

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
Julian Joinson
Tel: 07818 066549

Email: jjoinson.winwickclerk@outlook.com
Web site: www.winwickparishcouncil.org.uk

22 March 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 March 2023 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 Council held on 28 February 2023.

- 4. Housing and Development Working Group**

At its previous meeting, the Council approved the establishment of a Working Group of 3 councillors (1 from each parish ward) to advise and represent the Council in respect of the various housing and other developments proposed which might affect the area and agreed to consider nominations at the March meeting.

Members are invited to consider the membership of the Working Group.

5. Updates on Issues from Previous Meetings

6. Question Time for Electors

7. Written Motions Received

8. Police / Community Issues

9. Correspondence

10. Planning Matters

11. Finance Officer's Report

12. Community Governance Review

An update will be provided

13. Reports from Parish Council Committees

- Management Committee – 14 March 2023. *(to follow)*

14. Reports of Outside Bodies

- Parish Council Liaison Committee – 22 March 2023

15. 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)

16. Date and Time of Next Meeting

- Tuesday, 25 April 2023 at 7.30pm

17. 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.

18. Finance Officer's / Clerk's Report – Confidential Matters

Winwick Parish Council
Minutes of the Meeting held on 28 February 2023

Present: Councillors C Mitchell (Chair), D Friend, G Friend, J Herron, A Iddon and A Warnock-Smith.

Councillor D Friend, as retiring Chair, chaired the meeting for the first item of business.

WPC.130 Appointment of Chair for the Remainder of 2022/23

It was **MOVED** and **SECONDED** that Councillor Cathy Mitchell be appointed Chair for the remainder of the Municipal Year 2022/23. There were no other nominations proposed.

Decision - That Councillor Cathy Mitchell be appointed Chair for the remainder of the Municipal Year 2022/23

Councillor Mitchell thereupon took the Chair.

WPC. 131 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor F McGinn.

WPC.132 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.133 Minutes

Decision – That the Minutes of the meeting held on 24 January 2023 be agreed and be signed by the Chair as a correct record.

WPC.134 Housing and Development Working Group

Members noted that at its previous meeting the Council had 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 various housing and other developments proposed which might affect the area. Members were invited to consider whether to establish such a group and to determine its terms of reference and membership.

Councillor Herron, who had raised this matter initially, indicated that a Working Group would be useful to enable the Council to liaise with the public and developers about any proposals. The Group could look at issues such as highways concerns. The Peel Hall development could potentially span 10 years. It would be useful to include a representative of the relevant wards affected and to meet perhaps once per month. The Group would not have any decision-making powers, but would report back information to the Council as necessary. The intention was to keep

people informed.

Councillor G Friend commented that the Peel Hall proposals included the provision of a community centre. The Working Group could advise on how those facilities should be managed and by whom. It was noted that the land had recently been sold by Satnam and it was understood that one of the developers was Torus (Housing Association).

Members considered that each parish ward should be represented on the Working Group, as all wards would be impacted by traffic issues regardless of whether development was taking place within the ward.

Decision –

- (1) To approve the establishment of a Housing and Development Working Group to include one representative from each of the parish wards.
- (2) That nominations for membership of the Working Group be proposed at the next Council meeting on 28 March 2023.
- (3) That the Working Group members appointed under (2) above be requested to draft the Group's terms of reference and to submit these to the Council for approval.

WPC.135 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.

The Clerk reported that progress had been made on a number of the longer term governance items, including data protection policy and Members Code of Conduct (Items 3 and 5) and reports should be available at the next meeting.

In respect of Action 2 – Tree Stump Carving, Councillor Iddon enquired about progress. Councillor Herron reminded Members that he had contacted a new contractor, and would speak to him shortly. However, the work could not be undertaken in winter. There was also an issue with nails embedded in the stump in connection with an old sign, which might present a health and safety risk during the carving process and would require an assessment of risk to be undertaken.

In connection with Action 15 – Smiley Face Speed Monitor, Clare Jones, Operations and Finance Manager, reported that the equipment was due to be delivered tomorrow. She would speak to PCSO Tony Spruce shortly about its installation.

With regard to Action 18 - Traffic Management Meeting, Councillor Warnock-Smith enquired if a response had been received from Mr Tune, Traffic Management, Road Safety and Highway Adoptions Manager, Warrington Borough Council. The Chair

reported that she had spoken directly to Mr Tune and he would be happy, in principle, to attend a meeting with residents, but no firm date had yet been arranged.

In respect of Action 22 – By-Election Invoice, Councillor Warnock-Smith asked if the invoice had now been paid. Ms Jones reported that this had been paid. The main reason for the high cost was the need to use a mobile polling station, as there was no other suitable venue available.

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

WPC.136 Question Time for Electors

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

Radio Base Station at Winwick Park Island

A member of the public asked about the proposals to install a base station and telecoms mast by the A49 roundabout. It was understood that the road would be widened to 4 lanes as part of the Parkside development traffic mitigation measures. The location of the development might need to be adjusted if the road changes were still due to take place.

Response: This matter would be considered fully at Agenda Item 11. The proposed location as was on the corner closest to B&Q (which was the same location as the proposed road widening). The Chair added that she had written to St Helens Council to seek clarification about the proposed road improvements, but had not yet received a response. Her view was that the changes were now unlikely to take place as the plans has been superseded by the agreement to provide a link road.

Parkside Development

A member of the public commented that his understanding was that the sheds could not be built at Parkside until the various traffic mitigation works on the A49 (at the Hollins Lane Junction and Winwick Park Island) had been completed. This would mean the roadworks would be required to be finished by this summer to meet the developer's timetable. However, there appeared to be no news on this matter. It was concerning the St Helens Council were not replying the queries by Parish councillors or members of the public. A second member of the public indicated that he had received no answer to questions raised with St Helens Council and asked if the matter could be referred by the Parish to Warrington Borough Council. He also enquired what power the Parish Council might have to prevent development at Parkside until the road improvements were completed. A further resident indicated that he had raised the question of road improvements at the Parkside Forum meetings and they believed that improvements would need to be carried out before the building of the sheds.

Response: The Chair confirmed that she had been involved in the negotiations with St Helens Council and that the agreement was that the link road would be provided before the sheds were built. The original proposal had been to carry out junction improvement works in Warrington before the sheds were built, but Warrington had

insisted on the link road development being in place instead. However, no response had been received to the recent requests for clarification. The Chair reiterated that she and Warrington Borough Council had been party to negotiations about the provision of a link road, which would amend the original proposals. The Chair added that the Parish Council was a consultee only in relation to the Parkside development and had no enforcement powers around planning or highways matters. She confirmed that she had contacted both St Helens Council and the developer, Langtree, but replies were still awaited.

Car Boot Sale

Councillor G Friend declared an interest in this matter as a member of Warrington Borough Council's Licensing Committee.

A resident raised the issue of disruption caused by the car boot sale off Townfield Lane. On the last occasion the Police had towed away cars that were causing an obstruction on the verge in the middle of the A49. In addition, there was a very large amount of litter caused by the event. Marshals were also seen to be operating the pedestrian crossing buttons regularly to allow people to cross the A49 but causing congestion due to frequent operation. She asked what the Parish Council could do to regulate the events. It was noted that B&Q would not allow cars to park on their car park and there were parking restrictions on Delph Lane, which meant that cars tended to park in the village or in dangerous locations such as the central reservation. A second resident complained that vehicles attending this event often parked in Rectory Lane and blocked driveways. Drivers were frequently abusive if asked to park more considerately.

Response: Councillor Iddon indicated that the Parish Council had been trying to improve management this event for over 30 years and had contacted the owner of the land on previous occasions, but without any meaningful progress being made. The Chair suggested that the Council write to Warrington Borough Council, as licensing authority, to highlight the concerns being raised. Residents could help provide evidence for this communication by providing photographs showing their concerns or by keeping a diary of incidents. The Police could also report their concerns to the licensing authority. Vehicles causing an obstruction could be reported by residents using the 101 telephone number.

Golborne Road/Waterworks Lane Housing Development

A resident remarked that this was the final Council meeting before the end of the extended consultation period of 22 March 2023, on the Golborne Road/Waterworks Lane Housing Development. The development would provide 163 homes. This was 33 more houses than envisaged in the daft Local Plan. He asked what would be the relevance of the Local Plan not yet being finalised on any formal planning application for this site. He mentioned that the consultation had also referred to the Parkside traffic mitigation measures. He enquired if the Parish Council intended to submit formal comments on the proposals.

Response: The Chair responded that the formal planning application had now been submitted to the Planning Department. She had already objected in her capacity as

an individual Borough councillor and had asked for the matter to be determined by the Development Management Committee. The Parish Council would be a consultee during the planning process and might object if the community wished it to do so. It would be important for the community to provide the necessary evidence to support any formal objection. She noted that the community were already meeting to discuss this issue and could coordinate the submission of evidence to the Council. Councillor Iddon reminded the public present that the evidence would need to be based upon relevant planning considerations. The Chair noted that the Local Plan had not yet been signed off by the Secretary of State, but the draft plan carried more weight as it progressed through the various development stages.

Speeding

A member of the public indicated that PCSO Tony Spruce was struggling to find sufficient time to send out letters to the numerous vehicles found to be speeding in the Parish. She asked if Warrington Borough Council might be in a position to assist with this task. A second resident asked if the Council could write to the Police and Crime Commissioner to request him to provide additional administrative support for PCSO Spruce.

Response: The Chair commented that the Borough Council would be unable to access the Police vehicle data to support letter distribution. The Parish could write to the PCC to request additional support for PCSO Spruce.

Meeting with Traffic Management, Road Safety and Highway Adoptions Manager, Warrington Borough Council

A resident asked if Mark Tune would attend a meeting with residents. If so, it was requested that the matter of crossings and signage be raised with him. It was noted that there were several crossings and good signage in both Croft and Culcheth which helped to manage traffic speeds. A second resident read out a response that she had received to a letter about a possible crossing. The response effectively indicated that the monies for 2023/24 had already been allocated, but that a scheme could be considered for prioritisation in 2024/25.

Response: The Chair reaffirmed that Mr Tune had agreed to this in principle, but residents were asked to respect the answers provided about what was achievable both legally and financially. The session should not be seen as an opportunity to abuse or harass the officer in the proper exercise of his duties. The Chair added that the issue of a pedestrian crossing on Myddleton Lane had been explored previously. One factor weighing against this was that the preferred location opposite the school was too close to the junction with Golborne Road and gave rise to safety concerns. A site further east on Myddleton Lane might not attract the desired usage. In addition, there were possible implications for the employment of the crossing patrol if a fixed crossing were to be provided. However, this matter could be discussed with Mr Tune. Councillor G Friend emphasised that there were numerous legal and technical issues that Mr Tune had to address when evaluating highways schemes. The Chair indicated that Winwick would be in competition with the rest of Warrington for a crossing scheme in the normal bidding process, but if linked to the Parish's traffic management scheme this could potentially be progressed sooner.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To request that the Clerk write to the Licensing Authority to highlight residents' concerns about the operation of the car boot sale off Townfield Lane, with particular reference to inconsiderate and/or unsafe parking and general congestion caused by the events.
- (3) To request that the Clerk write to the Police and Crime Commissioner for Cheshire to ask him to provide sufficient resources to the neighbourhood PCSOs to enable them to follow up speeding incidents with warning letters.

WPC.137 Written Motions Received

There were no written motions submitted on this occasion.

WPC.138 Police / Community Issues

An update report had been received from PCSO Tony Spruce, Burtnowood and Winwick Safer Neighbourhood Team, which highlighted the information below. PCSO Spruce had submitted his apologies as he was unable to attend the meeting due to his shift.

In general, the area had been stable from a policing point of view.

The main areas of concern had been the Sunday morning car boot sale causing severe disruption every week in particular around Delph Lane and surrounding areas. Unfortunately, due to shift patterns the police could not be there every week to cover the event and the time expended to deal with inconsiderate parking was excessive.

The Leisure Centre had suffered some anti-social behaviour issues with youths taunting staff and causing problems. The group had been identified and dealt with and hopefully this situation would now calm down. The group had also caused some issues along Delph Lane and around B&Q on the same night.

Speeding cars continued to be highlighted as a high priority on the Constabulary's 'Resident's Voice' surveys. Unfortunately, over the past month there had been a serious incident that had kept PCSO Spruce away from the area for a week and along with holidays and other abstractions he had been unable to devote as much time to this matter as he would have liked.

The community Speedwatch had done a great job and were a huge help in slowing down traffic in the area. PCSO Spruce placed on record his thanks to all the volunteers for their efforts.

The PCSO would be carrying out some bike marking in the next few weeks in the Winwick area and residents were asked to look out for this activity.

There was a request to the Parish Council to share the 'Resident's Voice' survey with the community as this helped the Police to understand individual issues and concerns. PCSO Spruce also confirmed that he updated Facebook as often as he could to outline what was going on in the area. The webpage details were as shown below:

<https://www.cheshire.police.uk/police-forces/cheshire-constabulary/areas/cheshire/campaigns/warrington/residents-voice/>

PCSO Spruce was aware of concerns expressed about an incident earlier this week during the night. The incident was a Police pursuit that had ended in the area and had involved several Police vehicles and helicopter. There was a positive outcome with the offenders caught, but unfortunately some Police vehicles had been damaged in the pursuit.

Decision – To note the update provided on police and community issues.

WPC.139 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 – 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, 21/02/23, 27/02/23 and 28/02/23(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 27 January and 3, 10 and 17 and 24 February 2023 – 27/01/23, 03/02/23, 10/02/23, 17/02/23, 24/02/23 and 27/02/23
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 had 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 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

In connection with Issue 4 – Wildflower Meadows, the Chair asked if the Council wished to purchase this service and whether any suitable locations could be identified. Some suggestions raised were the verges on Waterworks Lane and on Swan Green. Councillor Iddon commented that the meadows could look untidy, particularly when not in full flower. Ms Jones, Operations and Finance Officer, reminded Members that there would be a cost to this work and that the Budget for 2023/24 had already been set. The Clerk agreed to view the original e-mail and to circulate the quote provided and any deadline information. The Chair summarised by indicating that not every resident liked wildflowers, but on balance most people found them attractive.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) To request the Clerk to provide the background information in relation to wildflower meadows and to place an item on the Agenda for the next meeting.

WPC.140 Planning Matters

General Correspondence

E-mail had been received 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 A49 Winwick Park Roundabout. The proposal would 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 had been already circulated to councillors under separate cover due to the pre-consultation deadline of 18 February 2023 – 02/02/23

Domestic Planning Applications

Nil

Non-Domestic Planning Applications

Nil

Decision –

- (1) To note the planning matters raised and the comments and responses provided.
- (2) To request the Clerk to write to Clarke Telecom to indicate that the Council had no objection, in principle, to the installation a radio base station at the proposed location, but to advise them that the site could clash with the proposed widening of the junction as part of the traffic mitigation measures for the Parkside development, if these were still planned to take place (Minute 136 refers).

WPC.141 Review of Risk, Internal Controls, Financial regulations 2022/23 and Appointment of Internal Auditor

Members considered a joint report of the Clerk and Operations and Finance Officer on Review of Risk, Internal Controls and Financial regulations 2022/23. The report also dealt with the Appointment of the Internal Auditor for the completion of the accounting statements 2022/23 and for all other matters for the duration of 2023/24.

The Clerk reminded Members that this was an annual report provided to ensure compliance with the requirement under the Regulation 6 of the Accounts and Audit Regulations for the whole Council, in each financial year, to conduct a review of the effectiveness of the system of internal control required by Regulation 3 and to do so before it prepared the Annual Governance Statement required for publication and submission to the external auditors.

The report included information on the following:

- Scope of Responsibilities;
- Purpose of a system of internal control and a copy of the statement of internal control;
- Personnel involved in the internal control environment;
- Review of effectiveness of system of internal control;
- Financial risks arising from health and safety issues;
- Business risk;
- Review of financial regulations and copy of Financial Regulations and summary document.

There were no amendments proposed this year to the system of internal controls or supporting documents.

Decision

- (1) To note the report on the Review of Risk, Internal Controls and Financial Regulations 2022/23.
- (2) To approve the reappointment of the internal auditors, Styles for the completion of the accounting statements for 2022/23 and for any matters arising in 2023/24, subject to there being no significant increase in costs as determined by the Operations and Finance Officer.

WPC.142 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 January 2023.

In January, £16.4k of income had been received through the Leisure Centre. The Centre was showing a £294.12 profit for January, with a year to date loss of £11.1k showing. This had a £4.2k impact on the precept funds at present.

Losses incurred were due to the following:

- Staff illness and sick pay; and
- Repairs.

The Centre's management was working hard to keep additional costs low in order to recoup the year to date loss. Some of the loss was likely to be clawed back before the end of the year. Any deficit would be carried across to next year and paid off before any profit was recorded.

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

There had been £21.5k of expenditure against the precept in January with £111k of expenditure on the year to date. January expenditure was high due to the following

- £6.6k – by-election expenses; and
- £2.6k – annual insurance.

Additional Items

1) Coronation Celebration

The following estimates were provided for the proposed event to celebrate the coronation of King Charles III on Saturday 6 May 2023.

Expenditure

- Bunting - £40.00
- DJ - £250.00
- Bouncy castle - to be confirmed
- Food truck - to be confirmed

Income

- Fair - to be confirmed

Cost neutral

- Ice cream truck - free of cost

Responses were awaited from Silcocks and SJ Leisure and a food truck would need to be sourced if the fair could not provide one. Total expenditure could be up to £575, but it was possible that fair would pay to rent pitches on site which could cover the other costs. A small bouncy castle could be set up indoors if rain was forecast for this date.

Councillor G Friend asked if the Coronation would be shown on the big screen. Ms Jones responded that big screens were available in both the Main Hall and Countryside Suite. However, experience from the Queen's funeral suggested that people would watch the ceremony at home then go out later.

On Sunday 7 May the community on Waterworks Lane were organising a Big Lunch event. The plans for the Big Help Out day on Monday 8 May were less well developed.

2) Playground Repairs

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

- Rocking equipment – spring seat - repair to spring as per page 13 of fenced play area report; and
- Rotor play – bearing replacement – as per page 19 of open play area report.

Wicksteed were unable to quote for the repair in the young children's playground, so an alternative supplier would be sought.

Alongside the above repairs there were some cosmetic items that were required, including:

- Painting of the rocket ship, sanding and varnishing of the seat; and
- Reinstating of the ground around some of the equipment.

These items could be done in-house by the Operations and Finance Officer and/or any volunteers. A full breakdown of items was available in a separate report.

Councillor Iddon reminded Officers to ensure that freshly painted equipment was cordoned off to avoid paint transfer onto children's clothes.

Payments made since the report prepared for circulation in February 2023 in lieu of a Management Committee meeting

Payments Leisure Centre		
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
Payments Parish		
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
Direct debits Leisure Centre		
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
Direct debits Parish		
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

Councillor G Friend indicated that the expenses for the by-election had been greater than anticipated due, in part, to the use of a mobile polling station. Members noted that the turnout for the by-election had been around 6.6%.

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

WPC.143 Community Governance Review

Members were informed that further to Warrington Borough Council's Audit & Corporate Governance meeting, a proposed Community Governance Review was to be conducted by a member/officer Working Group. That Group was due to meet 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 would have an opportunity to comment on the Review. As the issues crossed both Winwick Parish and Poulton with Fearnhead Parish it was being run as a combined review. The terms of reference would include the projected electorate figures based on new developments and, based on those projections, would include a recommendation for the number of councillors per parish ward based on the new electorate figures.

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

Members were reminded that the current ward representation, as shown below, was disproportionate to the electorate:

- Winwick – 3
- Peel Hall – 3
- Houghton Green - 4

Councillor Warnock Smith commented that the following split might be more representative:

- Winwick – 5
- Peel Hall – 3
- Houghton Green - 2

Councillor G Friend added that the above did not take account of a proposal for Houghton Green ward to transfer to Poulton with Fearnhead Parish Council. However, the effect of this proposal on the Precept should be offset by the new housing development proposed at Peel Hall. The Local Government Boundary Commission's Review in 2016 had led to several anomalies. However, it was now hoped to remedy these before the next local elections. The current Review would also consider the possible abolition of Penketh Parish Council.

The Chair reiterated that the Peel Hall development should mitigate any financial losses in Winwick, and income would also be boosted by the development of some 40 houses planned off Mill Lane and the plans for the land off Waterworks Lane.

WPC.144 Reports from Outside Bodies

Winwick Educational Foundation – 15 February 2023

Further details were provided at Item 19 in the private part of the Agenda.

Public Rights of Way Forum – 15 June 2022

A copy of the Forum minutes of 15 June 2022 was provided. Members also noted that Emma Lavender had declined the roles of footpath warden and Parish representative on the Forum due to family commitments. The next meeting of the Forum was due to take place on 8 March 2023.

Members considered whether to fill the positions now or whether to defer this matter until the Annual Council meeting. The roles could be undertaken by a councillor or by a member of the public and could be held separately or combined.

Councillor Herron suggested that the roles be advertised on Facebook. The Chair offered to contact George Melvin and Bob Towers to see if any members of Winwick Litter Network would be interested in the roles.

Decision –

- (1) To note the updates from Outside Bodies provided.
- (2) To request the Chair to contact the joint coordinators of the Winwick Litter Network to ascertain if any of its members might be interested in the roles of footpath warden and Parish representative on the Public rights of Way Forum and to delegate the appointment to the Clerk in consultation with the Chair.

WPC.145 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

Councillor Herron reported that some of the rubberised flooring by the large swings had lifted and might be a trip hazard. He asked if the flooring could be secured. Ms Jones agreed to inspect the flooring.

Councillor Herron also reported that the footpath sign at the end of Green Lane was missing. However, the post was still in situ. It was requested that the sign be replaced so as to reduce the risk of the path becoming overgrown.

Decision – To note the ward updates provided.

WPC.146 Date and Time of Next Meeting

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

WPC.147 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.148 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 single outstanding debt of between 30-89 days listed in the report, totaling £3,7504, had now been paid in full.

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

b) Anti-Social Behaviour Incidents

Members considered a report of the Operations and Finance Officer on related anti-social behaviour incidents which had occurred on 8 and 10 February 2023 on the main patio of the Leisure Centre. The matters had been investigated and appropriate advice and support had been provided by the local PCSO. There had been no recurrence of the behaviour since then.

Decision – To note the Finance Officer's report in connection with anti-social behaviour incidents.

c) Winwick Educational Foundation

Members considered an e-mail dated 18 February 2023 from Mr Mike Matthews, the Council's representative on the Winwick Educational Foundation, providing an update on the proposal to wind up the above Trust and to redistribute its assets. The e-mail also dealt with a possible clawback condition in relation to the sale of its land assets.

Members considered whether any income could be used to support the 3G pitch proposals. It was estimated that any development of the Leisure Centre could cost

in the region of £1M, of which the Council might need to find some £200k.

Decision – To note the e-mail date 18 February 2023 about Winwick Educational Foundation and to request the Clerk to circulate information about its proposals to redistribute its assets.

Winwick Parish Council

Correspondence since 28 February 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 – 01/03/23, 03/03/23, 09/03/23 (x3), 10/03/23, 16/03/23 and 22/03/23 (x3)
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 3, 10, 17 and 24 March 2023 – 02/03/23, 03/03/23, 07/03/23, 10/03/23, 17/03/23 and 24/03/23
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, 2 16 and 23 March 2023 and a Town and Police Clauses Act notice regarding the 30th Anniversary of the Warrington Bombing – 01/03/23 and 14/03/23 (x2) and 21/03/23
4. E-mail from Helen Buckley, Clerk & Responsible Financial Officer, Croft Parish Council, asking other parish councils what their plans were in relation to the WVA bulletin on Wellbeing for Women – 03/03/23
5. Website enquiry form from complainant AP querying a lack of response from e-mails and phone calls – 08/03/23
6. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council enclosing an Agenda for the Parish Council Liaison Meeting on 22 March 2023 - 16/03/23
7. E-mail from Andrew Dutton, Head of Environment, Liverpool Airport regarding the Liverpool John Lennon Airport (LJLA) Airspace Change Proposal (ACP) - 21/03/23
8. E-mail from Jackie Weaver, Cheshire Association of Local Councils (ChALC) seeking information from all Cheshire parishes about their internal auditors - 21/03/23
9. E-mail from Lisa Howard, Fostering Support Worker, Warrington Borough Council, seeking assistance in promoting the Supported Lodgings Scheme, which aims to provide vulnerable young people aged from 16 to 25 who cannot live with their families with a safe place to live in the homes of local people - 21/03/23
10. E-mail from Adam Keppel-Green, Town Clerk, Knutsford Town Council offering to provide sessions Social Media training - 21/03/23

11. Website enquiry form from resident, AM, complaining about the holes and mud in the children's play area and asking if an all-weather surface could be provided - 21/03/23
12. E-mail annual reminder from SBA Team, PKF Littlejohn LLP, (the external auditors) about the relevant deadlines and process for the closure of accounts relating to 2022/23 – 20/03/23
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
 - GeViews – platers and notice boards
 - Kompan – fitness and play equipment

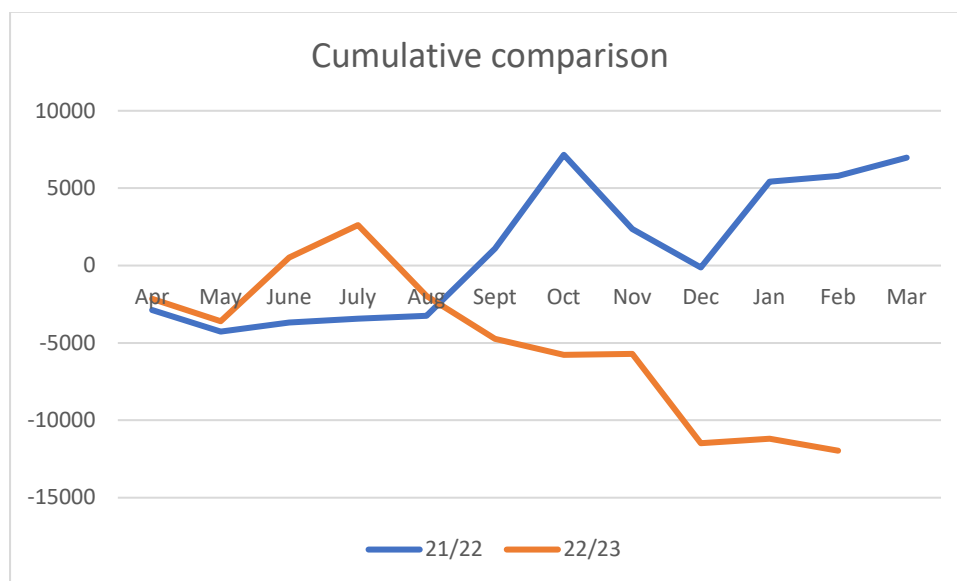
Up to date as at 25/03/23

Finance report to Winwick Parish Council Full Council meeting 28th March 2023

In February we have had £14.6k of income through the centre. The centre is showing a £774.95 loss for February, with a year to date loss of £11.9k showing. This has an impact of £4.9k 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 £13.2k of expenditure against the precept in February, with £124.3k of expenditure on the year to date. February expenditure includes the following additional precept items:

£2.7k – traffic management expense – smiley face

Additional items

Parish newsletter

Councillor Herron and myself are working on a draft version of the newsletter for issuing in April. A copy of the draft/ drafts will be available at the meeting for Councillors comments. I will then update the draft to a final version to be ordered from printers for distribution mid-April.

Can any Councillors/ residents that can spare some time to help distribute the newsletter please drop me an email so I can allocate streets?

End of year accounts

All paperwork has been obtained for the end of year accounts. The draft accounts should be available for the April meeting and the auditors will be due in May to undertake the internal audit (firm date to be agreed with auditors). All paperwork must be completed and signed off for submission to the external auditors by the 3rd July 2023.

Payments made since those reported in the management report

Payments Leisure Centre		
20-Mar-23	£850.98	T & JT Barton
20-Mar-23	£129.60	Clear Brew
20-Mar-23	£75.00	D Jakobsen
13-Mar-23	£651.22	Wigan Beer Co
13-Mar-23	£74.00	Easyflow
Payments Parish		
20-Mar-23	£266.40	Wicksteed Leisure
20-Mar-23	£438.00	Concept Hygiene
20-Mar-23	£2,238.87	Chsh. Pension Fund
13-Mar-23	£103.00	DL Hannan
13-Mar-23	£2,091.97	HMRC Cumbernauld
Direct debits Leisure Centre		
20-Mar-23	£724.00	BRITISH GAS
20-Mar-23	£322.37	BAGNALL & MORRIS
16-Mar-23	£24.24	BT GROUP PLC
10-Mar-23	£237.17	BT GROUP PLC
08-Mar-23	£1,362.90	SCOTTISHPOWER
Direct debits Parish		
16-Mar-23	£147.33	LLOYDS BANK PLC
15-Mar-23	£21.60	TAKEPAYMENTS LTD
10-Mar-23	£169.60	BARCLAYCARD
07-Mar-23	£1,233.12	PUBLIC WORKS LOANS

Part 2 items:

- 1) Debtors list

Profit and Loss
Winwick Parish Council
1 April 2022 to 28 Feb 2023

	28 Feb 23	YTD
Income		
210 Room hire income	£3,815.00	£48,552.00
225 Buffet sales income	£350.00	£3,117.50
230 Bar sales income	£7,846.56	£89,714.75
231 Bar snacks income	£321.63	£3,092.00
232 Soft drinks income	£981.01	£14,995.97
260 Ticket sales income (Events)	£0.00	£360.50
Bar tea and coffee	£1,152.80	£7,949.00
Machine income	£123.00	£586.20
Entertainer	£0.00	£170.00
Field income	£50.00	£5,040.00
LC Bar till discrepancies	£5.97	-£117.42
Total Income	£14,645.97	£173,460.50
Less Cost of Sales		
bar snacks expenditure	£180.72	£1,298.86
Beverage supplies (Coffee, milk)	£22.49	£2,258.09
Buffets	£200.00	£2,148.40
Buffets - events	£0.00	£633.58
Entertainer	£0.00	£170.00
Drink purchases (and other bar il	£3,067.35	£35,165.64
LC Direct Wages	£3,346.16	£42,850.67
soft drinks expenditure	£442.37	£5,391.15
Total Cost of Sales	£7,259.09	£89,916.39
Gross Profit	£7,386.88	£83,544.11
Less Operating Expenses		
Bad Debt	£0.00	£200.00
DJ's bouncy castles, etc - events	-£95.83	£1,393.38
LC Bar & Cleaning sundries	£216.91	£2,714.55
LC Bottled Gas	£74.00	£1,060.00
LC Cleaning	£396.00	£2,661.85
LC consulting	£49.58	£348.74
LC Electricity (Light, Power)	£1,631.48	£14,698.05
LC Equipment	£3.96	£4,094.23
LC Fire extinguishers	£0.00	£405.00
LC Gas (Heating)	£785.16	£3,880.69
LC General Expenses	£0.00	£66.24
LC Landline telephone and Broa	£217.84	£2,867.62
LC Pension costs	£990.64	£7,632.71
Rates	£800.00	£8,805.75
LC Repairs & Maintenance	£0.00	£6,967.12
tv licence	£0.00	£132.50
LC Trade waste	£270.20	£2,986.39
LC Water and Sewerage	£280.22	£3,223.67
Machine games duty	£41.00	£193.00
Managers salary and NI	£2,185.57	£26,641.51
PAYE Payable	£315.10	£4,093.94
Stocktaking Services	£0.00	£440.00
Total Operating Expenses	£8,161.83	£95,506.94
Net Profit	-£774.95	-£11,962.83
Centre reserves		£6,967.91
Balance of reserves		-£4,994.92

Profit and Loss
Winwick Parish Council
1 April 2022 to 28 February 2022

	28 Feb 22	ytd	
Income			
Litter picker income	£1,650.00	£9,959.35	
Precept	£0.00	£129,223.00	
Total Income	£1,650.00	£139,182.35	
Less Cost of Sales			
Total Cost of Sales	£0.00	£0.00	
Gross Profit	£1,650.00	£139,182.35	
Less Operating Expenses			
Administration expenses	£64.03	£534.34	
advertising	£0.00	£10.00	
internal audit	£0.00	£1,350.00	
external audit fee	£0.00	£600.00	
cctv	£0.00	£1,559.80	
election expenses	£0.00	£6,691.17	
RBL Donation	£0.00	£60.00	
xmas tree lights	£0.00	£300.00	
intruder alarms	£0.00	£840.00	
Bank Fees	£189.50	£3,022.41	
Clerk's salary	£757.46	£8,432.08	
Consulting	£0.00	£6,892.50	£5000 feasibility
Grass cutting	£0.00	£3,399.88	1892.5 hogweed
Grounds Maintenance	£162.50	£1,877.50	
Insurance	£0.00	£2,627.57	
Key holding	£0.00	£72.98	
Legal / Licencing Expenses	£180.00	£3,807.64	
Litter Pick Costs (Shared)	£1,465.20	£13,803.72	
Litter pick vehicle	£2,826.32	£7,065.80	
Loan charges	£0.00	£8,461.96	
PAYE Payable	£394.96	£4,297.39	
Payroll	£185.00	£2,115.00	
Pensions Costs (Empr's contr)	£803.27	£4,930.64	
Playground repairs	£222.00	£741.47	
Professional fees	£0.00	£779.10	
Repairs and maintenance	£365.00	£740.30	
RFO Salary (and NI)	£2,796.77	£33,474.40	
Traffic management	£2,688.00	£2,688.00	
Subscriptions	£41.59	£418.35	
Planters	£0.00	£550.00	
Swan green, winwick park, radley com	£103.00	£2,193.00	
Total Operating Expenses	£13,244.60	£124,337.00	
Net Profit	-£11,594.60	£14,845.35	
Parish reserves		£20,565.09	
Balance of reserves		£35,410.44	
Bench project fees to be	£1,032.76		



COMMUNITY GOVERNANCE REVIEW

**POULTON WITH FEARNHEAD PARISH COUNCIL
AND
WINWICK PARISH COUNCIL**

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

TERMS OF REFERENCE

1.0 INTRODUCTION

- 1.1 Warrington Borough Council has resolved to carry out a Community Governance Review of the Parish of Poulton with Fearnhead and the Parish of Winwick under the provisions of the Local Government and Public Involvement in Health Act 2007 (“the 2017 Act”)
- 1.2 The Council is required to have regard for the Guidance on Community Governance Reviews issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England; this is to ensure that the review reflects the identities and interests of the community in that area and is effective and convenient. The guidance has been considered in drawing up these terms of reference.
- 1.3 Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference in a Review.
- 1.4 The Terms of Reference is a prompt for local consideration, initial discussions and the exchange of ideas in a Review, which will in turn assist Warrington Borough Council to prepare draft proposals.

What is a Community Governance Review?

- 1.5 Community Governance Review (CGR) provide the opportunity for Councils to review and make changes to community governance within their areas. The Review considers one or more of the following:
 - Creating, merging, altering or abolishing of town or parish councils;
 - The naming of and the style of new town or parish councils;
 - The electoral arrangements for town or parish councils (the ordinary year of election; the council size; the number of councillors to be elected to the council and warding);
 - Grouping or de-grouping town or parish councils.
- 1.6 A CGR must reflect the identities and interests of communities and should take account the impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.

Why is the Council undertaking the Review?

2.0 POULTON WITH FEARNHEAD PARISH COUNCIL

Warrington Borough Council has received a request from Poulton with Fearnhead Parish Council to review its parish ward boundaries and electoral arrangements under the 2007 Act, to more accurately reflect the communities within the area, as detailed below:

Agenda Item 12

“Houghton Green Ward (polling districts NTE and NTE/1) to be removed from the Winwick Parish Council area and placed into Poulton with Fearnhead Parish Council area.

Longbarn, Fearnhead and Cinnamon Brow Ward to be split and polling districts NTA, NTE and NTE/1 to become Cinnamon Brow Ward

Polling Districts NTB, NTC, NTC/1 and NTD to become Fearnhead and Longbarn Ward”

- 2.1 This review will also consider the electoral arrangements of Poulton with Fearnhead Parish Council to determine possible changes to the number of parish councillors representing each parish ward. The overall number of parish councillors will remain the same.
- 2.2 The existing arrangements are:

Parish Ward	Electorate	No. Of Parish Councillors
Blackbrook	1602	2
Bruche	3814	5
Longbarn, Fearnhead & Cinnamon Brow	7151	7
Paddington	312	1
Total	12879	15

***Based on electorate per parish councillor = 859 electors per councillor**

3.0 WINWICK PARISH COUNCIL

Warrington Borough Council has received a request from Winwick Parish Council to review its electoral arrangements under the 2007 Act, to determine possible changes to the number of parish councillors representing each parish ward. The overall number of parish councillors will remain the same.

- 3.1 The existing arrangements are:

Parish Ward	Electorate	No. Of Parish Councillors
Houghton Green	686	4
Peel Hall	1203	3
Winwick	1916	3
Total	3805	10

- **Based on electorate per parish councillor = 380 per councillor**

- 3.2 Winwick Parish Council do not feel that this current split is proportionate to the number of households and electors and have requested to amend their membership be split as indicated in the table below:

Parish Ward	Electorate	Requested No of Parish Councillors
Houghton Green	686	2
Peel Hall	1203	3
Winwick	1916	5
Total	3805	10

- 3.3 Based on the request submitted by Poulton with Fearnhead Parish Council for Houghton Green Ward being moved out of Winwick Parish Council which if agreed would have a knock on effect on the Parish Council electorate. It is not considered appropriate to provide an actual breakdown of numbers at this stage but would seek to determine if the level of members should remain at 10 parish Councillors and request suggested numbers of councillors per parish ward.
- 3.4 In addition the review is required to take account of electorate forecasts based on projected increases in housing provision as outlined in Section 6.

4.0 CONSULTATION

- 4.1 Before making any recommendation or publishing final proposals the Council will take into account of the reviews and suggestions of local people and organisations and will comply with the statutory consultation requirements by:
- Consulting local government electors and other persons or bodies who appear to have an interest in the review;
 - Taking into account any representation received in connect with the review;
 - Notifying consultees of the outcome of the review; and publicising all decision taken and the reasons for such decisions.
- 4.2 In particular, the Council will consult:
- Local government electors/residents in the parishes of Poulton with Fearnhead and Winwick;
 - The Parish Councils of Poulton with Fearnhead and Winwick;
 - The Ward members of the areas affected;
 - The Member of Parliament for Warrington North; and
 - Cheshire Association of Locals Councils
- 4.3 How the Council will consult:
- Publish these terms of reference and take submissions via its website;
 - Promote the process via the website and on social media; and within the Parishes
 - ½ page notices in local newspaper;
 - Publish relevant statutory notices on the Councils website and Parish council websites and Parish notice boards;

- Posters will be displayed in community areas/buildings within the Parish areas

4.4 In addition paper copies of the documentation will be issued upon request. The Borough Council will ensure that the consultation process is cost effective and that only reasonable costs are incurred.

How to submit your views

4.5.1 Complete an online survey via - <https://www.smartsurvey.co.uk/s/wbcgovernancereviewpoultonfearnheadandwinwick/>

Scan the QR code below:



Email comments to – elections@warrington.gov.uk

Write to:

Electoral Services
Warrington Borough Council
Town Hall
Sankey Street
Warrington
WA1 1UH

Tel: 01925 442184

5.0 TIMETABLE FOR THE REVIEW

5.1 Publication of these Terms of Reference formally begins the Review, which must be completed within twelve months.

5.2 The timetable for the Review is as follows:

Action	Timetable	Indicative Date
Publication of Terms of Reference		23 March 2023
Introductory Stage – submissions are invited	4 weeks	24 March – 21 April 2023
Preparation of draft proposals	One month	9 May -12 June 2023
Publication of draft proposals		29 June 2023
Consultation on draft proposals	One month	30 June – 28 July 2023
Preparation of final proposals	One month	September 2023
Publication of final proposals	Audit & Corporate Governance	16 November 2023
Publication of Recommendations	Full Council	4 December 2023
Publication of any Reorganisation Order		January 2024

6.0 ELECTORATE FORECASTS

- 6.1 The Council has used the Register of Electors as at 1 January 2023 in providing the existing parish electorate figures.
- 6.2 The existing parish electorate for Poulton with Fearnhead Parish Council is 12879 and broken down by Parish Ward as follows:

Blackbrook Ward	
NSH	804
NSJ	798
Total	1602
Bruche Ward	
NUA	1587
NUB	1738
NUC	489
Total	3814
Longbarn, Fearnhead & Cinnamon Brow Ward	
NTA	2373
NTB	2366
NTC	1180
NTC/1	218
NTD	1014
Total	7151

Paddington Ward	
NVF	312

6.3 The electorate is due to increase in polling district NTC as there is planning permission for 31 homes which based on forecasts is an increase of 50 electors. There is no further sites for development for the Poulton with Fearnhead Parish Council with planning approval.

6.4 The existing parish electorate for Winwick Parish Council is 3805 and broken down by Parish Ward as follows:

Houghton Green Ward	
NTE	649
NTE/1	37
Total	686
Peel Hall Ward	
NSE	999
NSF	109
NSG	95
Total	1203
Winwick Ward	
NDC	1916

6.5 There is anticipated large scale housing development of 1200 units anticipated in the Peel Hall Ward of Winwick Parish Council which would increase the electorate by approximately 1800 electors. In addition there is a smaller development planned one for 27 units off Mill Lane in polling district NSF in the same parish ward which would create approximately 41 electors.

6.6 There is also a small development of 17 units planned for Delph Farm in polling district NDC – Winwick Ward which will equate to approximately 26 electors.

7. ORDER AND COMMENCEMENT

7.1 The Review will be completed when the Council resolves to accept the final recommendations.

7.2 In the event of a Reorganisation of Community Governance order being required the provisions of such an order would take effect as soon as possible in accordance with the relevant legislation. The electoral arrangements for any parish council would normally come into force at the time of the next local and town council elections.

8. DATE OF PUBLICATION

8.1 These terms of reference were be published on Thursday 23 March 2023.

Considerations

Legislation requires that the Council must ensure that community governance within the area:

- reflects the identities and interests of the communities in the area,
- is effective and convenient and takes into account any other arrangements for the purpose of community representation or engagement in the area.

In considering proposals for change, the Council will take the following into account:

Parish status (council or meeting)

Electorate – existing and forecast growth.

The review aims to ensure that parishes reflect community identity and interest and that they are viable administrative and democratic units.

Parishes with 150 or fewer local government electors cannot have a council and can only be a parish meeting (unless the parish already has a council). Between 151 and 999 local government electors the review can recommend that the parish should have a council (optional) and where the parish 1000 or more local government electors the review must recommend that the parish has a council.

Parish boundaries

The Council will consider the effect of new and forecast development activity on existing parish boundaries. Parish boundaries should be easily identifiable and reflect the separation of settlements recognised locally as having their own identity. These boundaries should generally reflect the areas between communities with low populations or physical barriers such as rivers or man-made features such as railways or motorways.

Council size (number of councillors)

The minimum number of parish councillors that a council can have is five. A quorum for a parish council is three or a third, whichever is the greater number.

National research guidance suggests the following levels of representation for parish councils:

Electorate	Councillor Allocation
Less than 500	5-8
501-2500	6-12
2501-10000	9-16
10001 – 20000	13-27
Greater than 20000	13-31

Government guidance is that each area should be considered on its own merits having regard to population, geography and the pattern of communities. The Council will pay particular attention to existing levels of representation and existing council sizes which have stood the test of time.

In considering requests to change the number of councillors on any individual parish council the Council will review the electoral history for the parish including the number of contested elections that have been held, the number of vacant seats following normal parish elections (every 4 years) and the history of co-options (i.e. has the council been able to fill vacancies).

Parish Warding

The Council is required to consider the following points when deliberating whether a parish should be divided into wards for the purposes of elections:

- whether the number or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient,
- whether it is desirable that any area, or areas, of the parish should be separately represented on the council.

The Government's guidance is that warding of parishes may not be justified for largely rural areas based predominantly on a single centrally located village. Conversely, warding may be appropriate where a parish encompasses a number of villages with separate identities or where there has been urban overspill at the edge of a town into a parish.

In considering parish wards the Council will ensure that electoral equality is retained (the principle that each person's vote should be of equal weight so far as is possible). This will be achieved by keeping the councillor/elector ration similar across any warded areas.

Parish names and alternative styles for parishes

The Council will endeavour to reflect existing or historic place names and will consider any ward names proposed any local interested parties. The Council will be mindful of Section 75 of the Local Government Act 1972 with regards to changing the name of a parish and subsequent notification and to Sections 87 and 88 of the 2007 Act and related guidance.

Alternative styles for parishes were introduced by the 2007 Act which could replace the 'parish' style – community, neighbourhood or village. Town status continues to be available to a parish (S247 of the Local Government Act 1972) but for as long as a parish has an alternative style it will not be able to have the status of a town and vice versa.

At the request of a parish the District Council as principal authority can change the name of a parish to reflect the style adopted. If an existing parish is under review the Council will make recommendations as to whether the geographical name of the parish should change but it will be for the parish council or meeting to resolve whether the parish should have one of the alternative styles or retain the 'parish' style.

Grouping of parishes

Under Section 91 of the 2007 Act a CGR can recommend the grouping or de-grouping of parishes. In some instances it may be appropriate to group parishes to allow a common parish council to be formed. De-grouping may also offer the reverse possibility where local communities have expanded.

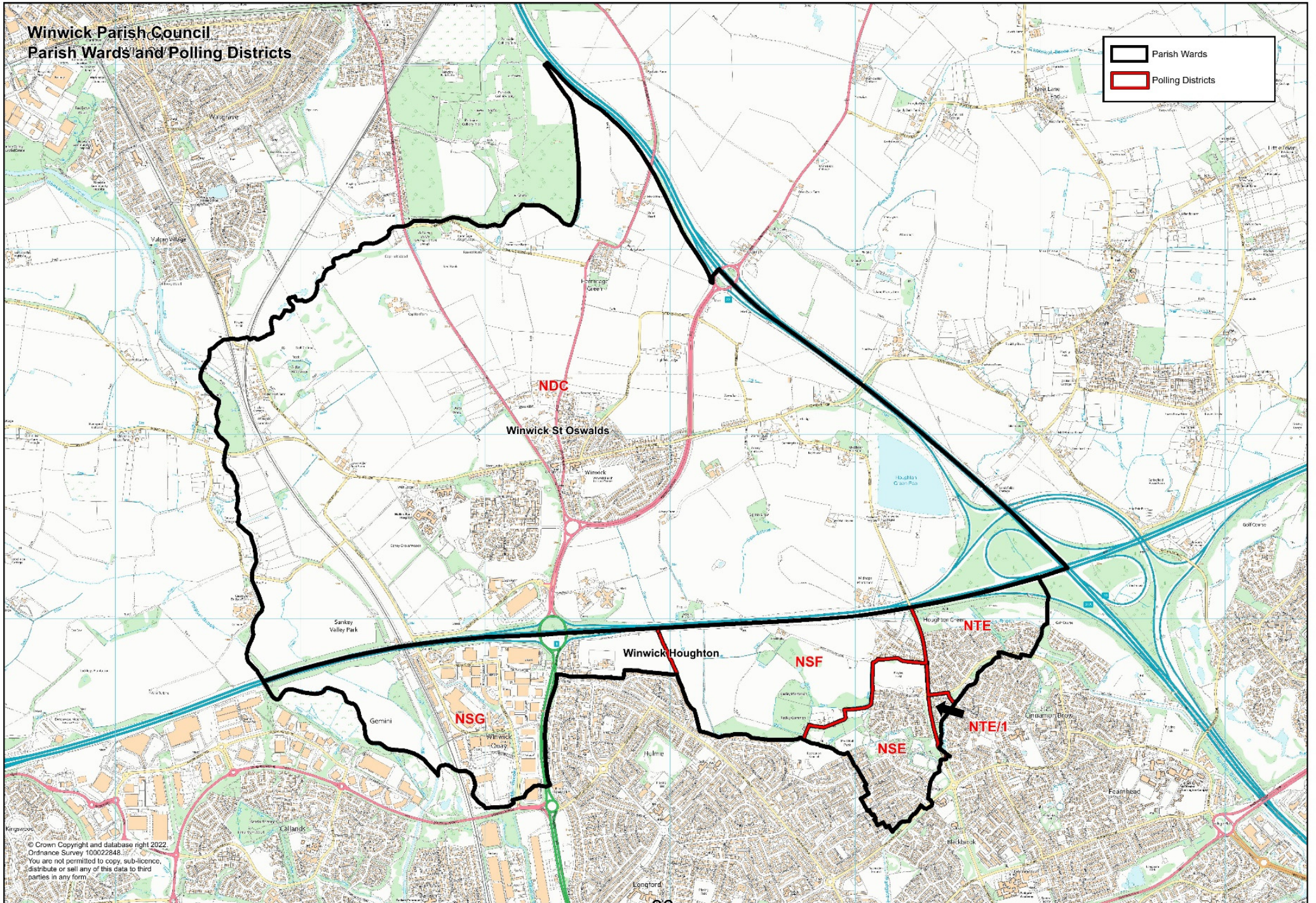
Any grouping or de-grouping needs to be compatible with the retention of community interests and it would be inappropriate to use it to build artificially large units under single parish councils. However, it could offer a possibility for parishes with less than 150 electors to be grouped with other parishes under an elected parish council despite being unable to form a parish council in their own right.

Ordinary year of election

As the Borough Council is elected every four years on an 'all out' basis it is proposed to keep any changes in line with the ordinary year of election for parish councils on the same date.






**Winwick Parish Council
Parish Wards and Polling Districts**

	Parish Wards
	Polling Districts










© Crown Copyright and database right 2022
Ordnance Survey 100022848.
You are not permitted to copy, sub-licence,
distribute or sell any of this data to third
parties in any form.






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 5



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. The terms of reference of the Review have now been agreed. 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 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.	
10	To publish an article in the proposed Parish newsletter about the availability of the Leisure Centre as a drop in office space.	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 until March, so use of the Centre will need to be promoted by other means	
11	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	
12	To approve that the purchase of a mobile smiley-face speed monitor for use in the Parish funded in full by	WPC.98(2)	22/11/22	Operations and Finance Officer	-	-	Camera now purchased and delivered. PCSO Spruce is being consulted about installation.	

Agenda Item 5







	the Council in the sum of approximately £3,370.							
13	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	
14	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.	
15	That nominations for membership of the <i>[Housing and Development]</i> Working Group be proposed at the next Council meeting on 28 March 2023.	WPC.134(2)	28/02/23	Clerk	-	-	This matter appears at Agenda Item 4	
16	That the Working Group members appointed under (2) above be requested to draft the Group's terms of reference and to submit these to the Council for approval.	WPC.134(3)	28/02/23	Working Group	-	-	Further information will be available after the Group's first meeting	
17	To request that the Clerk write to the Licensing Authority to highlight residents' concerns about the operation of the car boot sale off Townfield Lane, with particular reference to inconsiderate and/or unsafe parking and general congestion caused by the events.	WPC.136(2)	28/02/23	Clerk	-	-	Not yet commenced	

Agenda Item 5

18	To request that the Clerk write to the Police and Crime Commissioner for Cheshire to ask him to provide sufficient resources to the neighbourhood PCSOs to enable them to follow up speeding incidents with warning letters.	WPC.136(3)	28/02/23	Clerk	-	-	Not yet commenced	
19	To request the Clerk to provide the background information in relation to wildflower meadows and to place an item on the Agenda for the next meeting.	WPC.139(2)	28/02/23	Clerk	-	-	Unfortunately, the deadline for placing an order for 2023 expired on 10 February. For information, the cost is £0.90 per m ² , including seed supply, cultivation, sowing, rolling, and end of season cut. Members might wish to identify suitable areas of land for 2024.	
20	To request the Clerk to write to Clarke Telecom to indicate that the Council had no objection, in principle, to the installation a radio base station at the proposed location, but to advise them that the site could clash with the proposed widening of the junction as part of the traffic mitigation measures for the Parkside development, if these were still planned to take place (Minute 136 refers).	WPC.140(2)	28/02/23	Clerk	-	-	Not yet commenced	
21	To approve the reappointment of the internal auditors, Styles for the completion of the accounting statements for 2022/23 and for any matters arising in 2023/24, subject to there	WPC.141	28/02/23	Operations and Finance Officer	-	-	A update will be provided by the Operations and Finance Officer at a future meeting	

	being no significant increase in costs as determined by the Operations and Finance Officer.							
22	To request the Chair to contact the joint coordinators of the Winwick Litter Network to ascertain if any of its members might be interested in the roles of footpath warden and Parish representative on the Public Rights of Way Forum and to delegate the appointment to the Clerk in consultation with the Chair.	WPC.144	28/02/23	Chair	-	-	The Chair may provide a verbal update at the meeting.	
23	To note the e-mail dated 18 February 2023 about Winwick Educational Foundation and to request the Clerk to circulate information about its proposals to redistribute its assets.	WPC.148(c)	28/02/23	Clerk	-	-	Not yet commenced	

Progress Legend

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

THIS PAGE IS LEFT BLANK INTENTIONALLY

Winwick Parish Council

Planning Matters since 28 February 2023

General Correspondence (2)

1. 2023/00204/FULM – Land at Golborne Road, Winwick

E-mail dated 12/03/23 received from resident, SM, highlighting topics discussed at the residents' meeting held in St Oswald's Church Hall on Friday 10th March 2023 to consider the planning application submitted in respect of the proposed Golborne Road/Waterworks Lane Housing Development.

A copy of the Parish Council's submission based on those discussions is also attached.

2. Local Plan Update – Planning Inspectorate Recommendations

E-mail dated 15/03/23 received from the Planning Policy & Programmes Team, Warrington Borough Council, inviting representations on the Proposed Main Modifications recommended by the independent Planning Inspectors to the Updated Proposed Submission Version Local Plan 2021 - 2038. The consultation commenced for a six week period on Wednesday 15th March 2023 and will close at 5.00pm on Wednesday 26th April 2023.

The following modifications may be of interest:

- Amendments to paragraph 3.3.7 - The existing urban area can accommodate around 11,800 **10,700** new homes **in the Plan Period**. This means there is the requirement to release Green Belt land for around 4,500 **4,400** homes in order for the Council to meet its housing requirement.
- New paragraph 4.1.23a - Land at Peel Hall was allocated in the Updated Proposed Submission Version Local Plan but has subsequently received outline planning consent. Development at Peel Hall will make an important contribution to the overall Spatial Strategy of the Local Plan and the supply of housing. Subsequent applications for reserved matters will be considered in the context of the outline consent and the conditions attached to it along with a range of relevant Local Plan policies. The site is now shown as a commitment on the Policies Map.
- Various paragraphs – Removal of the reference to South East Warrington Employment Area.

All of the consultation documents, guidance on how to make representations and the online standard representation form are available to view and download at: <https://www.warrington.gov.uk/main-modifications-2023>

Domestic Planning Applications (9)

3. Application reference: 2022/42277 - Full Planning - Householde
Location: 195 Myddleton Lane, Winwick, Warrington, WA2 0RL

Agenda Item 10

Description of development: Two storey side and rear extension, single storey front extension

4. Application reference: 2022/42617 Full Planning – Householder
Location: 10 Marryat Close, Winwick, Warrington, WA2 8XS
Description of development: Extension of existing Double Garage with dormer windows, converted to living space at ground floor & in roof space. Infill front canopy / balcony alterations to rear windows and doors at ground floor and associated front and rear landscaping
5. Application reference: 2023/00030/CLDP - Section 192 Certificate
Location: 6 Gerosa Avenue, Winwick, Warrington, WA2 8SR
Description of development: Front porch extension, first floor dormer extension, single storey side & rear extension.
6. Application reference: 2023/00125/FULH - Full Planning - Householder
Location: 6 Rectory Lane, Winwick, Warrington, WA2 8LE
Description of development: Proposed Single Storey Rear Extension
7. Application reference: 2023/00143/FULH - Full Planning - Householder
Location: 29 Myddleton Lane, Winwick, Warrington, WA2 8LN
Description of development: First floor rear extension and rear dormer
8. Application reference: 2023/00273/FULH - Full Planning - Householder
Location: 104 Myddleton Lane, Winwick, Warrington, WA2 8NA
Description of development: Proposed two storey side extension to provide reception room, bedroom and bathroom at ground floor, with additional bedroom and en-suite at first floor. Part section of rear to be extended also to create additional living space at first floor. Property to have new roof with 2 No dormer windows in total to front, to provide additional headroom within loft space, which will be used for storage and new boundary wall
9. Application reference: 2023/00210/FULH - Full Planning - Householder
Location: 8 Chesterton Drive, Winwick, Warrington, WA2 8XF
Description of development: Two story extension to the rear of dwelling
10. Application reference: 2023/00243/FULH - Full Planning - Householder
Location: 84 Myddleton Lane, Winwick, Warrington, WA2 8NG
Description of development: Rear two storey extension and front dormer.
11. Application reference: 2023/00350/FULH - Full Planning - Householder
Location: 2 Ash Road, Winwick, Warrington, WA2 8NQ
Description of development: Single Storey Front Extension

Non-Domestic Planning Applications (3)

12. Application reference: 2022/42380 - Full Planning
Location: Arbury Farm Arbury Lane, Winwick, Warrington, WA2 0RJ
Description of development: Retrospective application for an agricultural building to store farmyard manure (FYM)

13. Application reference: 2023/00204/FULM - Full Planning (Major)
 Location: Land At Golborne Road, Winwick, Warrington
 Description of development: Proposed residential development of 163 no. dwellings with associated areas of open space, access, car parking, landscaping and ancillary works
14. Application reference: 2023/00277/PA16A - Part 16 (Class A) Prior Approval
 Location: Grass Verge of Newton Road, Warrington, WA2 8XG
 Description of development: Proposed telecommunications mast and associated works

Historic Applications

A search of the Planning Applications website has revealed that the undermentioned applications, submitted since May 2022, have not been forwarded to the Clerk.

No	Application reference	Location	Description of development
1	2022/41688 Full Planning - Householder	10 Spires Gardens, Winwick, Warrington, WA2 8WB	Single storey rear extension and internal alterations to an existing dwelling – Granted 17/10/22
2	2022/41877 Full Planning - Householder	39 Chesterton Drive, Winwick, Warrington, WA2 8XF	Single Storey Rear extension & Facade upgrades. – Granted 09/01/23
3	2022/41789 Full Planning - Householder	84 Myddleton Lane, Winwick, Warrington, WA2 8NG	Rear two storey extension and front dormer - Granted 05/01/23
4	2022/41725 Agricultural or forestry	Wood Head Farm Parkside Road, Winwick, Warrington, WA2 8SU	Agricultural machinery storage building - Prior Approval not required 19/07/22
5	2022/41894 Agricultural or forestry	Highfield Farm Waterworks Lane, Winwick, Warrington, WA2 8TB	Proposed barn for storage of hay - Prior Approval not required – 18/08/22
6	2022/41420 Full Planning - Householder	82 Myddleton Lane, Winwick, Warrington, WA2 8NG	Proposed Single storey rear extension to link previous rear and side extension – Granted 23/11/22
7	2022/42186 Full Planning	15 Austen Drive, Winwick, Warrington, WA2 8XE	Change of use of the rear part of a detached domestic garage to dog grooming salon (amended description). – Granted 13/01/23
8	2022/42111 Full Planning	Heatable, The Old Rectory Rectory Lane, Winwick, Warrington, WA2 8LE	Retention of hardstanding for additional car parking – Granted 31/01/23
9	2022/41792 Section 192	1 Browning Drive, Winwick, Warrington,	Alterations to existing single storey rear extension to provide new pitch roof with

Agenda Item 10

	Certificate	WA2 8XL	rooflights and alterations to existing rear openings with new extension conforming to Class A of current GPDO. – Granted 17/11/22
10	2022/42187 Screening Opinion	Land North of Spires Gardens, bound by Golborne Road and Waterworks Lane, Winwick	Residential development for 163 dwellings, including public open space and access from Golborne Road, together with associated works and infrastructure – EIA not required 13/10/22
11	2022/42247 Advertise- ment Consent	B And Q Delph Lane, Warrington, WA2 8RD	Installation of double sided digital panel – Granted 01/12/22
12	2022/42248 Advertise- ment Consent	Site of Bus Shelter, Between Townfield Lane and Juncion 9 of M62, A49 Newton Road, Warrington	Installation of double sided digital panel – Granted 01/12/23
13	2022/42274 Full Planning - Householder	195 Myddleton Lane, Winwick, Warrington, WA2 0RL	Two storey side and rear extension, single storey front extension - Withdrawn 26/01/23
14	2022/41995 Discharge of Condition	Partnerships In Care, Arbury Court Townfield Lane, Winwick, Warrington, WA2 8TR	Discharge of condition no's 3 (local employment scheme) 6 (land drainage) and 8 (contaminated land) attached to planning permission 2019/35534 - Condition Part Discharged/Part Not Discharged 25/11/22
15	2022/41939 Full Planning	B And Q Delph Lane, Warrington, WA2 8RD	Provision of double doors to existing building elevation and enlargement of single parking bay – Granted 02/11/22
16	2022/42510 Section 192 Certificate	8 Rectory Lane, Winwick, Warrington, WA2 8LE	Single Storey side extension, installation of roof-lights and alteration of existing driveway. – Granted 15/03/23
17	2022/42541 Full Planning - Householder	1 The Priory, Winwick, Warrington, WA2 8SB	Resubmission of Approval Ref : 2022/41281 - proposed demolition of 2 no conservatories, two front dormers to main roof and rear box dormer and single storey rear extension. (description amended) – Granted 11/01/23
18	2022/42603 Adjacent Authority	Former Parkside Colliery , Winwick Road, Newton Le Willows, St Helens ,	Adjacent Authority EIA/2022/0008/SCOPE EIA scoping request from St Helens – General Advice Given 19/12/22
19	2022/42704 Householder Prior Approval	6 Rectory Lane, Winwick, Warrington, WA2 8LE	Single storey rear extension measuring 4820mm from the rear elevation. Eaves height - 2446mm Overall height - 3801mm – Withdrawn 05/01/23

Up to date as at 27/02/23

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
Julian Joinson
Tel: 07818 066549

Email: jjoinson.winwickclerk@outlook.com
Web site: www.winwickparishcouncil.org.uk

Niki Gallagher
Development Manager
Warrington Borough Council

(by e-mail)

devcontrol@warrington.gov.uk

22 March 2023

Dear Nikki

PLANNING APPLICATION REFERENCE: 2023/00204

I refer to the above planning application and am writing on behalf of Winwick Parish Council to object to the development on the following grounds.

Residents have expressed concern at recent Council meetings about the impact of large scale housing and employment land development in the area which they feel will be detrimental to the character of the area, the environment and their enjoyment of their homes and will also place pressure on infrastructure and amenities within the village of Winwick and surrounding parish area.

General Observations

- The current planning application is premature as the site is not allocated in any adopted development plan, and the current draft local plan legally carries very little weight
- There are no 'Very Special Circumstances' that would apply that suggest the land should be developed for housing now rather than waiting for the outcome of the Local Plan process. Residents and representatives of the parish gave evidence at the recent hearing stages opposing the allocation of this site as housing land in the emerging Local Plan
- The proposed housing mix including affordable housing does not conform to draft policy OS6.

- The development does not meet national policy or aspirations on design or placemaking.
- The development is proposed to be heated by gas boilers, which is bad for the environment. There is currently no gas main running that far down Golborne Road or Waterworks Lane
- 1300 homes are already planned for development in Winwick Parish. With 1200 on Peel Hall and around 50 in other smaller developments. The scale of the increase in housing land seems disproportionate to the size of the Parish
- The Community Consultation from the developer was poor with residents reporting that they had struggled to submit their comments via the email address provided. It is considered that this consultation was not meaningful and little, if anything, has been changed in the plans based upon the feedback submitted.

Transport

- The development is poorly located for walking, cycling and public transport, and right from the start will be car dependent which will increase traffic, road danger and local air pollutant and climate change gas emissions in the village.
- There are no proposals to improve access to public transport provision, or to provide facilities to encourage walking or cycling. The draft Travel Plan is generic, short on detail and not fit for purpose.
- WBC own traffic surveys and measurements already show that roads in Winwick are already too busy and over capacity. Myddleton Lane / Golborne Road junction, Waterworks Lane / Golborne Road junction, Newton Road / Golborne Road junction, Myddleton Lane / Delph Lane (east) junction are all bottlenecks at peak times. The Parish Council is already contemplating traffic management along Myddleton Lane, but the additional traffic movements caused by additional housing will necessitate reassessment of the proposals.
- One of the largest logistics and warehouse developments (Parkside) is being constructed less than 1 mile from the Golborne Road site which could mean increased traffic flow through Winwick from employees, even if HGVs are redirected via a new link road.
- The proposed traffic mitigation in the application is nothing more than additional white lines on existing roads. - a formalisation of a right turn lane from Newton Road onto Golborne Road and from Golborne Road onto Myddleton Lane. There is nothing in the plan to address one of the main reasons for traffic queues in the village, that being traffic attempting to turn right onto Newton Road from Golborne Road and in fact the proposed addition of right turn boxes mentioned above will only make this issue worse.
- Traffic from the housing site wanting to reach the M6 will not be able to exit directly on to Waterworks Lane and then onwards to the motorway. Instead they will have to head into the village turn left on to Myddelton Lane and left again down Waterworks Lane itself meaning even more traffic on the over-capacity junctions in the vicinity of Winwick CE Primary school.
- The proposal talks about excellent public transport and cycle links in the village. There are no cycle lanes in the village and cycling would be hazardous at best during peak times. Bus services are at the mercy of demand and operating costs and cannot be guaranteed in the future.

Local Services

- The village has lacks certain essential amenities to support existing residents and the addition of a further 1000 residents will create further unmet demand. There is currently no Post Office, no doctors, no dentist with the next nearest health services unable to accept any more patients. Extra journeys by car will be needed to access any such services creating additional traffic and pollution. The proposal has incorrectly assessed Hollins Park Hospital and St Oswald's nursing home as health care facilities for the wider village population, whereas in reality they provide specialist health care services.
- The proposal identifies Winwick Leisure Centre as a sports facility similar to that of the Jubilee or Great Sankey hubs. The Parish Council, which runs the Centre, has aspirations to develop a broader sports offer subject to the outcome of consultation and funding being secured, but the Centre currently operates more as a social club and conference centre. There is no gym equipment on site or 3G pitch.
- The proposal classes the private football coaching business on Green Lane as accessible sports facilities, which is a misidentification of the nature of the business.
- The proposal suggests that Burger King is a local restaurant for regular visits and family meals, whereas the company's website acknowledges that it is the 'second largest fast food hamburger chain in the world...known for serving high-quality, great-tasting, and affordable food'
- The proposal suggests that the ice cream van that visits B&Q is a village amenity. This appears, in our view, to stretch the definition of a significant amenity.

Education

- The proposal states that there is a secondary school within 1000 metres of the village. There is not. Additional car journeys by parents taking their children to secondary school may exacerbate existing traffic problems
- The capacity of Winwick Primary School (St Oswald's) is a significant concern. For the past 3 years' intakes the primary school has been oversubscribed.
- There are already not enough places for the number of existing residents' children. 163 homes could mean another, say, 43 children of primary school age. Even if as stated the exact number of pupils at the school currently is 200 against a capacity of 210 that could mean 33 pupils without access to their nearest school. Infant class size legislation means that Reception and Years 1 and 2 must not exceed 30 pupils per class, leaving no flexibility for additional pupils to be admitted in the infant age groups.
- If the new housing development goes ahead, the applications for primary school places for children of that estate may take priority over children who live in Birch Avenue/Poplars/Winwick Park/Hermitage Green, in line with the tie-breaker provision of 'proximity to the school' within the Governors' priority admission criteria. This will benefit newer residents to the area at the expense of existing residents.
- A new primary school is proposed to be built within the Peel Hall site, but not for at least the first five years of construction and only after 300 new homes have been built there. Children from Peel Hall that attend any CoE church would have priority over other children in Winwick if they wanted to come to Winwick CoE Primary School.

- The nearest alternative primary schools to Winwick include Callands - but Callands is over subscribed - then Dallam which is also over subscribed - then St Andrews also over subscribed - then St Bridget's in Fearnhead. Any or all of these would mean parents having to drive rather than walk their children to school.

Accordingly, the Council wishes to object to the above housing development.

Yours sincerely

A handwritten signature in black ink that reads "Julian Joinson". The signature is written in a cursive style with a long horizontal stroke at the end.

Julian Joinson
Clerk to the Parish Council

Winwick Parish - Management Committee 14 March 2023

Present: Councillors J Herron (Chair), A Iddon, F McGinn and A Warnock-Smith

WPMC 30 Apologies

Apologies for absence were submitted on behalf of Councillor D Friend.

WPMC 31 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 32 Minutes

Decision – That the Minutes of the meeting held on 10 January 2023 be agreed as a correct record.

WPMC 33 Action List

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

Actions listed, which had been completed or which were reported verbally at the meeting as complete, would be omitted from the next update to the list.

In respect of Action 1 - Real Ale Festival, the following update was provided:

Ms Jones noted that an advert for the festival had appeared on Facebook. The advert had raised a question as to whether the intention was for the organisers to sell other products in addition to real ale. It was a condition of the event that everything apart from the real ale should be purchased from the Centre. The Chair indicated that the organisers were also supplying a specialty lager and ciders, but these would not be ones that were for sale already at the Centre. Ms Jones confirmed that this would be acceptable, but that the organisers must not sell anything which was currently available behind the bar. For example, gin drinks would have to be purchased over the bar.

Councillor Iddon noted that no prices had been included in the advert. Ms Jones responded that the advert at this stage was just a 'save the date' notice. The Chair added that the event would be ticket only and that wrist bands would be provided. Ms Jones indicated that the Centre had a stock of wrist bands and that these would be used to limit capacity to 100.

Councillor Warnock-Smith asked how the drinks would be purchased. The Chair indicated that admission would include a wrist band, glass and 2 tokens. Each token could be redeemed for a half pint to the value of £1.50. The beer would be source from 4T's Brewery, a local Warrington company. Ms Jones

asked which local organisations would receive the profit from the event. The Chair indicated that it was hoped to provide funds for St Oswald's CE Church and for community projects, such as a coffee morning. However, it was acknowledged that the first festival might not make a profit, but would need to cover its costs. Ms Jones indicated that the financing for the event would need to be auditable, as members of the public might wish to query the arrangements. The Council would not wish to be challenged over the finances. The Chair confirmed that the organiser would be able to provide a record the finances.

The Chair indicated that it was hoped to obtain 15 sponsors to provide a donation of £100 each. He had also spoken to a band and acoustic singer about providing live music. The event would take place in the Main Hall with the real ale bar set up in front of the mirror. All of the relevant equipment had now been booked, but the beer had not yet been ordered. The date for the event had been confirmed as Saturday 24 June 2023. The room had been booked for 4 days to enable the room to be set up on Friday, for the event on Saturday, with the equipment then being disassembled and picked up on Monday. It was envisaged that there would be between 6 to 8 kegs on offer. Sponsors would be entitled to a couple of free tickets.

Further information would be available at the Committee meeting in May.

Decision - To note the schedule of actions and referrals from previous meetings, the verbal updates provided and the updates to be applied to the next list.

WPMC 34 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

(1) Finance Report

Clare Jones, Operations and Finance Officer, provided a report which showed the financial position at the Leisure Centre for February 2023.

The February report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years and the details of actual income received. Ms Jones highlighted key elements of the report.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales (£118,700) had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2022/23 actual income (also shown) would be assessed against the table provided below.

Agenda Item 13

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	4.81	7.15	8.90	11.86	10.24	10.66	9.75	7.89	7.90	7.10	6.93	6.81
Budget (£1,000s)	5.71	8.49	10.56	14.08	12.15	12.65	11.57	9.37	9.38	8.43	8.23	8.08
Actual (£1,000s)	9.31	9.54	9.70	13.45	11.97	12.38	11.25	10.19	9.37	8.26	10.30	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at February 2023, using the profile outlined above. February bar sales were above target by £2,076.09. The targets for January to March tended to be lower than other months, as experience had showed that sales tailed off at this time of year. However, the March target had already been achieved before month end.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at February 2023, using the profile outlined above. This put the Centre at £5.1k (4.63%) ahead of target on the year to date.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees (£50,000), including buffet sales, had been split across the relevant months by percentage. 2022/23 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	5.74	6.45	6.90	8.64	6.50	10.47	10.17	9.31	9.16	8.60	7.74	10.32
Budget (£1,000s)	2.87	3.23	3.45	4.32	3.25	5.24	5.09	4.66	4.58	4.30	3.87	5.16
Actual (£1,000s)	4.09	6.22	7.26	5.10	3.06	2.81	3.97	5.32	2.66	4.26	3.82	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at February 2023, using the profile outlined above.

The table showed that room hires for February were £55 below target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at February 2023, using the profile outlined above. This showed the centre at £3.7k (8.28%) ahead of the year to date target.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees (£5,250.03) had been split across the relevant months by expected percentage, as per the table below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	1.80	3.15	8.06	3.51	2.43	3.11	3.24	1.80	1.58	69.96	0.23	1.13
Feet (£s)	94.5	165.4	423.2	184.3	127.6	163.3	170.1	94.5	83.0	3,672.9	12.1	59.3
Actual (£s)	125.0	0.00	320.0	300.0	175.0	0.00	120.0	100.0	50.0	3,800.0	50.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at February 2022, using the profile outlined above. The field hire was £37.92 above target for this month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at February 2022, using the profile outlined above. This showed the year to date figure down by £150.68. This was a little disappointing, but was due to the loss of bookings from Omnifit. However this had been largely offset with bookings from the majorettes and Sunday football. There were likely to be 2 groups of majorettes next year.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of February showed an average of 16.8 cups per day sold and income of £1,152.80. This figure had been boosted by the recent inclement weather and by parents watching children's sport. The year to date income was £7,949.00.

Overall Leisure Centre Position

Overall income against key indicators was either above target or very close to it. This might not equate to outright profit, as electricity costs were rising. It might be prudent to give a consideration to increasing the targets for next year.

Additional Income

Buffet sales of income of £350.50 had been realised.

Machine income of £123.00 had been received.

Updates on Repairs

There were no issues reported under this heading on this occasion

Additional Items

(a) Schedule of Events 2023/24

A list of programmed events for 2023/24 was provided as follows:

- Cheshire Eagles majorettes – 30th April 2023
- Coronation family fun day – 6th May 2023
- Volunteer day – 8th May 2023
- Majorettes dance – 28th May 2023 – no cost to the Centre
- Real Ale festival – 24th June 2023
- Winwick Carnival – 15th July 2023 - no cost to the Centre
- The Redeemed Christian Church of God (RCCG) family fun day – 2nd September 2023 – no cost to the Centre
- Cliff and the Shadows (tribute) charity night – 14th September 2023 – no cost to the Centre
- Halloween kids parties x2 – 28th October 2023
- Christmas kids parties x2 – 24th December 2023
- New Year's Eve – 31st December 2023 – to be confirmed

Any further events that arose would be reported at future meetings. Complaints about noise were sometimes received from residents of Rectory Lane, but it was hoped that by publishing dates in advance, residents could plan accordingly.

(b) Coronation Fun Day

The expected income was yet to be confirmed, as a response was awaited from Silcocks. The expected expenditure was £575.40

The above figures did not account for bar sales on the day. It was hoped to be able to provide a more accurate update following receipt of a response from Silcocks.

(c) Volunteers Day

The following groups had been identified as potential beneficiaries of a Volunteers Day for the Coronation 'Big Help Out':

- Speed Watch
- Litter pickers
- Church border group
- Community bus
- Light up Winwick Christmas tree group

- Winwick PTA
- Carnival Committee

Officers were unclear on what exactly the community had in mind for the Volunteers Day, but currently a basic DJ and buffet was being considered. Members were invited to pass on any ideas or suggestions to the Operations and Finance Officer.

Councillors were also unclear about the reason and format for this event. Voluntary organisations themselves perhaps ought to arrange events that would promote volunteering. Alternatively, a Centre led event could be simply be to thank them for their work or to help them recruit. The Clerk noted that the Palace's website had called for this day, but currently gave little guidance on the practical arrangements.

(d) Brochure

Councillor McGinn enquired about progress on the development of a leaflet or brochure for residents. The Chair responded that he had produced an outline document using a Vistaprint template, but this provided only a basic skeleton. Ms Jones indicated that she had Microsoft Publisher software, which could produce a better finished product. The Chair agreed to send his template to her.

Councillor McGinn suggested that the first leaflet be produced as soon as possible and that Councillor Mitchell might be able to arrange for its printing and distribution. It would be useful to provide a draft document in time for the next Council meeting. Ms Jones added that a quarterly list of events could be included. She also suggested that a list of volunteers for delivery of the leaflet be drawn up, which might include use of the Litter Pickers Network.

Councillor McGinn asked about the Leisure Centre's on-line presence and domain name. Ms Jones responded that the Parish Council had a dedicated website and the Leisure Centre had a Facebook page. There was no corporate domain name, but the Leisure Centre's e-mail address (via Gmail) was the address used by Paul Wharton, Centre Manager. The Parish had a separate Outlook address used by the Clerk. Councillor McGinn proposed that suggestions for content of the leaflet be invited by e-mail to the relevant Parish/Centre e-mail address.

Ms Jones commented that printing costs might be in the region of £100 for 2,000 leaflets. Councillor McGinn also advised that an independent person proof read the draft leaflet before the print run was undertaken, to avoid mistakes.

(e) Precept

Councillor McGinn asked how much precept remained. Ms Jones responded that she did not have an exact figure to hand and that there had been some unexpected expenditure recently, such as the Peel Hall by-election costs. The Council would need to manage its budget carefully in the next financial year, as it had not increased the precept from 2022/23 levels.

Payments

A list of payments made since those reported at the previous Council meeting was as follows:-

Payments Leisure Centre		
06-Mar-23	£1,531.37	T & JT Barton
06-Mar-23	£129.60	Clear Brew
27-Feb-23	£1,895.27	T & JT Barton
27-Feb-23	£37.00	Easyflow
27-Feb-23	£119.55	ST Helens MBC
27-Feb-23	£280.22	Water Plus Limited
Payments Parish		
06-Mar-23	£3,391.58	Warrington BC
27-Feb-23	£6,691.17	Warrington BC
27-Feb-23	£195.00	Gardenia Gardens
27-Feb-23	£222.00	Styles
Direct debits Leisure Centre		
28-Feb-23	£800.00	WBC NDR
Direct debits Parish		
03-Mar-23	£33.60	XERO UK LTD

Decision – To note the update report on the Leisure Centre performance, repairs, additional items and the list of payments.

WPMC 35 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

WPMC 36 Confidential Matters in line with the Committee’s Terms of Reference

(A) Community and Leisure Centre Performance Reports

Debtors

Members considered a report on debtors, both private and public sector. There were no invoices outstanding for over 90 days.

Although not shown on the schedule, there was now one public sector debtor which had just slipped into the range 30-89 days outstanding. However, there were no concerns, as this organisation was usually a prompt payer.

Decision – To note the report on debtors.

(B) Employee Matters

There were no employee issues reported in this occasion.