

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

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



# PARISH COUNCIL

Clerk to the Council:  
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16 May 2023

To All Members of Winwick Parish Council

Dear Councillor

The Annual Meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday 23 May 2023, at 7.30pm, or on the rising of the Annual Parish Assembly (whichever is the later).

Yours sincerely

Julian Joinson

Clerk to the Parish Council

## **ANNUAL MEETING OF THE PARISH COUNCIL - AGENDA**

- 1. Election of Chair 2023/24**
- 2. Election of Vice Chair 2023/24**
- 3. Apologies for Absence**
- 4. Code of Conduct - Declarations of Interest**

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

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

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

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

A revised Model Code of Conduct was published by the Local Government Association in 2020. Warrington Borough Council has recently updated its own Code in the light of these changes. Members may wish to retain Winwick Council's existing Code or to adopt the new Model. A report is attached setting out the main issues.

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

## **7. Appointments to Committees and Sub-Groups**

### Committees

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

### Sub-Groups

- Local Plan Working Group (5 Members)
- Housing and Development Working Group (3 Members – 1 from each ward)

## **8. Appointments to Outside Bodies and Other Positions of Responsibility**

- Rights of Way Forum (1 Member)
- Millennium Fund Trustees (3 Members, plus community representative)
- Winwick Educational Foundation (1 Representative)

## **9. Minutes**

To confirm the minutes of the meeting of the Parish Council held on 25 April 2023.

## **10. Updates on Issues from Previous Meeting(s)**

## **11. Question Time for Electors**

## **12. Police / Community Issues**

## **13. Correspondence**

## **14. Planning Matters**

## **15. Finance Officer's Report**

## **16. Annual Governance Statement 2022/23**

## **17. Accounting Statements 2022/23**

## **18. Reports from Parish Council Committees**

- Management Committee – 9 May 2023. *(to follow)*

## **19. Ward Reports/Updates**

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

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

## **20. Schedule of Meetings 2023/24 and Date and Time of Next Meeting**

- Tuesday 27 June 2023 at 7.30 pm

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

### **Part 2**

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

## **22. Finance Officer's Report - Confidential Matters**

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# Winwick Parish Council

## Council

### 23 May 2023

**Report Title:** Member Code of Conduct

**Report Author:** Julian Joinson

**Contact Details:**      **Email:**      **Telephone:**  
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#### 1. PURPOSE

- 1.1 To advise Members of the development of the LGA's Mode Code of Conduct and to seek a determination as to whether to maintain the Council's existing Code of Conduct, or to adopt the new Code.

#### 2. CONFIDENTIAL OR EXEMPT

- 2.1 The report does not contain any confidential information

#### 3. INTRODUCTION AND BACKGROUND

- 3.1 The Council is required by law to have a Member Code of Conduct (section 27(2) Localism Act 2011). The terms of that Code are largely for each local authority to decide for itself, although the rules relating to disclosable pecuniary interests are statutory and, therefore, compulsory (sections 28(3) and 30 Localism Act 2011). The Council's Code of Conduct, and any changes to it, require approval by full Council (section 27(8) Localism Act 2011).
- 3.2 The Parish Council adopted a Code of Conduct on 26 February 2013, which mirrored the Code of Conduct adopted by Warrington Borough Council, following the implementation of the Localism Act 2011. This ensured a degree of standardisation across the regimes operated by the two local authorities. This can be advantageous because a number of councillors serve on both local authorities. The Code has been re-adopted by Winick Parish Council in each successive year, thereafter.
- 3.3 On 28 February 2017, the Parish Council revised its Code to include information about the handling of Members' Gifts and Hospitality. A copy of the existing Code is attached at Appendix 1.

- 3.4 At its Annual Meeting in 2017, the Council was informed that Warrington Borough Council had revised Part B of its Code of Conduct, to simplify the text in relation to registering and declaring disclosable pecuniary interests, also to include a requirement for Members who have a disclosable pecuniary interest to leave the room during the discussion or vote, and additional rules in relation to a number of other types of interest. The Parish Council decided not to adopt those changes.

**4. REVISED CODE OF CONDUCT AND GUIDANCE**

- 4.1 In 2019 the Committee of Standards In Public Life (CSPL) published a report entitled “Local Government Ethical Standards”, which made a range of recommendations in respect of councillor codes of conduct and the investigation of complaints about councillors. In June 2020 the Local Government Association began a consultation on a draft Model Code of Conduct which addressed many of the issues raised by CSPL.
- 4.2 A revised Model Code of Conduct was published by the Local Government Association in December 2020. Guidance on the LGA Model Code of Conduct was then published in July 2021. Warrington Borough Council subsequently updated its own Code in the light of these changes.
- 4.3 At the Annual Meeting on 24 May 2022 Winwick Parish Council resolved to readopt its existing Code, but also to request that Officers look into reviewing the Code to consider alignment with the new Model Code provided by the Local Government Association. The Clerk has carried out this work over the intervening period.

**5. ISSUES TO CONSIDER**

- 5.1 The current Member Code appears to be working satisfactorily. There have been no formal complaints lodged over the last decade. Any formal complaint would need to be referred to the Monitoring Officer, Warrington Borough Council, for consideration under that authority’s assessment, investigation and hearing procedures, as appropriate, but with reference to Winick’s adopted Code of Conduct.
- 5.2 However, it is sensible to avoid complacency. There is a renewed interest in standards in public life. For some time, there has been a view amongst local government commentators and practitioners that the current statutory requirements may not provide a sufficiently comprehensive framework for the standards regime and can lead to inconsistency between local authorities as codes of conduct differ considerably in their content.
- 5.3 As a result, the LGA produced a Model Code of Conduct for Members, which it is urging all local authorities to adopt, and many are currently

considering doing so, or have already done so. The Model Code is attached at Appendix 2. The LGA also produced very comprehensive guidance for councillors – this is based on the Model Code and provides detailed guidance on what the Code means and what councillors can do to ensure they comply. A link to the guidance is provided below.

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>

- 5.4 Members attention is drawn to the main changes, if the Council were to adopt the new Model Code. In summary only: - the Model Code goes into more detail than the current Parish Council Code. The LGA guidance goes into greater detail still. In particular, the rules relating to declaration and registration of interests are different. For example, the current Winwick Code is silent on the matter of the interests of Members' friends and family (except where these are disclosable pecuniary interests). Accordingly, Winwick Members are free to treat such potential conflicts of interest in whatever way they see fit, although there might be an expectation that Members consider the public interest in determining whether to disclose, debate and vote on such matters. In the Model Code these interests become declarable, with Members being able to speak and vote in some circumstances, but not in others.
- 5.5 Generally, the rules relating to interests in the Model Code are considerably more detailed (and complicated) than those in the current Winwick Code. They bring the benefit of greater certainty and consistency, but at the possible expense of ease of understanding and application.

## **6. SUMMARY**

- 6.1 Members are advised that they may continue to use the existing Winwick Code of Conduct, which has the advantage of being simple to understand, but the disadvantages of not addressing national concerns around transparency and no longer being standardised across the local government sector, or with the principal authority for the area, Warrington Borough Council. Adoption of the Model Code would address the above disadvantages, but at the expense of being harder to understand and to apply, which may require additional training for elected Members.

## **7. FINANCIAL CONSIDERATIONS**

- 7.1 There are no direct financial implications to either adopting or not adopting the new Model Code of Conduct. If the new Code of Conduct is adopted training may be available at no cost via Warrington Borough Council.

**8. RECOMMENDATION**

- 8.1 To consider the LGA Model Member Code of Conduct (attached at Appendix 2);
- 8.2 To consider the LGA guidance to Members on the Model Code of Conduct (a link is provided within this report);
- 8.3 To determine whether the Council should adopt the Model Code in whole, or in part, or retain the existing Code (attached at Appendix 1).



# WINWICK PARISH COUNCIL

## MEMBERS

### CODE OF CONDUCT

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

**Agenda Item 5 – Appendix 1**

## CODE OF CONDUCT FOR MEMBERS

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

### **A General obligations**

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

#### *Selflessness*

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

#### *Integrity*

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

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

#### *Objectivity*

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

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

#### *Accountability*

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

#### *Openness*

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

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

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

*Honesty*

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

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

*Respect for others*

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

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

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

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

*Leadership*

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

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

**B Registering and declaring pecuniary and non-pecuniary interests**

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

**Excerpt from CLG text:**

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

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

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

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

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

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

## CODE OF CONDUCT ON MEMBERS' GIFTS AND HOSPITALITY

The following forms part of the locally adopted Members Code of Conduct under s.27(2) Localism Act 2011. This Code of Conduct on Members' Gifts and Hospitality retains, adapted as appropriate, those elements relating to gifts and hospitality included in the Model Code of Conduct for Members 2007<sup>1</sup>, which was in place prior to the implementation of the Localism Act 2011.

### What should you register and when?

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

### Declaring a gift or hospitality as an interest at meetings

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

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

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

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

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

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

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

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<sup>1</sup> Published by the now defunct Standards Committee

## **Agenda Item 5 – Appendix 1**

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

**WINWICK**



**PARISH  
COUNCIL**

**Members Register of Gifts and Hospitality**

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

**Signed:**.....

**Date:**.....





## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

### **As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

### **As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
  
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
  
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.



## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

### Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***



# Winwick Parish Council

## 23 May 2023

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

**Report Author:** Julian Joinson

**Contact Details:** **Email:** **Telephone:**  
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**The Parish Council are requested to re-adopt the following governance and operational procedures;**

### **A. Governance Procedures**

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

The Council currently operates under the NALC Local Councils Standing Orders – 2010 edition – which was adopted on 24 September 2013 and last re-adopted on 24 May 2022. However, sections in relation to the power of wellbeing and contracts are now out of date.

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

#### **2) Scheme of Delegation to Officers**

A scheme of delegation to Officers was approved on 26 May 2020 and last re-adopted on 24 May 2022, as follows:-

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

- absence of either of those Members or where there is a conflict of interest by either, with any other member of the Council).
- (ii) To act in matters of urgency regarding all other decisions, where it is not practicable to hold a meeting of Council or the relevant body in a timely manner, in consultation with the Chair and Vice-Chair of the Council and having regard to the views of all members of the Council, having providing three clear working days notice in writing of the proposed decision.
- (2) Any decisions taken under (1)(i) or (ii) above and the reason for urgency or special urgency, to be recorded in writing and reported to the next available meeting of the Council.
  - (3) To confirm the delegation of powers to Officers to act generally in accordance with the matters set out in their job descriptions.

**3) Complaints Procedure** – as last re-adopted on 24 May 2022.

**B. Operational Procedures**

**1) CCTV Policy** – as last re-adopted on 24 May 2022.

**2) Leisure Centre Operational CCTV Policy** – Implemented by Leisure Centre Manager on 4 April 2015 (endorsed by the Council on 17 May 2016) and last re-adopted by the Council on 24 May 2022.

**3) National Training Strategy for Town and Parish Councils ‘Being a Good Employers Guide’** – as last re-adopted on 24 May 2022.

**4) ACAS Procedures for dealing with employee grievance matters** – as last re-adopted 24 May 2022 (*Where the application of ACAS procedures requires further explanation or clarification, guidance will be sought from Warrington Borough Council’s procedures*)

**5) Warrington Borough Discipline Policy for use with Parish Council Employee’s** – as last re-adopted on 24 May 2022

**6) Data Protection Policy** – a draft Policy is attached for consideration.

**7) Privacy Notice** – a draft Privacy Notice is attached which sets out what service users should expect in accordance with the General Data Protection Regulation when the Council collects personal information.

**Members views are sought.**

*N.B – Copies of Procedures A3 and B1-B5 will be available for inspection at the meeting and additional copies are available on request.*

**WINWICK**



**PARISH  
COUNCIL**

**Data Protection Policy**  
**Winwick Parish Council**

Version 1  
February 2023

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## **1 Introduction**

This Policy is the Data Protection Policy for Winwick Parish Council (The Council).

Personal information is defined and regulated by the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (The Act). In addition Article 8 of the Human Rights Act 1998 gives broader protection by affording everyone the right to respect for their private and family life, home and correspondence.

Personal information is information about living, identifiable people. The definition includes - but is not limited to - information about their activities, opinions, lifestyle, background, character and choices.

The Council, as a Data Controller, is responsible for ensuring compliance with the data protection requirements outlined in this policy. Any breach of this policy will be taken seriously and may result in disciplinary action.

## **2 Scope**

This policy relates to all instances where a data subject's personal data is processed relating to our citizens, service users, suppliers and other individuals, for a variety of purposes.

Everyone who works for The Council uses personal information. This policy ensures that all personal information that The Council obtains, uses or shares in its work is treated with care and respect, and is used lawfully and fairly.

Within this policy we will set out how we seek to protect personal data and ensure that employees understand the rules governing their use of personal data to which they have access in the course of their work.

This policy applies to all Elected Members, Committees, Partners, Volunteers, Employees of the Council, including Winwick Leisure Centre, contracted third parties and agents of the Council (collectively referred to as 'users') who process, have access to, or custody of, Winwick Parish Council information.

All users must understand and adhere to this policy and are responsible for ensuring the safety of all information controlled by the Council.

All users have a role to play and a contribution to make to the safe and secure use of the information that they hold.

## **3 Definition**

The General Data Protection Regulations (GDPR) are based on 7 principles that explain how personal information should be used. Compliance with these principles will ensure that information is secure, managed well, accurate and available.

Personal information can be obtained, used, shared and kept to facilitate the employment of staff, provide services, look after people's interests and support the Council's objectives.

Data Protection supports efficient working and reinforces the Council's aim to provide appropriate services to the community.

This policy sets out how the GDPR and the Data Protection Act 2018 applies to the Council, and sets out some specific measures to assist compliance.

The seven Data Protection Principles can be found under Article 5 of the GDPR. In summary these are:-

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

The full definitions of the principles relating to processing of personal data as set out in Article 5, are as follows:

1. Personal data shall be:

- (a) processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency');
- (b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation');
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
- (d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');
- (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures

required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');

- (f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')

2. The controller shall be responsible for, and be able to demonstrate compliance with, paragraph 1 ('accountability')

The Council is committed to ensuring that all processing of personal information complies with these principles.

A list of definitions for this policy has been made available at Appendix A.

## **4 Governance**

### **4.1 The Data Protection Officer (DPO)**

The Council's Data Protection Officer (DPO) role is not a statutory appointment.

Section 7(3) of the DPA 2018 provides that parish councils in England are not 'public authorities' for the purposes of the GDPR. Accordingly, Winwick Parish Council does not need to appoint a Data Protection Officer (DPO), but has elected to do so to provide clear lines of accountability.

This designation demonstrates a commitment to Data Protection and enhances the effectiveness of The Council's compliance efforts. The DPO has received appropriate training and has the necessary authority to provide guidance on all aspects of Data Protection. The DPO also has direct access to the Council to enable any concerns to be raised at the highest level.

The DPO's duties include:

- Ensuring the alignment of this Policy with Data Protection Regulations.
- Providing guidance with regards to carrying out Data Protection Impact Assessments (DPIAs).
- Acting as a point of contact for and co-operating with Data Protection Authorities.
- Determining the need for notification to the Data Protection Authorities as a result of the Council's current or intended personal data processing activities.
- The operation of providing prompt and appropriate responses to Data Subject requests.
- Informing senior managers, officers and councillors of any potential corporate, civil and criminal penalties which may be levied against the Council and/or its employees for a violation of applicable data protection laws.
- Ensuring establishment procedures and standard contractual provisions for obtaining compliance with this policy by any third party who;
  - Provides personal data to The Council

- Receives personal data from The Council
- Has access to personal data collected or processed by The Council

**The DPO for Winwick Parish Council can be contacted**

on 07818 066549.

Or by emailing [jjoinson.winwickclerk@outlook.com](mailto:jjoinson.winwickclerk@outlook.com)

## **5 Data Protection by Design**

### **5.1 Data Protection Impact Assessments (DPIAs)**

To ensure that all Data Protection requirements are identified and addressed, when designing new systems or processes and/or when reviewing or expanding existing systems or processes, each requirement must go through an approval process before continuing.

The Council must ensure that a Data Protection Impact Assessment (DPIA) is conducted in co-operation with the DPO, for all new/revised systems or processes for which it has responsibility.

The subsequent findings of the DPIA must then be submitted to the Management Committee for review and approval.

## **6 Compliance Monitoring**

### **6.1 Data Protection Compliance Audit**

To confirm that an adequate level of compliance is being achieved by all users in relation to this Policy, the DPO will from time to time initiate Data Protection compliance audits to assess:

- Compliance with the policy in relation to the protection of personal data including
- assignment of responsibilities and training of employees.
- The effectiveness of data protection related operational practices.
- The level of understanding of data protection policies and privacy notices.
- The accuracy of personal data being stored.
- The adequacy of procedures for redressing poor compliance and personal data breaches.

## **7 Data Collection**

### **7.1 Data sources**



Personal data should only be collected directly from the Data Subject, unless one of the following applies:

- The nature of the business purpose necessitates collection of personal data from other bodies.
- The collection must be carried out under emergency circumstances in order to protect the vital interests of the Data Subject.

If personal data is collected from someone other than the data subject then the data subject should be informed unless one of the following applies:

- The Data Subject has received the required information by other means.
- The Information must remain confidential due to a professional secrecy obligation.

Where it is determined that notification to a data subject is required, this must be carried out no later than one month from the first collection or recording of the personal data.

## **7.2 Data Subject Consent**

The Council will obtain personal data only by lawful and fair means and where appropriate, with the knowledge of the individual concerned.

Where a need exists to request and receive consent of an individual prior to the collection, use or disclosure of personal data, the Council is committed to seeking such consent.

In all cases consent must be given by a clear affirmative act establishing a freely given, specific, informed and unambiguous indication of the data subject's agreement to the processing of personal data relating to him or her. This can be obtained by a written statement, including by electronic means, or an oral statement.

The process for obtaining consent therefore, must include provision for:

- Ensuring the request for consent is presented in a manner clearly distinguishable from other matters.
- Ensuring the request for consent is made in an intelligible and easily accessible form using plain language.
- Ensuring consent is freely given (ie not based on a contract which is conditional to the processing of personal data).
- Documenting the date, method, validity and content of the consent.
- Providing a simple method for the data subject to be able to withdraw consent at any time.

Once consent is withdrawn by the data subject, The Council must cease processing data for the specified purpose without undue delay.

## **7.3 Privacy Notices**

The Council will provide data subjects with information as to the purpose of the processing of their Personal Data by way of a Privacy Notice.

Where any personal data is collected from the data subject, including where a data subject is asked to give consent to the processing of personal data, the Council will direct the data subject to a transparent Privacy Notice that details the following:

- Who we are
- What we are going to do with their information
- Who we will share their information with
- How long we expect to keep their information
- Contact details of the DPO

The Council will host a Corporate Privacy Notice on its website. This notice explains who we are, how we use personal information, advises about individuals privacy rights and how the law protects them.

Service specific privacy notices must be in place where the data processing activities undertaken are not adequately described within or not wholly in accordance with the Corporate Privacy Notice.

All service specific privacy notices must be approved by the DPO prior to publication.

#### **7.4 Records of Processing Activity (ROPA) register**

The Council will maintain a Records of Processing Activity register. Each record will contain (at least) the following information:

- the name and contact details of the controller and, where applicable, the joint controller, the
- controller's representative and the data protection officer;
- the purposes of the processing;
- a description of the categories of data subjects and of the categories of personal data;
- the categories of recipients to whom the personal data have been or will be disclosed
- where applicable, transfers of personal data to a third country or an international organisation, including documentation of suitable safeguards;
- where possible, the envisaged time limits for erasure of the different categories of data;
- where possible, a general description of the technical and organisational security measures

Keeping a record of the Council's processing activities is not a one-off exercise. The information documented must reflect the current situation as regards the processing of personal data. These records should be regarded as a living document to be updated as and when necessary.

Regular reviews of the personal data processing will be undertaken by the DPO to ensure all processing records remain accurate and up to date.

It is the responsibility of each Information Asset owner to ensure that this register is continually monitored for accuracy.

## **7.5 Data Processing**

### **7.5.1 Processing Personal Data**

The Council will process personal data in accordance with all applicable laws and contractual obligations. More specifically, the Council will not process personal data unless at least one of the following requirements are met:

- The data subject has given consent to the processing of their personal data for one or more specific purposes.
- Processing is necessary for the performance of a contract, or prior to entering into a contract.
- Processing is necessary for compliance with a legal obligation to which the data controller is subject.
- Processing is necessary in order to protect the vital interests of the Data Subject or of another natural person.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

There are some circumstances where personal data may be further processed for purposes that go beyond the original purpose for which the personal data was collected. Please seek advice from the DPO before any such processing commences.

Prior approval must be obtained from the DPO when implementing new processes and the basis for the processing must be clearly recorded on The Council's Record of Processing Activity register.

### **7.5.2 Processing Special Categories of Data**

The Council will only process special categories of data (also known as sensitive data) where the data subject explicitly consents to such processing, or where one of the following applies:

- The processing is specifically authorised or required by law.
- The processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.
- The processing relates to personal data which has already been made public by the data subject.
- The processing is necessary for the establishment, exercise or defence of legal claims.
- The processing is necessary for reasons of substantial public interest.

Further conditions include limitations based upon national law related to the processing of genetic data, biometric data or data concerning health and for reasons of public interest in the area of public health.

Processing of personal data relating to criminal convictions and offences will only be carried out under the control of the official authority.

In each case, prior approval must be obtained from the DPO using the Data Protection Impact Assessment template and the basis for the processing must be clearly recorded on the Council's Record of Processing Activity register.

### **7.5.3 Children's Data**

Children under the age of 13 are unable to consent to the processing of personal data for information society services, which is any service normally provided at a distance, by electronic means and at the individual request of a recipient of services. Consent must therefore, be sought from the person who holds parental responsibility over the child.

Where processing is lawful under other grounds, consent need not be obtained from the child or the holder of parental responsibility.

Should The Council foresee a business need for obtaining parental consent for information society services offered directly to a child, guidance and approval must be obtained from the DPO before the processing of a child's personal data may commence.

### **7.5.4 Data Quality**

The Council will adopt all necessary measures to ensure that the personal data it collects and processes is complete and accurate. Measures to ensure data quality include:

- Correcting personal data known to be incorrect, inaccurate, incomplete, ambiguous, misleading or outdated.
- Keeping personal data only for the period necessary to satisfy the permitted uses or applicable statutory retention period.
- The removal of personal data if in violation of any data protection principles.
- Restriction rather than deletion relating to:
  - Law prohibiting erasure.
  - Erasure impairing legitimate interests of data subject.
  - The data subject disputing that the personal data is correct and it cannot be ascertained otherwise.

### **7.5.5 Profiling & Automated decision making**

The Council will only engage in profiling and automated decision making where it is necessary to enter into/to perform, a contract with the data subject, or where it is authorised by the law. In such cases the data subject will be given the opportunity to:

- Express their point of view
- Obtain an explanation for the automated decision
- Review the logic used by the automated system
- Supplement the automated system with additional data
- Have a human carry out a review of the automated decision
- Contest the automated decision
- Object to the automated decision-making being carried out.

### **7.5.6 Digital marketing**

The Council will not send promotional or direct marketing material through digital channels such as mobile phones, email and internet without first obtaining explicit consent from the data subject.

Where personal data processing is approved for digital marketing purposes, the data subject must be informed at the point of first contact that they have the right to withdraw their consent to having their data processed for such purposes at any stage.

Once an objection to digital marketing is received the Council must cease processing data for this purpose without undue delay.

## **7.6 Data Retention**

### **7.6.1 Records Management**

Departments must put in place adequate records management procedures, including measures to ensure that working records about people are fair, accurate, up-to-date and not excessive.

Records about people must be secure, traceable and accounted for at all times and be disposed of securely in accordance with the appropriate disposal schedule.

Records management procedures, including retention and disposal, apply equally to paper and electronic records including emails.

Departments will regularly need to assure themselves that they are compliant with statute by reporting any discrepancies.

The length of time for which The Council needs to retain personal data is set out in the Corporate Retention Schedule. All personal data should be deleted or destroyed as soon as possible where it has been confirmed that there is no longer a need to retain it.

### **7.6.2 Archiving**

Corporate Retention Schedule determines the email archiving process and retention period.

The Council also has an existing process that manages off-site archiving of hard copy documentation. This process includes archiving, storage, recall and destruction in-line with pre-agreed destruction dates.

All users are responsible for ensuring that personal data records that are required to be kept for archiving purposes are managed in line with the Records Management Policy.

## **7.7 Awareness and Training**

Data protection training will be provided from time to time and new users must have received awareness training prior to accessing any personal information on Council systems.

## **7.8 Information Security**

### **7.8.1 Physical Security and Breach Reporting**

All premises and electronic systems where personal information is held must have adequate security. Access to areas where information is held must be controlled, paper files containing personal information must be locked away when not in use, and computer data must be protected adequately.

Care must always be taken if personal information recorded on paper or in electronic format is used outside Council premises.

Personal information must only be stored on devices or equipment that are password protected and which have been approved for use by the Management Committee or DPO. In the case of the Clerk and Operations and Finance Officer, who regularly use their own personal laptops for Council business and are able to work from home, physical security measures and good security practices are particularly important.

Access to information must be restricted to authorised employees only; such employees must receive training on the security of the system prior to being given access to it.

The DPO must be notified of any actual loss, theft or accidental disclosure of personal information.

Any individual who suspects that a personal data breach has occurred due to theft or exposure of personal data must immediately notify the DPO.

The DPO will investigate all reported incidents to confirm whether or not a personal data breach has occurred. If a personal data breach is confirmed, the DPO will follow the relevant authorised procedure based on the criticality and quantity of the personal data involved. For significant personal data breaches, the DPO will initiate an emergency response team to co-ordinate and manage the personal data breach response.

### **7.8.2 The Need to know**

Access to personal information must only be given to those who need it. Personal information should only be used when necessary and not purely because it is convenient to do so.

Each Information Asset Owner is responsible for restricting access to personal information and ensuring compliance with this policy.

All access to systems containing personal information for maintenance or testing must be logged.

Where a system has the facility to log the creation of users, and the accesses those users have made, this facility must be switched on.

### **7.8.3 Complaints handling**

Data subjects with a complaint about the processing of their personal data are required to put forward the matter in writing to the DPO. An investigation of the complaint will be carried out to the extent that it is appropriate based on the merits of the specific case. The DPO will inform the data subject of the progress and the outcome of the complaint within a reasonable period.

If the issue cannot be resolved through consultation between the data subject and the DPO, then the data subject may, at their option, seek redress through the Data Protection Authority (The Information Commissioner) within the applicable jurisdiction.

### **7.9 Data Subject Requests**

The DPO is responsible for enabling and facilitating the exercise of data subject rights related to:

- Information access
- Objection to processing
- Objection to automated decision-making and profiling
- Restriction of processing
- Data portability
- Data rectification
- Data erasure

If an individual makes a request relating to any of the rights listed above, the DPO will consider each request in accordance with all applicable data protection laws and regulations.

No administration fee will be charged for complying with such a request unless the request is deemed to be unnecessary, excessive in nature, or a repeated request.

All subject access requests must be answered within 1 month following the date of receipt. That period may be extended by two further months where necessary, taking into account the complexity and number of requests. The Controller however, must

notify the data subject of any such extension within one month of receipt of the request together with the reasons for the delay.

All requests received for access to, or deletion/rectification of personal data must be directed to the DPO via [jjoinson.winwickclerk@outlook.com](mailto:jjoinson.winwickclerk@outlook.com)

## **7.10 Information Sharing Agreements**

An Information Sharing Agreement or protocol is not a legal requirement to share information.

Sharing can happen without one. An agreement does not create a legal gateway if one does not already exist however, the use of a protocol will ensure best practice by all partners in any information sharing partnership.

All agreements or protocols between the Council and outside agencies must be registered with the DPO agreed with the Management Committee.

No agreement should be signed without seeking advice from the DPO. Agreements should be drawn up after consultation between organisations, not imposed by one on another.

The DPO must be consulted whenever an Information Asset Owner wishes to share personal information with an internal partner.

## **7.11 Security of Transfer**

### **7.11.1 Security of Transfer to Third Party Data Controllers and Data Processors**

The Council will only transfer personal data to, or allow access by, third parties when it is assured that the information will be processed legitimately and protected appropriately by the recipient.

Where third party processing takes place, the Council will first identify if the third party is considered a data controller or a data processor of the data being transferred.

Where the third party is deemed to be a data controller, The Council will, with assistance from the DPO, enter into an appropriate agreement with the controller to clarify each party's responsibilities in respect of the personal data transferred.

Where the third party is deemed to be a data processor, The Council will, with assistance from the DPO, enter into an adequate processing agreement with the processor to protect the personal data from further disclosure and to only allow processing in compliance with The Council's instructions.

The DPO will ensure that all transfers of data comply with appropriate technical and organisational measures to protect the personal data.



The Council will also ensure that all third parties are issued with the procedures for notification of personal data breaches.

### **7.11.2 Security of personal information disclosures.**

When sending personal information outside the Council, users must take steps to ensure that only appropriate people will see it.

If email is considered to be the best option, employees must use the correct email address and be aware that corporate email inboxes may be monitored by managers or others who may not be entitled to access personal information.

### **7.12 Contracts**

All contracts should include measures to ensure that the Council's data is used safely and appropriately.

Information supplied to 3rd Party contractors must only be used for agreed purposes, and must not be used or disclosed for any other reason without consent from the Information Asset Owner.

Due diligence must be carried out in relation to all contracts or agreements that involve the sharing of personal information. Risk assessments are required to assess the organisational maturity of a 3rd party's data protection processes. All contractors that are to have access to the Council's information will be required to provide evidence that data protection training has been completed.

### **7.13 Confidentiality**

Information explicitly accepted in confidence or as part of a confidential relationship can only be disclosed to someone else in exceptional circumstances.

Employees must not disclose confidential information to anyone else without the permission of the individual who first gave the information to them, unless the information is about serious wrongdoing or harm.

All employees have a duty to report any criminal activity or wrong doing to the proper authorities.

### **7.14 Testing and Training**

When developing or testing any new system or process, or working on an existing system for the purpose of testing or training, information about real people must not be used. This applies equally to users and 3rd parties when testing or upgrading systems. Personal information must not be used in any training exercise – real examples must be fictionalised to the point where a person cannot be identified.

## **8 Policy Compliance**

The Council will ensure that users are aware of their responsibility for processing personal data along with the contents of this policy. In addition, the Council will make sure that all third parties engaged to process personal data on their behalf are aware of and comply with the contents of this policy. Assurance of such compliance will be obtained from all third parties prior to granting them access to personal data controlled by the Council.

The DPO will periodically audit departments using the Information Commissioner’s audit guidance to ensure that all parts of the Council comply with the current UK Data Protection Legislation.

If any user is found to have breached this policy, they will be subject to Winwick Parish Council disciplinary procedure. If a criminal offence is considered to have been committed further action will be taken to assist in the prosecution of the offender(s).

Where employees do not understand the implications of this policy or how it may apply to them, they should seek advice from the DPO.

## 9 Policy Governance

The following table identifies who within Winwick Parish Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

<b>Role</b>	<b>Relevant Person or Body</b>
Responsible – the person(s) responsible for developing and implementing the policy.	DPO/Clerk
Accountable – the person/body who has ultimate accountability and authority for the policy.	Winwick Parish Council
Consulted – the person(s) or groups to be consulted prior to final policy implementation or amendment.	Management Committee, Operations and Finance Officer, Leisure Centre Manager
Informed – the person(s) or groups to be informed after policy implementation or amendment.	All Council Employees, All Temporary Employees, All Contractors, all 3rd Party Contract Holders, all Volunteers.

## 10 Review and Revision

This policy will be reviewed every year to ensure that it takes account of new legislation and expected developments in the areas of personal privacy and public sector information sharing.

Policy review will be undertaken by the DPO and ordinarily reported to the Annual Council Meeting.

## Appendix A

### Definitions:

Employee	An individual who works part-time or full time for The Council under a contract of employment, whether oral or written, express or implied and has recognised duties. Includes temporary employees.
Users	Elected Members, Committees, Departments, Partners, Volunteers, Employees of the Council, contracted third parties and agents of the Council (collectively referred to as 'users') who process, have access to, or custody of Council information.
Third Party	An external organisation with which The Council conducts business under the direct authority of The Council, processing the personal data of Council service users.
Personal Data	Any information (including opinions and intentions) which relates to an identified or identifiable natural person.
Identifiable natural person	Anyone who can be identified, directly or indirectly, in particular by reference to an identifier such as name, an identification number, location data, an online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Data Controller	A natural or legal person, public authority agency or other body which alone or jointly with others, determines the purposes and means of the processing of personal data.
Data Subject	The identified or identifiable natural person to which the data refers
Process, Processed, Processing	Any operation or set of operations performed on personal data or on sets of personal data, whether or not by automated means. Operations performed may include collection, recording, organisation, structuring, storage, adaptations or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Consent	Any freely given, specific informed and unambiguous indication of the data subjects wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.
Special categories of data	Personal data pertaining to or revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership; data concerning health or sex life and sexual orientation; genetic data or biometric data.
Profiling	Any form of automated processing of personal data where personal data is used to evaluate specific or general characteristics relating to an identifiable natural person. In particular to analyse or predict certain aspects concerning that

	natural persons performance at work, economic situations, health, personal preferences, interests, reliability, behaviour, location or movement.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.
Encryption	The process of converting information or data into code, to prevent unauthorised access

# WINWICK



# PARISH COUNCIL

## Privacy Notice – Winwick Parish Council

### 1. Introduction

Winwick Parish Council as a data controller collects, processes and stores a range of information, including some personal details, in order to deliver our services efficiently.

We are responsible for managing the information we hold and we recognise that this information is important to you. We take our responsibilities seriously and use personal information fairly, correctly and safely in line with the legal requirements set out by the General Data Protection Regulation (GDPR) and other appropriate data protection legislation.

This privacy notice tells you what to expect when the council collects personal information. It applies to information we collect about people, such as:

- people who use and receive our services
- visitors to our website
- people who are referred to us by other persons, agencies, organisations
- people who contact us with an enquiry or complaint
- job applicants and our current and former employees
- people who participate in publicity for us
- people who are recorded on CCTV operated by us

If you would like to know more or have any concerns about how your information is being processed, please contact the Council's Data Protection Officer<sup>1</sup>, the Clerk to the Council.

The Information Commissioner provides general information about the General Data Protection Regulation (GDPR) including what is classed as personal information.

### 2. Why do we need to collect information about you?

The Council provides a range of functions and services to members of the public, its employees and customers of Winwick Leisure Centre.

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<sup>1</sup>, The Council's DPO role is not a statutory appointment. Section 7(3) of the DPA 2018 says that parish councils in England are not 'public authorities' for the purposes of the GDPR. Accordingly, it does not need to appoint a DPO, but has elected to do so to provide clear lines of accountability.

The majority of the functions and services the Council provides are because we have an obligation or a power in law to provide them. This legal duty/power is also the reason we will collect personal data, as we need it to perform our legal duties.

Examples of our legal powers can be found in legislation such as the Local Government Act 1972 and the Localism Act 2011.

Where the Council has a power in law to provide a service and to collect your data for this reason, you will not be asked for your consent to provide the information.

We may use personal information for the following purposes:

- The reason why you provided the information (such as making an enquiry)
- To monitor our performance in responding to your request
- To allow us to communicate with you and provide services that you have requested (such as room bookings)
- To meet any legal requirements the Council is subject to
- To process financial transactions including grants and payments involving us
- Where you have specifically consented to the processing
- Where processing is necessary for the prevention and/or detection of crime
- Where it is necessary to protect individuals from harm or injury; and

### **3. What will we do with your information?**

In deciding what personal information to collect, use and hold, we are committed to making sure that we will:

- Only collect, hold and use personal information where it is necessary and fair to do so
- Keep your personal information secure and safe
- Securely delete any personal information when it is no longer needed
- Be open with individuals about how we use their information and who we share it with; and
- Adopt and maintain high standards in handling any personal information.

We may disclose personal information to third parties, but only where it is required by law or allowed under the Data Protection Act.

The Council may also use and publish your personal data after it has been anonymised, to allow the statistical analysis of data so the Council can effectively target and plan the provision of services.

We will strive to make sure that any third party has sufficiently robust systems and procedures in place to protect your personal information.

### **4. Who do we share your information with?**

The Council may need to share your personal information with certain partners in order to provide you with services or to administer our functions. We only share

personal data where the law specifically allows it or we have a legal obligation (e.g. a court order) to do so. When we share your personal data, we will always do so in line with data protection legislation.

Examples of when we may need to share your information with are:

- Police Forces – where the information is required to prevent and detect crime
- DWP – Fraud and Error Service
- The Council may need to share your personal information internally between different functions in order to provide you with services or for administration purposes.

## **5. When and how do we dispose of your information**

We only hold information as long as it is needed or required by law and then dispose of it securely

## **6. Your Rights**

By law you have rights over how your data is collected, processed and stored. These are:

- the right to be informed about how we use your personal information
- the right to ask for access to the personal information we hold about you
- the right to ask that your personal information is given to you, or another service provider of your choice, in a commonly used format
- the right to ask us to stop using or to delete your information
- the right to ask us to limit what we use your personal information for
- the right to ask us to change personal information you think is wrong
- the right to withdraw consent you have previously given us to use your personal information
- the right to object to automated decision making and profiling where this is used.

If you request that Winwick Parish Council stops processing your personal data in relation to any council service, this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

If you intend to request a copy of the information that the Council holds about you, please see Section 9 for further information.

We try to ensure that any information we hold about you is correct. There may be situations where you find the information we hold is no longer accurate. If you tell us about incorrect information we hold about you we will then check the accuracy of the information we hold and take any appropriate steps to ensure that the information is corrected.

## **7. Marketing**

We will only send you targeted information about our services and/or products if you have specifically asked us to do so. You can opt out of this at any time by e-mailing the Clerk to the Council.

Your contact details collected as part of confidential/sensitive requests for council services will not be used for marketing purposes.

The Council reserves the right to send out generic communications to all residents, or residents in a particular locality, when necessary to provide information, such as details of local events and activities, changes to services or consultations about proposals affecting the area.

## **8. Use of CCTV**

We have installed a CCTV system at Winwick Leisure Centre, which is open to members of the public, for the purposes of:-

- public safety,
- the prevention and detection of crime
- the safe and efficient operation of Winwick Leisure Centre

At this location signs are prominently displayed notifying the public that CCTV is in operation and providing details of who to contact for further information.

We will only disclose CCTV images to third parties for the purposes as stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

The Council has a published CCTV Policy and a Leisure Centre Operational CCTV Policy which are available on request from the Clerk to the Council.

You have the right to see CCTV images of yourself and be provided with a copy; please see Section 9 'Access to your information and correction' on how to make a request

## **9. Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like to do so, a written Subject Access Request must be submitted into the Council's Data Protection Officer, the Clerk to the Council

We will need to confirm your identity before any information can be provided and we reserve the right to charge a 'reasonable fee' for the administrative costs of complying with a request if it is manifestly unfounded or excessive, or if an individual requests further copies of their data.

What you will receive:



- A copy and description of the information held about you
- The reason for which the information is being used
- A list of recipients may be disclosed; and
- An explanation of any codes used (if applicable)

If you have a disability that makes it impossible or unreasonably difficult to make a subject access request in writing, we will make a suitable adjustment for you under the Equality Act 2010, providing we are satisfied about your identity. This may mean treating a verbal request for information as a valid subject access request.

## **10. Can anyone else ask for my information for me**

Yes. You will need to give us consent in writing of who you want to look at your records and have them complete a Subject Access Request as identified above and we will need proof of identity from yourself and that person.

If a relative or someone else wishes to look at the records of a person who is not able to give their consent, this will only be allowed where it can be shown that it is in the best interest of the person concerned.

## **11. Complaints**

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Winwick Parish Council outlining your concerns.

Further information on the complaints procedure can be found on our website:  
<https://winwickparishcouncil.org.uk/documents/complaints-procedure>

Please see Section 13 for how to contact us.

## **12. Other websites**

On the Council's website you may find links to other external websites which we have provided for your information and convenience. This privacy policy applies solely to Winwick Parish Council.

When you visit other websites, you should read their own privacy policies.

## **13. How to Contact us**

If you have any questions regarding how your personal data is used by the Council, please contact the Data Protection Officer by e-mail:

[jjoinson.winwickclerk@outlook.com](mailto:jjoinson.winwickclerk@outlook.com)

If you need to get in touch with us via other methods you can do so via:-

- Our online form <https://winwickparishcouncil.org.uk/contact-us>
- Write to us at: Clerk to the Council, C/o Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ

- Phone us on: 07818 066549 (5pm – 7pm, or leave a voicemail message at any time)

Version 1

Date: 20 February 2023



3. To monitor, review and make recommendations in relation to the budget and operation of the Leisure Centre.

**Recommendation**

- 1) That the Chair or Deputy Chairman be appointed to the Management Committee;
  - 2) That a further 5 members of the Parish Council be appointed to the Management Committee.
  - 3) That the Committee be authorised to elect a Chair at its first meeting in 2023/24.
- 

**Grievance Committee**

**The primary function of this committee is:**

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

**Recommendation**

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

**Staffing Appeals Committee**

**The primary function of this committee is:**

1. To investigate any formal appeals made against a decision of the Grievance Committee of the Parish Council.

2. To hear and determine any employee appeals against a decision under the Council's Disciplinary Procedure.
3. To hear and determine any employee appeals against dismissal.

**Recommendation**

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

**Local Plan Working Group**

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

**The primary function of this group is:**

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

**Recommendation**

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

**Housing and Development Working Group**

The Working Group was established at a meeting of the Council on 28 February 2023 and the following members were subsequently appointed at the meeting on 25 April 2023: Councillors Herron, McGinn and Secker.

**The primary function of this group is:**

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

**Recommendation**

- 1) That the above Membership be reaffirmed for 2023/24.

**Members views are sought.**

# Winwick Parish Council

## 23 May 2023

**Report Title:** Appointments to Outside Bodies

**Report Author:** Julian Joinson

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

**The following appointments to Outside Bodies are to be agreed by the Parish Council**

### **1. Rights of Way Forum**

One representative is required from the Parish Council. (discussions are on-going with a Member of the Winwick Litter Network about undertaking this role)

### **2. Millennium Fund Trustees**

Four Trustees are appointed to manage the Fund, of which three must be councillors and one must be somebody ordinarily resident in the Parish of Winwick. The Trustees of the Fund serve for a period of four years and are eligible for reappointment at the end of that period. The appointments were last reviewed in 2021, following a period of uncertainty about the length of the existing tenures, at which point it was determined to synchronise them with the timetable for Parish Elections for ease of administration. Accordingly, the Council at its meeting on 28 September 2021 approved the appointment of Trustees Councillors A Iddon, F McGinn and A Warnock-Smith for the period up to May 2024, following which the appointments would follow a four year term in step with the Elections.

The community representative, Mr J Worthington, resigned as a Trustee with effect from 28 June 2022. Members may wish to consider how best to fill this role. Members are also requested to note the existing councillor appointments.

### **3. Winwick Educational Foundation**

One representative is required from the Parish Council. The Parish Council at its meeting on 24 May 2022 agreed to endorse the on-going appointment of (former councillor) Mr Mike Matthews to this role, in view of his knowledge and experience of the Foundation's circumstances.

**Members' views are sought as to appointments to Outside Bodies.**

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**Winwick Parish Council**  
**Minutes of the Meeting held on 25 April 2023**

**Present:** Councillors A Warnock-Smith (Vice-Chair in the Chair), A Abbey, E Abbey, J Herron, G Friend, A Iddon F McGinn and L Secker.

**WPC.167     Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors D Friend and C Mitchell.

**WPC.168     Code of Conduct - Declarations of Interest**

There were no declarations of interest submitted on this occasion.

**WPC.169     Minutes**

Decision – That the Minutes of the meeting held on 28 March 2023 be agreed and be signed by the Chair as a correct record.

**WPC.170     Attendance at Meetings**

There were no matters requiring consideration under this Item.

**WPC.171     Housing and Development Working Group**

Members noted that at its meeting on 28 February 2023, the Council had 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. At the Council's meeting on 28 March 2023 the Clerk had been requested to seek nominations by e-mail and to report the outcome at the next meeting.

Julian Joinson, Clerk, reported that Councillor Herron had put his name forward to serve for the Winwick ward, but nominations were still required for the Peel Hall and Houghton Green wards. Councillors Secker (Peel Hall) and McGinn (Houghton Green) offered to fill the remaining seats.

Decision – To approve the appointment of Councillors Herron, McGinn and Secker to serve on the Housing and Development Working Group.

**WPC.172     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 a number of Actions had been progressed further since publication of the schedule, including the following:

- Action 15 – The Clerk had now written to the Licensing Authority to ask if the car boot sale (parking and traffic issues) were within the scope of its regulatory powers.
- Action 17 – The Clerk had written to Clarke Telecom about the possible road widening scheme at Winwick Park Island.
- Action 19 – The Clerk had written to Winwick Litter Network to see if any of its members were interested in the Footpath Warden role. A response had been received from Bob Towers seeking further information.
- Action 21 – Nominations had been sought for membership of the Housing and Development Working Group (Minute 171 refers)
- Action 23 – The complaint about the children’s playground surface had been forwarded to the Operations and Finance Officer. Minor repairs would be undertaken, however, it was unlikely that an all-weather surface would be provided at this stage, given the proposals around the 3G pitch and Leisure Centre improvements.

In respect of Action 24 - Newsletter, Members noted that the newsletter had been distributed to most residents, although Winwick Park estate had not yet been completed. One property on the corner of Waterworks Lane and Myddleton Lane had been overlooked due to confusion about the distribution rounds. Councillor Friend commented that, at election time, up to a quarter of residents claimed not to have received election leaflets when door knocking was undertaken the following day. Ms Jones reported that there were a number of copies remaining. There were around 2,200 properties in the Parish and additional copies had been provided to shops and other outlets, including the Millhouse pub.

In connection with Action 1 – 3G Pitch, Councillor Herron reported that he and Councillor Mitchell had participated in a Teams meeting with the local pitch safety officer. The consultant’s feasibility study had now been received and an update would be provided at the next meeting

Regarding Action 12 – Traffic Calming, Councillor Iddon asked if the residents’ meeting with traffic management officers from Warrington Borough Council had taken place yet and how it had been publicised. She had expected that all councillors would be notified of the date. Resident Stuart Mann, who had attended the event indicated that the meeting had been posted on Facebook and had taken place on 18 April. He added that Councillor Mitchell had advised about the meeting not being promoted as a Facebook event, as there were concerns that the Westy Experimental Low Traffic Neighbourhood Group might hijack the meeting for its own purposes. Mr Mann reported that the meeting had been well attended.

In respect of Action 11 – Hermitage Green Bench Consultation, Members agreed that this should feature in the next newsletter.

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

**WPC.173 Question Time for Electors**

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

**Smiley-Face Speed Monitor**

A member of the public enquired when the smiley-face speed monitor would be installed.

*Response:* Ms Jones, Operations and Finance Officer, confirmed that she would need to liaise with Mr Mann about suitable locations and coordinate the installation with the PCSO. Permission would also be required from Warrington Borough Council to mount the device on their lamp posts. The location would not be a fixed site, but would rotate around key sites identified. The monitor was recorded on the Council's assets list and would be covered by the Council's existing insurance.

Mr Mann agreed to e-mail the relevant lamp post locations and identification numbers to the Operations and Finance Officer. A possible additional location had been identified on Mill Lane. He enquired if the rotation would mean that the monitor was not deployed all of the time. Ms Jones responded that the intention was that it would transfer immediately to the next location. The device had a second battery which could be charged separately, then exchanged as necessary. Members queried who would manage moving the monitor and whether the next sites would be sequential or randomly selected. Ms Jones indicated that the PCSO would manage relocation with input from the Speedwatch Group. Councillor G Friend commented that the device would keep a record of vehicle speeds. Ms Jones added that the monitor could not record vehicle registration numbers, but did keep a record of the total numbers of vehicles passing.

**Residents Traffic and Highways Meeting**

Resident Stuart Mann reiterated that the traffic meeting had proceeded well and had been well attended. Issues discussed had included the following:

- Golborne Road/Newton Road Junction – difficulty for traffic turning right out of Golborne Road;
- Rectory Lane - difficulty for all traffic exiting onto Newton Road and the possibility of creating a box junction;
- Traffic light timing at Winwick Park Island - timings had already been altered providing some improvement;
- Reduction in speed limit on Golborne Road to 20mph;
- Traffic calming measures on Waterworks Lane to complement existing 20mph limit;
- Myddleton Lane Traffic Calming Scheme – plans already at an advanced stage, but insufficient funding currently available;

- Red Route – The four Red Route signs between Winwick and Delph Lane junction appeared to have little effect;
- Peel Hall - Consideration of traffic mitigation for the Peel Hall development
- Parkside development – Officers had confirmed Councillor Mitchell's earlier comments that the planned traffic mitigation measures had been superseded by the M6 link road. However, the mitigation measures were cited by Bellway Homes in connection with the Golborne Road housing development. Residents hoped that these measures would still take place;
- HGV traffic – concern over enforcement of the restrictions at Hermitage Green. Warrington Borough Council believed that the Police should enforce this, but the Police said that the Council should enforce it;
- Proposed Zebra Crossing by Winwick CE School – this would not be supported by officers, but residents noted that areas including Croft and Culcheth had several. Reasons given for refusal concerning the proximity of the Winwick site to a junction appeared to contradict a similar site in Fearnhead which had an established crossing.

As a slight negative, comments made by officers in attendance, that Winwick did not have a significant traffic problem based on accident figures, was not well received. However, residents hoped that some benefit would flow from the discussions. One resident asked how the public would find out about any progress being made.

*Response:* Councillor Herron indicated that councillors would still wish to see the Parkside traffic mitigation measures adopted. The Housing and Development Working Group could consider this issue. Councillor A Abbey commented that he had been asking about a traffic scheme in Winwick for over 18 months, but no funding was available. There were numerous road traffic collisions close to Winwick CE Church. However, funding was difficult to secure, even when fatalities were recorded. The amount of traffic was sometimes a positive safety factor, as vehicle speeds were necessarily constrained. Parked vehicles also helped to slow traffic speeds. Mr Mann commented that several areas in Warrington appeared to have benefited from traffic calming measures which had been regularly updated. This contrasted with the old speed humps on Myddleton Lane.

Councillor Iddon asked if the traffic officers had explained why Winwick suffered from traffic issues. The preferred route for most traffic was on the Motorway network or relevant link roads. The lights at Winwick Park Island were set to encourage traffic flows onto those routes. Mr Mann suggested the re-designation of the new Parkside Link Road as the A49 to encourage traffic to avoid Winwick village.

Councillor A Abbey agreed to e-mail Mark Tune, Traffic Management Road Safety and Highway Adoptions Manager, after the meeting to ascertain what actions would be undertaken and when residents would be informed. He would report any response back to councillors.

### Golborne Road Housing Development

A resident reported that the Development Management Committee of the Borough Council was due to consider the above development at the same meeting as the Trident Business Park development in Risley, which had already attracted some 600

objections. It was unclear what the order of items would be at this meeting, but there was a concern that the Golborne Road scheme would have a limited amount of time for discussion.

*Response:* Councillor A Abbey commented that members of the public would be able to attend that meeting.

### Councillor's Long Service

A resident commented on the length of service of Councillor Iddon, which deserved special note.

*Response:* Councillor Iddon confirmed that she would shortly celebrate 30 years of service on the Council.

### Winwick Educational Foundation

A member of the public enquired if there had been an update on the Winwick Educational Foundation.

*Response:* The Clerk indicated this matter had been included as item 20 on the Action List (minute 172 refers), but had not yet been progressed. A former councillor, Mike Matthews, had been appointed to represent the Council on this body, which met occasionally. However, the trustees intended to wind up the Trust, which held some capital and owned a farm. Any proceeds would be passed on to local bodies. The intention was to include a clawback clause should the farmland be developed as housing land in the future, in respect of which the Parish Council could be the beneficiary.

### Newsletter

A resident suggested content for the next edition of the Winwick Parish Matters newsletter. It was understood that St Oswald's CE Church finances were still precarious and it was proposed that a call for support should be included in the leaflet.

A second resident noted that there had been a positive response to the circulation of the newsletter. Feedback had been received about local issues, such as dog fouling. It was noted that there was much goodwill in Winwick and that the Council could tap into that resource.

*Response:* Councillor Herron asked for the proposed wording about the Church funding to be forwarded to him.

### School Car Park

A member of the public asked whether discussions were still on-going with Winwick CE Primary School about their request for land to extend parking facilities at the school. He asked if the Parish was maintaining its stance not to release land in the NW corner of Myddleton Lane Playing Fields. Concerns had been raised again

following a discussion about the planting of a maple tree in the church yard for the late Queen's jubilee. The site originally proposed for this had been the school's butterfly garden, adjacent to the school hall, but the headteacher had indicated that this site was earmarked for building.

*Response:* Councillor Herron reported that the Council's position had not changed, but that a constructive dialogue was on-going. The Council and school representatives were due to meet again on 23 May 2023. Councillor A Abbey reported that the headteacher had moved on recently, with the deputy headteacher, Mrs Laura Duckett, being appointed to the Headteacher role in April 2023. The Chair of Governors might also step down. Councillor Herron reaffirmed that the Parish's substantive position had not changed.

### Living Well Bus

Resident, Emma Lavender, reported that the Living Well Bus had been in Winwick yesterday. Attendance had been high, which was believed to be due to the leafleting promotion, rather than Facebook postings. This supported the case for physical communication, rather than virtual advertising. Some 27 or 28 people had attended, but unfortunately a number of those had been turned away due to time constraints. The bus had capacity to have 2 nurses carrying out health MOTs, but based on previous experience elsewhere only one nurse was deployed. This in turn led to some delays.

It was planned to bring the bus back soon for a further session. It was also hoped that similar community focused events could be held in the Parish on a regular basis. A Crime Talk session provided by Cheshire Constabulary was planned in May 2023.

*Response:* Councillor Herron thanked Ms Lavender for her work to secure the visit from the Living Well Bus. A return visit in October was being considered. A number of councillors commented on the importance of physical leaflets and this was particularly important in targeting the right demographic group to access the Living Well Bus. However, it was also acknowledged that there was a cost to providing leaflets.

### Hard Copy Documents

A resident mentioned that during the Golborne Road housing development meeting, hard copies of plans had been requested from the Borough Council, particularly for those residents without internet access. However, a protracted e-mail exchange had ensued. It was disappointing that a single copy of each document could not have been made available to be collected. This might be contrary to equalities legislation. It would also have been helpful for the developer to provide a user-friendly summary of their proposals.

*Response:* Members expressed the view that hard copies were sometimes necessary. Ms Jones indicated that she might be in a position to print documents on future occasions, if necessary.

Warrington Borough Council - Planning Team

A member of the public complained that she had had difficulty contacting the Borough Council's Planning Team. Incoming phone calls would not be answered until after 1.30pm and often answer-phone messages were not responded to.

*Response:* Councillor McGinn suggested that the Clerk write to Warrington Borough Council's compliance officer to draw their attention to the accessibility issues regarding planning matters.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To request that the Clerk write to Warrington Borough Council's compliance officer to draw their attention to the telephone accessibility issues regarding planning matters.

**WPC.174 Written Motions Received**

There were no written motions submitted on this occasion.

**WPC.175 Police / Community Issues**

There were no written reports from Cheshire Constabulary on this occasion. The Clerk indicated that he would send a reminder to the relevant PCSOs. The Chair commented that the Police and Crime Commissioner for Cheshire (PCC) had given an undertaking at the Parish Liaison Committee meeting on 23 January 2023 that neighbourhood PCSOs would maintain a dialogue with parish councils

A resident referred to question raised informally at a previous meeting about whether the PCC for Cheshire could be invited to attend a future Parish Council meeting. The Clerk commented that it was unlikely that Mr Dwyer would be able to commit to attending, given his senior strategic role.

Decision To request the Clerk to write to the Police and Crime Commissioner for Cheshire to invite him to attend a meeting of the Parish Council.

**WPC.176 Correspondence**

The following items were reported:-

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 28/03/23, 30/03/23, 06/04/23, 11/04/23 (x2), 17/04/23, 18/04/23, 20/04/23, 21/04/23 (x2), 24/04/23 (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 31 March and 6 and 24 April 2023 – 31/03/23, 06/04/23, 13/04/23 (x2) and 21/04/23

3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursday, 30 March 2023 – 28/03/23
4. E-mail from residents, JF and JF, enquiring about their applications for postal voting and the recent by-election in Peel Hall – 31/03/23
5. Various e-mails with Warrington Borough Council officers about arrangements for the traffic issues meeting with Winwick residents. This meeting had subsequently been arranged for 18 April 2023 – 03/04/23 to 11/04/23
6. E-mail reminder from Andrew Dutton, Head of Environment, Liverpool Airport regarding the Liverpool John Lennon Airport (LJLA) Airspace Change Proposal (ACP) and stakeholder engagement sessions – 05/04/23
7. E-mail from Jonathan Challis, Future Airspace Consultation Manager (MAN), MAG Manchester Airport, regarding the progress of their future airspace project – 11/04/23
8. E-mail from Bob Towers, Winwick Litter Network about their Royal Warrington Crown Litter Pick on 8 May 2023, seeking volunteers – 16/04/23
9. E-mail from Susan Fairclough, Winwick Parochial Church Council, asking if representatives of the Council wished to participate in their Coronation Celebrations to be held at St Oswald's CE Church. A service would be held in the Church from 11.am - 12noon on Sunday 7th May, conducted by the Rev Alan Lyton. The service would be followed by a two-course buffet in the Church Hall and there would be a Raffle and a small Royal Quiz. Attendance was free, but the Church wished to know numbers, as soon as possible – 17/04/23
10. 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
  - Chown China Ltd – Coronation merchandise
  - Defib World – defibrillators
  - Futurform - Benches
  - GeViews – platers and notice boards
  - Kompan – fitness and play equipment
  - Severnside Defibs LTD – defibrillators
  - Wicksteed – outdoor play equipment

In respect of Item 8 – Litter Pick, councillor and members of the public were encouraged to contact Bob Towers directly if they wished to participate in the Royal Warrington Crown litter pick.



In connection with Item 9 - Coronation Celebrations, Councillor Herron agreed to attend the event at St Oswald's on behalf of the Council.

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

**WPC.177 Planning Matters**

The following planning matters were reported:

*General Correspondence*

Nil

*Domestic Planning Applications*

1. Application reference: 2022/42428 - Full Planning - Householder (Householder Development)  
Location: Rose Cottage 47 Mill Lane, Houghton Green, Warrington, WA2 0SX  
Proposal: Proposed shed
2. Application reference: 2023/00034/FUL - Full Planning  
Location: 16 Radley Lane, Winwick, Warrington, WA2 0SY  
Proposal: Proposed Conversion of existing detached garage/workshop to create one bedroom detached bungalow.
3. Application reference: 2023/00200/FULH - Full Planning - Householder (Householder Development)  
Location: Woodside Farm Radley Lane, Winwick, Warrington, WA2 0SZ  
Proposal: Outbuilding on site of existing dwelling
4. Application reference: 2023/00243/FULH - Full Planning - Householder (Householder Development)  
Location: 84 Myddleton Lane, Winwick, Warrington, WA2 8NG  
Proposal: Rear two storey extension and front dormer.

*Non-Domestic Planning Applications*

5. Application reference: 2023/00064/ADV - Advertisement Consent  
Location: Quay Business Centre Harvard Court, Winwick, Warrington,  
Proposal: Relocation of 1 No. Internally Illuminated 6m Totem Sign
6. Application reference: 2022/42545 - Hazardous Substances Consent  
Location: Units 1-11, Cameron Court, Winwick Quay, Warrington, WA2 8RE  
Proposal: Storage of various substances falling within Part 1 and 2 of Schedule
7. Application reference: 2022/41571 - Full Planning  
Location: Next, Next Calver Park Road, Winwick, Warrington, WA2 8RB

Proposal: Provision of additional car parking spaces and formation of new HGV and car park access

8. Application reference: 2022/41364 - Full Planning  
Location: BT Skip Hire, Antrim Road, Bewsey and Whitecross, Warrington, WA2 8JT  
Proposal: Construction of a waste recycling compound.
9. Application reference: 2023/00276/REMM, Reserved Matters (Major)  
Location: Vacant Land at the End of Mill Lane Houghton Green, Warrington, WA2 0SU  
Proposal: Reserved Matters Application for 27 no dwellings Attached to Outline Approval 2021/39462 (Landscaping and Appearance to be considered)

The Clerk reported that a resident of Mill Lane, JB, had telephoned him on 11/04/23 to raise concerns about the above application, in that the appearance of the proposed houses was not in-keeping with the character of other properties in the area.

10. Application reference: 2023/00453/PA14J - Part 14 (Class J) Prior Approval  
Location: Carshop, Carshop Calver Park Road, Winwick, Warrington, WA2 8JH  
Proposal: Proposed solar PV system

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

### **WPC.178 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 March 2023.

In March, £13.2k of income had been received through the Leisure Centre. The Centre was showing a £4.3k loss for March, with a year end loss of £16.3k showing. This had a £9.3k impact on the Precept funds for the year. The main causes of the deficit in 2022/23 were as follows:

- A period of sickness absence by the Centre Manager and the associated staffing costs of providing cover;
- Replacement of the cooler unit;
- Increased gas and electricity costs (in particular, electricity had cost 3 times the budgeted amount); and
- Increased staff take up of the pension scheme.

Councillor McGinn asked if the new chairs purchased were in situ. Ms Jones reported that the red upholstered chairs were not in use this evening, but were set up for paid lettings.

Ms Jones commented that she and the Leisure Centre Manager would work hard in 2023/24 to restore the £9.3k deficit and would endeavour then to break even for the year. The electricity bill for February – March 2023 had reduced by £300/month due to the installation of LED lighting and motion sensors in the toilets. There were other rooms which might benefit from motion sensors to enable further savings to be made.

There had been £10.5k of expenditure against the Precept in March, with £134.8k of expenditure at year end. March expenditure had included the following additional item:

- £1.7k – hogweed treatment, for which provision had already been included in the budget for 2023/24. However, the treatment had taken place earlier than anticipated and the invoice fell to be paid in 2022/23.

It was reported that the income from the litter picker contract had helped to maintain the Parish balances.

### Additional Items

#### 1) Parish Newsletter

Newsletters had been printed and collated, and with the help of the Parish Councillors and some willing local volunteers the majority had now been distributed.

#### 2) End of Year Accounts

A complete set of year end figures for both the Leisure Centre and Parish Council as at 31 March 2023 was also tabled at the meeting. This included slight revisions to the Parish Council Precept information, with the total operating expenses at year end being £135.8k. In addition, the relevant draft documents, forming Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), were also circulated.

Councillor G Friend highlighted that total budget for gas and electricity had been around £6.5k, but actual expenditure had been more than £20k.

Councillor Iddon commented that the budget was very tight for 2023/24. Ms Jones endorsed that assessment.

All paperwork for 2022/23 would have to be completed and signed off for submission to the external auditors by no later than 3 July 2023. It was suggested that Members take these away for consideration to enable formal approval to be sought at the Annual Council Meeting in May. This would enable the Notice of Public Rights and Publication of Unaudited AGAR information to be published by the auditor's recommended date of 5 June 2023.

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

Payments Leisure Centre		
06-Apr-23	£129.60	Clear Brew
06-Apr-23	£551.42	T & JT Barton
Payments Parish		
04-Apr-23	£10	HMRC Shipley
04-Apr-23	£103	DL Hannan
Direct debits Leisure Centre		
17-Apr-23	£27.04	BT GROUP PLC
11-Apr-23	£1,362.90	SCOTTISHPOWER
11-Apr-23	£237.17	BT GROUP PLC
Direct debits Parish		
17-Apr-23	£158.26	LLOYDS BANK PLC
17-Apr-23	£21.60	TAKEPAYMENTS LTD
11-Apr-23	£154.65	BARCLAYCARD
05-Apr-23	£33.60	XERO UK LTD

Decision –

- (1) To note the Finance Officer’s update report, including the Budget Review 2022/23, additional items (including end of year accounts) and payments made.
- (2) To defer consideration of the draft AGAR documents until the Annual Council Meeting in May 2023.

**WPC.179 Ward Reports / Updates**

Houghton Green Ward

Councillor McGinn indicated that a resident had reported flooding on the bridge on Cinnamon Lane to Warrington Borough Council, but no action had ensued. He asked if the Parish Council could write to follow up this matter. Councillor Herron recommended that the resident supply any evidence, such as photographs, to the Parish Council first.

Peel Hall Ward

Councillor Secker commented that many residents in Peel Hall did not know what issues were affecting the Parish or what events were taking place at the Leisure Centre, so it was useful to be able to circulate the newsletter within that area. It

might be useful to include events which were focused on the Peel Hall ward in future editions.

Ms Jones indicated that provision of a new community centre in the area was a condition of the housing development planning consent. The Chair added that some depiction of Peel Hall and Houghton Green should be included in the newsletter header to reinforce the message that the information was for the whole Parish. However, it was acknowledged that there was no ready-made logo which currently encapsulated this aspiration. However, it was the intention to rotate the front page focus between the three parish wards. Councillor McGinn reported that there was a community blog on Facebook in connection with Cinnamon Brow, which could also be used for publicising events.

Councillor Secker reiterated the usefulness of the newsletter and asked if printing costs could be reduced, by using lighter, non-glossy paper. Ms Jones reported that the printing purchased was one grade above the basic service and that the cost difference was marginal.

### Winwick Ward

Councillor Herron reminded Members that the Living Well Bus had visited recently (Minute 173 refers).

He confirmed that he had a meeting with a tree stump carver on Friday at 10am. Previous enquiries made with two other wood sculptors had been unproductive. The intention was to ensure that the carving was finished before Winwick Carnival.

He also reported that a resident living adjacent to Myddleton Lane Playing Fields had privately engaged a contractor and to carry out arboricultural works on a tree which adjoined their property. The tree had been pollarded with virtually no branches remaining and was effectively a bare trunk. Ms Jones indicated that, prior to the works being undertaken, she had advised the resident, during a difficult telephone call, about taking any unilateral action on the Council's property. The resident had indicated that she intended to proceed with the works regardless of any financial consequences of her actions. Ms Jones had been able to ascertain on the day of the incident that the contractor had the relevant insurance to undertake tree works. However, no permission for the works had been given by the Council.

The Clerk advised that the resident should be informed that harm to the Council's property might not just be a civil matter involving financial compensation, but was potentially criminal damage by the individual responsible.

Decision –

- (1) To note the ward updates provided.
- (2) To request the Clerk to send a letter to the resident who had commissioned the tree works to issue a warning about her actions.

**WPC.180 Date and Time of Next Meeting**

Decision – To note the date of the next meetings, as follows:

- Annual Parish Assembly – Tuesday 23 May 2023 at 7.00pm
- Annual Council Meeting – Tuesday 23 May 2023 on the rising of the Parish assembly or at 7.30pm, whichever is the later.

**WPC.181 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.182 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. There were two organisations with outstanding debts of between 30-89 days listed in the report. The first organisation listed had made a room booking, but the room had not been used. However, payment of £135 was still required, as no cancellation instruction had been received. The second organisation listed had now paid in full.

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








b) Staffing

Ms Jones reported that a member of the bar team would be taking a period of maternity leave during the summer. However, it was anticipated that she would return to work as soon as possible. Councillor G Friend asked if a temporary replacement would be needed. Ms Jones indicated that the lost hours could potentially be covered by a staff member on leave from university, but the Centre might also advertise for additional cover.

WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2023/24





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. The Chair and Councillor Herron have 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	-	-	A report appears at Item 5 on the Agenda.	
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	-	-	A report enclosing a draft Data Protection Policy and associated Corporate Privacy Notice appears at Item 6 on the Agenda	

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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 [ <i>car park</i> ].	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 April 2023 newsletter has now been circulated. This offer could be included in a future winter edition.	
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	-	-	The April newsletter has now been circulated. Members have agreed to consider a consultation in the next edition.	
12	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. A residents meeting	









Agenda Item 10

							on traffic issues was held on 18/04/23	
13	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.	
14	That the Working Group members appointed under (2) above [ <i>Housing and Development Working Group</i> ] 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	
15	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	-	-	Warrington Borough Council have confirmed by e-mail dated 02/05/23 that there are no powers within the licensing regime which could be used to regulate highways or traffic matters arising from lawful use of the site. A subsequent e-mail dated 10/05/23 recommending reporting obstructions to the Police 101 number is reported at Item 13.	
16	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	

**Agenda Item 10**

17	To request that the Clerk write to Warrington Borough Council's compliance officer to draw their attention to the telephone accessibility issues regarding planning matters.	WPC.173(2)	25/04/23	Clerk	-	-	Not yet commenced	
18	To request the Clerk to write to the Police and Crime Commissioner for Cheshire to invite him to attend a meeting of the Parish Council.	WPC.175	25/04/23	Clerk	-	-	Not yet commenced	
19	To defer consideration of the draft AGAR documents until the Annual Council Meeting in May 2023.	WPC.178(2)	25/04/23	Operations and Finance Officer/Clerk	-	-	Information appears at Items 16 and 17 on the Agenda	
20	To request the Clerk to send a letter to the resident who had commissioned the tree works to issue a warning about her actions.	WPC.179(2)	25/04/23	Clerk	-	-	Not yet commenced	

**Progress Legend**

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

Version 1.0 - (Final) – 22/05/23

**Winwick Parish Council**

**Correspondence since 25 April 2023**  
**(or not previously reported)**

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 26/04/23 (x2), 05/05/23, 09/05/23, 11/05/23, 15/05/23 and 18/05/23
2. E-mails and reminders from Jackie Weaver and Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about a ChALC Board vacancy, various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 28 April, 5 and 12 May 2023 – 28/04/23, 05/05/23, 10/05/23, 11/05/23 and 12/05/23 (x2)
3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about a Town Police Clause Notice relating to the Kings Coronation Street Parties which were due to take place on Saturday 6th May, Sunday 7th May and Monday 8th May 2023 and 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, 18 May 2023 – 03/05/23 and 16/05/23
4. E-mail from Andrew Dutton, Head of Environment, Liverpool John Lennon Airport, enclosing a copy of the presentation from the recent (LJLA) Airspace Change Proposal (ACP) Stage 2 Engagement Review Sessions and indicating a deadline for responses to the consultation of 5pm on 1st June 2023 – 04/05/23
5. E-mail from My Warrington indicating the following in response to the enquiry about the Townfield Lane car boot sale: In the case where parked vehicles create obstructions for other road users, the Police are the most appropriate body to react. However, it should be noted that a Police Officer needs to be in attendance when the obstruction is taking place to be able to assist and it is often the case that the obstruction may not be the greatest priority for officer's attention at that time. It is however important to continue to report any obstruction to the Police non-emergency number 101 as the frequency that these incidents are reported can influence priorities – 10/05/23
6. Website enquiry form from a resident, SB, requesting improvements to the area around the entrance to Myddleton Lane Playing Fields, with particular reference to the pavement area outside the gates being covered in moss and weeds; the railings being in need of painting; the bench subject to rot and in need of replacement; and the area inside the railings being overgrown with weeds and covered in fallen tree branches – 05/05/23
7. Website enquiry form from a resident, RW, pointing out that temporary signage by Balfour Beatty about the closure of Parkside Road for 14 weeks from 24 April to 28 July 2023, erected at Hermitage Green and Swan Green, may be in

contravention of the Commons Act 1876 section 29 and Inclosure Act 1857 section XII if carried out without the Council's permission – 08/05/23

8. Website enquiry form from Sue Fairclough, Winwick Parochial Church Council, thanking councillors for arranging for the local MP to attend St Oswald's CE Church's recent Coronation service. Parish councillors are also invited to attend open days on 9th and 10th of September.2023, when the Bishop of Warrington will attend and Peter Beck, local Historian, will be on hand to give a small talk and to show people around the Church – 12/05/23
9. Website enquiry form from a resident, SL, highlighting traffic issues on Mill Lane and Delph Lane with particular regard to safety concerns and asking how the Parish Council might support residents in getting those matters addressed and answers provided – 17/05/23
10. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Kompan – fitness and play equipment
  - Make Me Something Special – Coronation benches
  - Suregreen Ltd – green car parking solutions
  - We Find Any Learner - training

Up to date as at 22/05/23

**Winwick Parish Council**

**Planning Matters since 25 April 2023**

**General Correspondence (0)**

Nil

**Domestic Planning Applications (2)**

1. Application reference: 2023/00531/FULH - Full Planning - Householder (Householder Development)  
Location: 5 Birch Avenue, Winwick, Warrington, WA2 9TN  
Proposal: Proposed garage conversion, Porch and side extension linking garage to front porch
  
2. Application reference: 2023/00588/CLDP - Section 192 Certificate  
Location: Sunningdale Delph Lane, Winwick, Warrington, WA2 0RQ  
Proposal: Demolition of original single storey rear element of house and replacement rear extension conforming to Class A of current GPDO and raised decking no higher than 300mm from existing ground level  
(FOR INFORMATION ONLY)

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

Nil

Up to date as at 22/05/23

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## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Winwick Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.winwickparishcouncil.org.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

EN Winwick Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	9,173	27,533	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	124,252	129,223	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	155,099	198,315	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	114,201	158,413	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	9,695	9,695	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	137,095	170,745	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	27,533	16,218	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	36,853	18,270	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	955,670	958,896	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	67,914	61,301	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



# WINWICK

*Best Kept Village  
in Cheshire – 2000*



# PARISH COUNCIL

## PUBLIC VIEWING OF AGENDAS AND NOTICE OF PARISH COUNCIL MEETINGS MUNICIPAL YEAR 2023/24

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

<b>Date and Time of Meeting</b>	<b>Meetings</b>	<b>Date Agenda Published</b>
Tuesday, 23 May 2023 at 7.00pm	Annual Parish Assembly	Monday, 15 May 2023
Tuesday, 23 May 2023 on the rising of the Assembly or at 7.30pm whichever is the later	Winwick Parish Council – Annual Meeting 2023	Wednesday, 17 May 2023
Tuesday, 27 June 2023 at 7.30pm	Winwick Parish Council	Wednesday, 21 June 2023
Tuesday, 11 July 2023 at 7.30pm	Management Committee *	Wednesday, 5 July 2023
Tuesday, 25 July 2023 at 7.30pm	Winwick Parish Council	Wednesday, 19 July 2023
Tuesday, 12 September 2023 at 7.30pm	Management Committee *	Wednesday, 6 September 2023
Tuesday, 26 September 2023 at 7.30pm	Winwick Parish Council	Wednesday, 20 September 2023
Tuesday, 24 October 2023 at 7.30pm	Winwick Parish Council	Wednesday, 18 October 2023
Tuesday, 14 November 2023 at 7.30pm	Management Committee *	Wednesday, 8 November 2023
Tuesday, 28 November 2023 at 7.30pm	Winwick Parish Council	Wednesday, 22 November 2023
Tuesday, 9 January 2024 at 7.30pm	Management Committee *	Wednesday, 3 January 2024
Tuesday, 23 January 2024 at 7.30pm	Winwick Parish Council	Wednesday, 17 January 2024
Tuesday, 27 February 2024 at 7.30pm	Winwick Parish Council	Wednesday, 21 February 2024
Tuesday, 12 March 2024 at 7.30pm	Management Committee *	Wednesday, 6 March 2024
Tuesday, 26 March 2024 at 7.30pm	Winwick Parish Council	Wednesday, 20 March 2024
Tuesday, 23 April 2024 at 7.00pm	Annual Parish Assembly	Monday, 15 April 2024
Tuesday, 23 April 2024 on the rising of the Assembly or at 7.30pm whichever is the later	Winwick Parish Council	Wednesday, 17 April 2024
Tuesday, 14 May 2024 at 7.30pm	Winwick Parish Council – Annual Meeting 2024	Wednesday, 8 May 2024

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

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

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