), approved by the Council

### **9. INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. Weekly bar returns are to be submitted to the Management Committee on a monthly basis.

- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO. Where required the Manager and RFO will ensure that purchase order numbers are obtained.
- 9.3 All credit customer invoices will come due 30 days from the date of the invoice, should these accounts remain unpaid the following steps will be followed:
- i) At 30 days a reminder letter/ email will be issued
  - ii) At 45 days a letter/ email will be issued informing the customer of the intention to apply interest charges.
  - iii) At 60 days interest charges to be calculated and an email/letter will be issued to the customer with a copy of the interest invoice.
  - iv) If invoice remains unpaid at 75 days Councillors will be notified to decide further action to be taken on client account (whether that be employing a debt chasing agency, putting usage on hold, requiring payment up front of usage, etc)
- Credit accounts are to be reported to Full Council at all stages of recovery.
- 9.4 The Council will review all fees and charges annually, following a report by the RFO.
- 9.5 Any bad debts shall be reported to the Council.
- 9.6 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

## **10. ORDERS FOR WORK, GOODS OR SERVICES**

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (e.g. petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

## **11. CONTRACTS**

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
- (i) the supply of gas, electricity, water, sewerage and telephone services
  - (ii) specialist services such as are provided by solicitors, accountants and surveyors
  - (iii) repairs to, or parts for, existing machinery or equipment or plant
  - (iv) extensions to existing contracts
  - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the RFO/ Clerk shall invite tenders from at least three firms.
- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works.
- 11.4 For expenditure of £2000 or less, the Chairperson, RFO & Clerk shall have executive power.

11.5 The Council shall not be obliged to accept the lowest or any tender.

**12. STORES AND EQUIPMENT**

12.1 The Leisure Centre manager shall be responsible for the care and custody of stores and equipment held in the Leisure Centre.

12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.

12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.

12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.

12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

**13. PROPERTIES AND ESTATES**

13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.

13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

**14. INSURANCE**

14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.

14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.

14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

**15. VALUE ADDED TAX**

15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

**16. REVIEW OF FINANCIAL REGULATIONS**

16.1 It shall be the duty of the Council to review these Regulations biennially.

Feb 2023

CONTRACTS - SUMMARY OF FINANCIAL REGULATIONS

Appendix 3

Type of Expenditure	Amount	Quotations Required	Authorisation for Expenditure
<b>1. GENERAL CONTRACTS FOR GOODS AND SERVICES</b>			
All contracts (except the categories listed below)	Over £2,000	Three quotations provided to the Clerk in a sealed bid	Council (or Management Committee in the case of urgency)
	Up to £2,000	Preferred Supplier/ Single quotation	Clerk, in consultation with the Chair
<b>2. URGENT REPAIR/REPLACEMENT WORKS</b>			
Expenditure which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision	Up to £2,000	Preferred Supplier/ Single quotation	Clerk, in consultation with the RFO.  (Clerk to report the action to the Council as soon as practicable thereafter)
<b>3. MINOR REPAIRS AND RENEWALS</b>			
Minor Repairs/ Renewals (Premises)	Over £1,000	Three quotations provided to the Clerk in a sealed bid	Clerk, in consultation with the Chair <u>or</u> RFO and 2 Members of the Management Committee
	£500 - £1,000	Two quotations	Clerk, in consultation with the Chair <u>or</u> RFO and 2 Members of the Management Committee
	Up to £500	Preferred Supplier/ Single quotation	RFO or Clerk, in consultation with the Chair
Minor urgent repairs/ purchases	Up to £300	Preferred Supplier/ Single quotation	RFO
<b>4. SPECIALIST WORKS</b>			
Supply of gas, electricity, water, sewerage and telephone services	Over £2,000	Preferred Supplier/ Single quotation	Council (or Management Committee in the case of urgency)
Specialist services such as are provided by solicitors, accountants and surveyors			
Repairs to, or parts for, existing machinery or equipment or plant			
Extensions to existing contracts			
Proprietary articles and/or those sold only at a fixed price			
	Up to £2,000	Preferred Supplier/ Single quotation	Clerk or RFO, as appropriate, in consultation with Chair

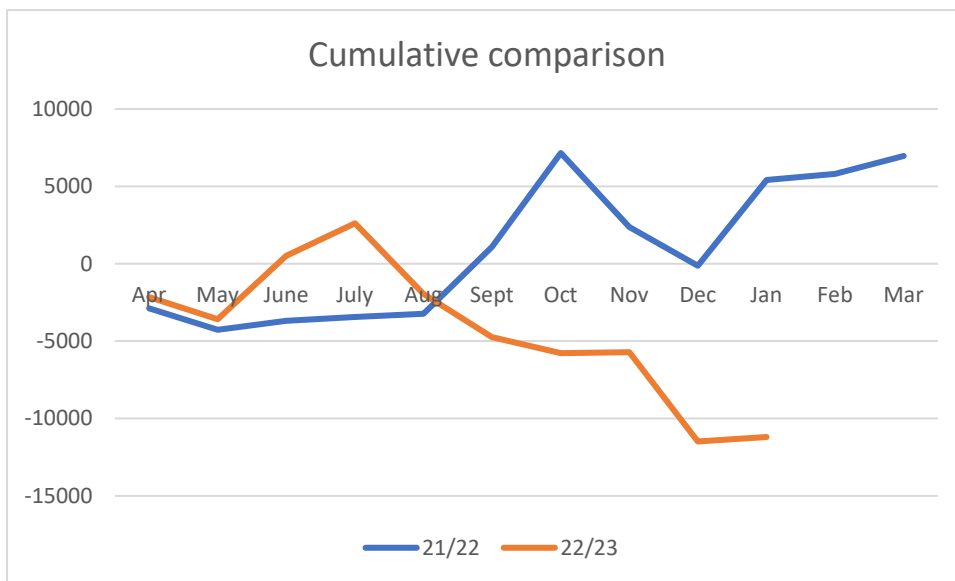
<b>5. ROUTINE LEISURE CENTRE/BAR SUPPLIES AND SERVICES</b>			
Bar supplies	Unlimited	Preferred Supplier	Bar Manager
Sundries	Up to £50	Preferred Supplier	Bar Manager
Key Holding Contract	Up to £500	Preferred Supplier	RFO and 2 Members of the Management Committee

Finance report to Winwick Parish Council Full Council meeting 28<sup>th</sup> February 2023

In January we have had £16.4k of income through the centre. The centre is showing a £294.12 profit for January, with a year to date loss of £11.1k showing. This has an impact of £4.2k on the Precept at present.

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

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



There has been £21.5k of expenditure against the precept in January, with £111k of expenditure on the year to date. January expenditure is high due to:

£6.6k – election expenses

£2.6k – annual insurance fee

**Additional items**

**Coronation celebration**

Expenditure

Bunting - £40.00

DJ - £250.00

Bouncy castle - £tbc

Food truck - £tbc

Income

Fair - £tbc

Cost neutral

Ice cream truck - £foc

I will provide an update to the meeting if available, awaiting responses from Silcocks, SJ Leisure and will need to source a food truck if the fair cannot provide one.

**Playground repairs**

The playground inspection was recently undertaken and quotes have been requested for the following:

Rocking equipment – spring seat - repair to spring as per page 13 of fenced play area report.

Rotor play – bearing replacement – as per page 19 of open play area report

Alongside this there are some cosmetic items that are required, including:

Painting of the rocket ship, sanding and varnishing of the seat

Reinstating of the ground around some of the equipment



These items can be done in house by myself and/or any volunteers. A full breakdown of items can be found in the separate report.

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

<b>Payments Leisure Centre</b>		
20-Feb-23	£936.25	T & JT Barton
20-Feb-23	£72.00	Maxigiene
14-Feb-23	£200.00	D Jakobsen
13-Feb-23	£129.60	Clear Brew
13-Feb-23	£886.81	T & JT Barton
13-Feb-23	£37.00	Easyflow
06-Feb-23	£140.00	B. Muflihi
<b>Payments Parish</b>		
20-Feb-23	£180.00	Warrington BC
20-Feb-23	£1,837.96	HMRC Cumbernauld
14-Feb-23	£12.00	Spirit Pub Company
13-Feb-23	£2,194.37	Chsh. Pension Fund
13-Feb-23	£1,019.96	Warrington BC
13-Feb-23	£107.00	DL Hannan
06-Feb-23	£2,627.57	Zurich Municipal
06-Feb-23	£1,019.96	Warrington BC
06-Feb-23	£5,087.38	Warrington BC
<b>Direct debits Leisure Centre</b>		
20-Feb-23	£942.19	BRITISH GAS
20-Feb-23	£324.24	BAGNALL & MORRIS
16-Feb-23	£24.24	BT GROUP PLC
08-Feb-23	£1,957.77	SCOTTISHPOWER
07-Feb-23	£237.17	BT GROUP PLC
<b>Direct debits Parish</b>		
16-Feb-23	£111.55	LLOYDS BANK PLC
15-Feb-23	£21.60	TAKEPAYMENTS LTD
10-Feb-23	£164.90	BARCLAYCARD
06-Feb-23	£33.60	XERO UK LTD

Part 2 items:

- 1) Debtors list
- 2) Anti-social behaviour

**Profit and Loss**  
**Winwick Parish Council**  
**1 April 2022 to 31 Jan 2023**

	31 Jan 23	YTD
<b>Income</b>		
210 Room hire income	£4,255.00	£44,737.00
225 Buffet sales income	£210.00	£2,767.50
230 Bar sales income	£6,617.66	£81,868.19
231 Bar snacks income	£233.48	£2,770.37
232 Soft drinks income	£828.15	£14,014.96
260 Ticket sales income (Events)	£0.00	£360.50
Bar tea and coffee	£585.10	£6,796.20
Machine income	£0.00	£463.20
Entertainer	£0.00	£170.00
Field income	£3,800.00	£4,990.00
LC Bar till discrepancies	-£47.79	-£123.39
<b>Total Income</b>	<b>£16,481.60</b>	<b>£158,814.53</b>
<b>Less Cost of Sales</b>		
bar snacks expenditure	£87.08	£1,118.14
Beverage supplies (Coffee, milk)	£19.32	£2,235.60
Buffets	£200.00	£1,948.40
Buffets - events	£0.00	£633.58
Entertainer	£0.00	£170.00
Drink purchases (and other bar il	£2,392.42	£32,098.29
LC Direct Wages	£3,410.52	£39,504.51
soft drinks expenditure	£206.01	£4,948.78
<b>Total Cost of Sales</b>	<b>£6,315.35</b>	<b>£82,657.30</b>
<b>Gross Profit</b>	<b>£10,166.25</b>	<b>£76,157.23</b>
<b>Less Operating Expenses</b>		
Bad Debt	£0.00	£200.00
DJ's bouncy castles, etc - events	£0.00	£1,489.21
LC Bar & Cleaning sundries	£168.00	£2,497.64
LC Bottled Gas	£74.00	£986.00
LC Cleaning	£396.00	£2,265.85
LC consulting	£49.58	£299.16
LC Electricity (Light, Power)	£1,631.48	£13,066.57
LC Equipment	£34.50	£4,090.27
LC Fire extinguishers	£0.00	£405.00
LC Gas (Heating)	£731.06	£3,095.53
LC General Expenses	£0.00	£66.24
LC Landline telephone and Broa	£217.84	£2,649.78
LC Pension costs	£954.85	£6,642.07
Rates	£800.00	£8,005.75
LC Repairs & Maintenance	£1,665.87	£6,967.12
tv licence	£0.00	£132.50
LC Trade waste	£249.64	£2,716.19
LC Water and Sewerage	£280.20	£2,943.45
Machine games duty	£0.00	£152.00
Managers salary and NI	£2,185.57	£24,455.94
PAYE Payable	£293.24	£3,778.84
Stocktaking Services	£140.00	£440.00
<b>Total Operating Expenses</b>	<b>£9,871.83</b>	<b>£87,345.11</b>
<b>Net Profit</b>	<b>£294.42</b>	<b>-£11,187.88</b>
Centre reserves		£6,967.91
Balance of reserves		-£4,219.97

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

	31 Dec 22	ytd	
<b>Income</b>			
Litter picker income	£1,650.00	£8,309.35	
Precept	£0.00	£129,223.00	
<b>Total Income</b>	<b>£1,650.00</b>	<b>£137,532.35</b>	
<hr/>			
<b>Less Cost of Sales</b>			
<b>Total Cost of Sales</b>	<b>£0.00</b>	<b>£0.00</b>	
<hr/>			
<b>Gross Profit</b>	<b>£1,650.00</b>	<b>£137,532.35</b>	
<hr/>			
<b>Less Operating Expenses</b>			
Administration expenses	£64.21	£470.31	
advertising	£0.00	£10.00	
internal audit	£0.00	£1,350.00	
external audit fee	£0.00	£600.00	
cctv	£198.80	£1,559.80	
election expenses	£6,691.17	£6,691.17	
RBL Donation	£0.00	£60.00	
xmas tree lights	£0.00	£300.00	
intruder alarms	£0.00	£840.00	
Bank Fees	£180.43	£2,832.91	
Clerk's salary	£757.46	£7,674.62	
Consulting	£0.00	£6,892.50	£5000 feasibility
Grass cutting	£849.97	£3,399.88	1892.5 hogweed
Grounds Maintenance	£162.50	£1,715.00	
Insurance	£2,627.57	£2,627.57	
Key holding	£0.00	£72.98	
Legal / Licencing Expenses	£0.00	£3,627.64	
Litter Pick Costs (Shared)	£1,465.20	£12,338.52	
Litter pick vehicle	£4,239.48	£4,239.48	
Loan charges	£0.00	£8,461.96	
PAYE Payable	£394.96	£3,902.43	
Payroll	£185.00	£1,930.00	
Pensions Costs (Empr's contr)	£803.27	£4,127.37	
Playground repairs	£0.00	£519.47	
Professional fees	£0.00	£779.10	
Repairs and maintenance	£0.00	£375.30	
RFO Salary (and NI)	£2,796.77	£30,677.63	
Subscriptions	£41.59	£376.76	
Planters	£0.00	£550.00	
Swan green, winwick park, radley com	£107.00	£2,090.00	
<b>Total Operating Expenses</b>	<b>£21,565.38</b>	<b>£111,092.40</b>	
<hr/>			
<b>Net Profit</b>	<b>-£19,915.38</b>	<b>£26,439.95</b>	
<hr/>			
Parish reserves		£20,565.09	
Balance of reserves		£47,005.04	
Bench project fees to be	£1,032.76		

**Wicksteed items**

Roundabout bearings – open play area

Spring seat repair – enclosed play area

Quotes awaited

**Ground repairs**

Removed weeds from near roundabout on open play area

Clear algae/moss from under rocking rocket on open play area

Reinstate ground near basketball post on open play area

Reinstate ground near seats on open play area

Reinstate ground around swings on open play area

Reinstate ground around spring see-saw in enclosed play area

Reinstate ground around spring seat in enclosed play area

Reinstate ground around spring horse in enclosed play area

Reinstate ground around multiplay in enclosed play area

Reinstate ground around gate at entrance to enclosed play area

Requires bags of sand and one of soil.

**Painting**

Roundabout on open play area – rub down and repaint

Sand and treat seat area on rocking rocket – open play area

Rub down and repaint rocking rocket on open play area

Requires hammerite paint, brushes and sandpaper (various roughness).

**Foliage**

Behind swings on open play area

Will ask grounds maintenance people to add to works.

WARRINGTON RIGHTS OF WAY FORUM

Minutes of the Meeting held on Wednesday June 15<sup>th</sup>  
at the Council Offices Time Square, Warrington at 9.30 am

**Present**

Peter Waite (Chair)  
Chris Bluck  
Stephen Bartley  
Mike Evans  
Brian Davies  
David Nowell  
Peter Lewenz  
Jan Howe  
Alan Guthrie  
Barbara Price

**Representing**

Mid Cheshire Footpath Society  
WBC Principal Engineer  
WBC Public Rights of Way Officer  
Birchwood Town Council  
Grappenhall & Thelwall PC  
Woolston PC  
Appleton PC  
PNFS  
Burtonwood & Westbrook PC  
Walton PC

		<b>Action</b>
<b>1</b>	<b>Introduction</b> PW welcomed members, who introduced themselves around the table.	
<b>2</b>	<b>Apologies</b> Cllr Hans Mundry; Roger Lamming (Ramblers); Sue Nixon (Lymm PC); Helen Dutton (Stockton Heath PC).	
<b>3</b>	<b>GDPR – use of individuals’ email addresses.</b> PW circulated a form for members to complete to confirm they were content for them to have access to their details for PRoW business only. All members present consented to this.	
<b>4</b>	<b>Minutes of last meeting</b> In view of the length of time since the previous meeting, it was agreed that these would not be circulated.	
<b>5</b>	<b>Changes to the Network – Orders etc., including planning applications</b> PW suggested transposing items 5 and 6 on the agenda. SB provided updates on the various orders he had recently been processing. These included: <ul style="list-style-type: none"> <li>• the claimed PRoW at Bewsey Farm Close. There had been no adverse responses during the preliminary consultation stage and, although the landowner had not formally objected during a previous consultation, they had proposed a diversion as an alternative. This was not acceptable to the applicant. SB advised that he would be consulting the landowner informing them of the Council’s decision, prior to obtaining the necessary internal consent to make a modification order to add this path to the definitive map &amp; statement;</li> <li>• the proposed diversion of FP 20 Appleton (Cann Lane South to Green Lane). SB reported that he had received no objections during the consultation, and that the order could be made. SB had received a request to improve the FP beyond the diversion and said that the council would look favourably on this in view of the likely increased footfall;</li> <li>• the proposed diversion of Culcheth &amp; Glazebury 143 – again no</li> </ul>	

	<p>adverse responses had been received during the initial consultation, and SB would receive the necessary consents before making the order;</p> <ul style="list-style-type: none"> <li>the proposed realignment of FP 37 Burtonwood (near Europa Boulevard). SB circulated a map showing the effect of the proposed realignment.</li> </ul> <p>Planning applications included:</p> <ul style="list-style-type: none"> <li>a potential for wholesale improvements to the PRow network (including opportunities for cyclists) following the granting of planning permission, on appeal, for the development at Junction 11 of the M62, including the potential for negotiating with the landowner over extending the PRow at Culcheth Linear Park by utilising the accommodation bridge; and</li> <li>a proposed diversion of FP at Walnut Tree Farm (FP 5 Stretton) following an application for change of use to a golf driving range.</li> </ul>	
<p>6</p>	<p><b>Updates from members</b></p> <p>ME expressed concern over the condition of a footpath between Birchwood Golf Club and the motorway near Warrington Road. CB explained that this path had been diverted by the New Towns’ Commission some years ago, but it was unclear if the process had been completed. The way is not currently recorded on the borough’s definitive map. JH agreed to investigate, to see if there was any information in her archives.</p> <p>DN raised the issue of FP from Nicol Ave to Juniper lane (FP Nos. 11 &amp; 12 Woolston). There were a number of issues including an obstruction by tons of earth. In view of the path’s condition, DN suggested an order would be appropriate to divert the path away from the problem area. SB agreed to raise this with the owner and to approach the planning enforcement officer to establish whether there had been a breach of planning conditions.</p> <p>DN also raised another issue – the depositing of mud on FP 25 Woolston underneath the bailey bridge. SB agreed to raise this with owners and to liaise with colleagues over a possible breach in planning dating back to a 2003 application.</p> <p>JH reported that PNFS have funds available to replace stiles with gates on PRow, subject to the landowner(s)’ approval. They have already paid for such replacements in East Cheshire. CB identified an ideal location in Lymm where we could use these funds. CB also mentioned an accessibility audit that his colleagues were carrying out on the TPT and other PRow in the borough. CB agreed to approach his colleague to access this survey, with a view to identifying other potential candidate locations.</p> <p>DN advised that the step onto the boardwalk by Risley Landfill site (FP 13 Croft) was too high. SB agreed to investigate.</p> <p>AG reported that gates had been removed the path from Walnut Tree Lane to Blackcap Lane. PW explained that the large gates had been locked for a</p>	<p>JH</p> <p>SB</p> <p>SB</p> <p>CB</p> <p>SB</p>



	<p>genuine reason and the side access had been unsuitable.</p> <p>PW raised two issues:</p> <ul style="list-style-type: none"> <li>• FP 8 Grappenhall near former Caddick’s nursery – there were longstanding issues on this path. The route on the ground was unclear, as waymarks had been removed. SB agreed to write to the owners offering to replace the waymarks to provide greater clarity.</li> <li>• FP 5 Appleton across Walton Hall Golf Club. The signs were encouraging the public to use the permissive path rather than the PRoW crossing the course and were apparently confusing. CB explained that the diversions had been a temporary arrangement following the outbreak of COVID and that the signs should have been removed. CB to follow up internally and SB agreed to accompany PW on a site visit to identify a solution.</li> <li>• DN requested that if the borough council were approached regarding the installation of signposts on the new cut trail, we should ensure they were high visibility.</li> </ul>	<p>SB</p> <p>CB/SB</p> <p>SB</p>
<b>7</b>	<p><b>Maintenance, improvement and enforcement</b></p> <p>SB reported that the first vegetation cut had been completed throughout the borough. There would be another cut later in the Summer. SB went on to list some of the improvement work programmed for the current financial year, including resurfacing the path near Rosemoor Gardens; replacing a damaged footbridge in the vicinity, and repairs to the surface of FP 5 Stockton Heath. Any further resurfacing might require a contribution from locals who use the path as a means of vehicular access to their properties. SB explained that he had received quotes for repairs to Sutch Lane Lymm (Br 31) and that he was devising a programme of replacement signs for the borough.</p> <p>JH requested updates on issues she had raised via Firmstep and confirmed she would be sending a reminder. SB agreed to investigate and provide feedback.</p> <p>PW advised that overhanging vegetation on pavements was becoming more of a problem in Warrington.</p>	<p>SB</p>
<b>8</b>	<p><b>Any other business</b></p> <p>PW reported that the BVPI data for Warrington had deteriorated and he hoped to see it restored to its pre-pandemic situation.</p>	
<b>9</b>	<p><b>Date of Next Meeting</b></p> <p>It was agreed that the next meeting would be held on the first or second Wednesday in December subject to availability of a room and that the meeting should commence at 10 am.</p>	<p>SB</p>

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