

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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20 September 2023

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 26 September 2023 at 7.30 pm.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

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

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

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

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

- 3. Minutes**
To confirm the minutes of the meeting of the Council held on 25 July 2023.
- 4. Updates on Issues from Previous Meetings**
- 5. Urgent Decisions Taken**
- 6. Question Time for Electors**
- 7. Written Motions Received**

- 8. Police / Community Issues**
- 9. Correspondence**
- 10. Planning Matters**
- 11. Finance Officer's Report**
- 12. External Audit's Report and Certificate 2022/23**
- 13. Proposed Bench and Battles Monument at Hermitage Green**

To consider the respective locations of the proposed bench and battles monument at Hermitage Green

- 14. Reports from Parish Council Committees**
 - Management Committee – 12 September 2023.
- 15. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors Friend, McGinn, Sheridan and Warnock-Smith)
 - Peel Hall Ward
(Councillors A Abbey, E Abbey and Secker)
 - Winwick Ward
(Councillors Herron, Iddon and Mitchell)
- 16. Date and Time of Next Meeting**
 - Tuesday, 24 October 2023, at 7.30pm
- 17. Chairman to move to Part 2**

Part 2

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

- 18. Finance Officer's / Clerk's Report – Confidential Matters**
- 19. Registration of Parish Council Land**

Winwick Parish Council
Minutes of the Meeting held on 25 July 2023

Present: Councillors C Mitchell (Chair), G Friend, A Iddon, L Sheridan and A Warnock-Smith.

WPC.23 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Herron and F McGinn.

WPC.24 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.25 Houghton Green Ward – Election Result

Members were informed that the Returning Officer for the election for the Houghton Green Ward, which had been due to take place on 27 July 2023, had given notice that Lawrence Sheridan had been duly elected Parish Councillor for the ward at an uncontested election.

The Chair and other Members welcomed Councillor Sheridan to his role on the Council.

WPC.26 Minutes

Decision – That the Minutes of the Informal Council Meeting held on 27 June 2023 be agreed and be signed by the Chair as a correct record and the decisions recorded therein be ratified and adopted by the Council.

WPC.27 Updates on Issues from Previous Meetings

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

In respect of Action 13, Japanese Knotweed, further correspondence had been received from the original resident advising of an outbreak of Knotweed on Myddleton Lane Playing Fields by the entrance from Faringdon Road. This might require remedial action by the Parish Council. The resident was present at the meeting and asked whether the Council would be prepared to fence off the access to the strip of land at the southern boundary of the Premier Inn due to the possibility of the original plant seeds being spread and anti-social behaviour and drugs use at that location. The Premier Inn might be prepared to erect a fence or, alternatively, the Council could erect a fence on its side of the boundary.

In connection with Action 12, Peel Hall Development, Councillor Warnock-Smith advised that public consultation meetings with the developers had now been secured at the Leisure Centre between 8am – 11am and 4pm – 7pm on Tuesday 8 August 2023. The Chair encouraged all interested parties to attend. A resident enquired if this would be the last opportunity to comment on the proposals. The Chair considered that, given the 10 year duration of the development, it was likely that there would be other opportunities to provide feedback on the scheme. The resident noted that Councillor Friend had already attended an earlier consultation session. One of the plans mentioned was about the construction traffic routes. Participants mentioned the weight restrictions in place and the possibility of prohibiting construction vehicles from using Myddleton Lane to gain access to the development site. Phase 1 of the development was to the north of the Millhouse Pub. The construction site entrance was in the centre of the weight restricted zone. It would be useful to provide an additional weight restriction sign at this location to encourage the vehicles to turn right on leaving the site.

Clair Jones, Operations and Finance Officer provided a written report on the following:

Bench Repairs

Mr Ulyat had completed the works on the benches and reviews received had been mainly positive. One resident had made some disparaging remarks about the style of the benches.

The invoices had now been received and, although one bench had needed more work than originally quoted, Mr Ulyat had brought in the project as a whole under budget by £51.46.

	Quote	Actual	Difference
Broken bench	£317.66	£345.80	£28.14
2x benches	£560.76	£540.62	-£20.14
2x 2000 benches	£727.96	£668.50	-£59.46
			-£51.46

Traffic monitoring

Due to PCSO Spruce being on leave, Ms Jones had met with PCSO Heaps from Westbrook. He had been very helpful and provided general advice and some detailed instructions for the placement of the monitor and the collection and processing of data, as follows:

Advice

- To set up an account with traffic direct for data collection – completed;
- That data be collected and held by a Council Officer – Ms Jones would undertake this role;
- That a tripod be ordered – completed;
- That a D lock chain be purchased when the tripod arrived;

- That risk assessments for working at height and trip hazards be compiled prior to installation – completed.

Instructions

- On a narrow pathway the Speed Indicator Device (SID) to be attached to a lamppost rather than placed on the tripod;
- If placed on a lamppost the bottom of the SID must be 6ft from the ground to avoid pedestrians;
- If placing the SID on a lamppost, a 2/3 person team would be required.

Front Entrance Tidying

Moss had been removed from in front of the main gates. This area would still require jet washing. Moss would also need treating as it had already started to grow back.

The dead tree needed to be removed, but would require a new tree planting at the same time to avoid creating a hole which would be a trip hazard.

Mr Wharton, Leisure Centre Manager, had sourced the fittings required to repair the fence and he and Councillor Herron would sand and repaint the fencing and gates shortly.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To request the Clerk to write to the Premier Inn/Swan Pub to ask if they would be prepared to fence off the access to the strip of land at the southern boundary of their site from the Leisure Centre.

WPC.28 Question Time for Electors

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

Police and Crime Commissioner

A resident asked if she could contact the Police and Crime Commissioner (PCC) for Cheshire directly with some questions.

Response: Julian Joinson, Clerk, indicated that he would be willing to act as an intermediary to forward on any questions, however, the PCC did respond to direct communications from the public. The PCC had now agreed to attend a Parish Council meeting, his next availability being the meeting on 28 November 2023. The Clerk reminded members of the public that the PCC's role was to determine the policies and the strategic direction of the Police Force and to set its annual budget in cooperation with the Chief Constable. Operational matters fell within the remit of the Chief Constable. November would be a good time to hear from the PCC as this was the time when he was starting to consider his Annual Police and Crime Plan. The Chair noted that there would also be elections for the PCC in May 2024.

Traffic Meeting Feedback

A Member if the public asked if any formal feedback had been received by the Council as a result of the residents' meeting with Warrington Borough Council Officers on traffic matters.

Response: The Chair replied that no specific feedback had been received. However there had been some developments in relation to the regulation of the car boot sale. A second resident commented that visitors to the car boot sale were seen to be placing notices on their car windows claiming that they were visiting No.'X' on Rectory Lane. Councillor Iddon reminded residents that the enforcement of access restrictions on Rectory Lane was a Police matter. The original questioner reported that the Police had declined to get involved in this type of access issue. The Chair commented that the Police could also intervene if cars were obstructing driveways. A further resident noted that motorists frequently blocked the driveway of a blind resident. Also, he often had to reverse to let other vehicles through because cars were parked on both sides of Rectory Lane. The Chair indicated that these issues might be a question to put to the PCC when he attended in November. Councillor Iddon suggested that residents needed to be persistent when reporting these types of incidents. The Chair indicated that residents should ring 101 as the Police would build up a log of these incidents, which might affect priorities.

Box Junction at Exit to Rectory Lane

A member of the public indicated that he had asked for a yellow box markings to be installed on Newton Road at its junction with Rectory Lane, to assist vehicles to exit the lane, as the junction was often blocked with traffic approaching Winwick Park Island. However, the highways authority had indicated that there was insufficient evidence to justify the yellow box.

Response: The Chair asked if there were many accidents at this location. The resident responded that mostly there were just near misses. Drivers on Newton Road simply refused to give way. A second resident indicated that there had been a serious accident a few years ago to which the Air Ambulance had been called. The resident had kept a log of incidents over the years, but no action had been taken. Councillor Warnock-Smith reiterated that traffic issues could be referred to the PCC.

Parkside Employment Development

A resident reported that Golborne Road/Parkside Road was due to reopen soon to through traffic as the new junction for the employment site neared completion. The new junction looked impressive and had been designed to discourage traffic movements of HGVs towards Hermitage Green and Winwick. However, when the junction was due to open the Parkside link road would not yet be completed. There would be a risk of vehicles becoming stuck. At the northern end of Parkside Road there was already signage which instructed HGVs to turn around, but there was nothing similar at the southern end of Golborne Road to advise HGVs of limitations heading north. He asked if the Parish Council could request appropriate signage.

Response: The Chair agreed to ask Warrington Borough Council about suitable signage.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To request the Chair to ask Warrington Borough Council about suitable signage to deter HGVs from travelling north along Golborne Road.

WPC.29 Written Motions Received

There were no written motions submitted on this occasion.

WPC.30 Police / Community Issues

There were no written reports from PCSOs covering the Winwick and Peel Hall/Houghton Green Wards on this occasion. The Clerk commented information had been submitted at the last meeting after a reminder had been sent to the PCSOs. In future, it might be necessary to prompt the PCSOs to submit information prior to each meeting.

Councillor Iddon indicated that she understood that PCSOs should attend a certain number of meetings each year. Councillor Warnock-Smith noted that the PCC had previously confirmed that PCSOs should engage closely with parish councils.

A resident suggested that an update be provided on the smiley-face speed monitor. Claire Jones, Operations and Finance Officer, reported that PCSO Spruce had been on leave recently but she had been able to meet with PCSO Heaps, who had demonstrated the operation of the device (Minute WPC.27 also refers). Ms Jones and a local resident would install the device on Friday. A list of suitable locations had now been agreed.

The above resident expressed frustration at the delay which was due to the Police indicating that they would install the sign. Ms Jones added that initially the Police had stated that they held the pen drive which captured the data and also moved the sign from time to time. However, clarification had been received that the Council could install and move the sign to approved locations and could retain the data stick. The monitor would mostly be installed high up on lamp posts which would minimize the risk of damage/theft and prevent obstruction of narrow pathways. The companion electrical box was heavy, but the monitor board itself was very light. A heavy-duty chain would be acquired for when the monitor needed to be mounted on its tripod.

Councillor Warnock-Smith asked if the unit had been insured. Ms Jones confirmed that the monitor was insured for personal injury, damage and theft. Councillor Friend reminded all that a similar monitor in Poulton-with-Fearnhead had been stolen. A resident asked whether it might be possible to obtain some community speed watch signs from the Borough Council.

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

WPC.31 Correspondence

The following items were reported:

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 26/06/23, 30/06/23, 03/07/23, 06/07/23, 07/07/23 and 14/07/23
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 24 and 30 June and 7 and 14 July – 22/06/23, 23/06/23, 27/06/23, 30/06/23, 07/07/23 and 14/07/23
3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about a Town and Police Clause Act notice in relation to Walking Day on 30 June 2023 – 27/06/23
4. E-mail from the Office of the Police and Crime Commissioner circulating the first edition of the quarterly ‘Commissioner’s Review’ – 27/06/23
5. E-mail from the Office of the Police and Crime Commissioner circulating the PCC’s monthly e-newsletter with a roundup of the latest news and including details of other engagement opportunities – 28/06/23
6. E-mails from the Office of the Police and Crime Commissioner about the Commissioner’s meeting for the Warrington Borough, Town and Parish Councils on Tuesday 18th July from 18:00 – 19:30 – 30/06/23 and 11/07/23
7. E-mail correspondence with the Office of the Police and Crime Commissioner inviting the Commissioner to attend a meeting of Winwick Parish Council. The Commissioner has agreed to attend the Council meeting on 28 November 2023 – 26/06/23, 27/06/23, 10/07/23, 11/07/23, 12/07/23 and 13/07/23
8. Networking e-mail from Helen Buckley, Clerk & RFO, Croft Parish Council, seeking advice about waste services contracts, with various replies received – 03/07/23
9. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about a footpath modification order made regarding Public Footpath No. 37 in the Parish of Burtonwood. Objections or representations in respect of the Order were required to be made before 17 August 2023 – 05/07/23
10. E-mail from resident, EL, about a Member conduct matter at a recent Council meeting and about the recording of attendance and absences of councillors at meetings. A reply was sent on 10 July 2023 – 05/07/23
11. Copy of an email from resident, SM, to Balfour Beatty, about the new junction

that joins the new Parkside link road with the A573 'old' Parkside road just past Hermitage Green and raising concerns about how HGVs might seek to use the road network before completion of the Parkside link road and the possible need for some temporary signage – 07/07/23

12. E-mail from the Police and Crime Commissioner, containing the July 2023 Newsletter for Residents – 06/07/2
13. E-mails from Kelly Rochell, Cheshire and Warrington Traveller Team, Cheshire West and Chester Council, about an unauthorised traveller encampment at Unit 6, Bishops Court, Winwick and subsequent confirmation that they had moved on – 13/07/23 and 18/07/23
14. Networking e-mail from Helen Buckley, Clerk & RFO, Croft Parish Council, seeking advice about arrangements for holiday and sickness cover, with various replies received – 13/07/23
15. Reminder e-mail from the Freedom Fibre Team about grants of up to £500 to support environmental projects available to non-profit community groups from the Freedom Fund. The deadline for applications was Friday 21 July 2023 at 5pm – 17/07/23
16. Copy of an e-mail from resident, AO, to Warrington Borough Council, about the Japanese Knotweed on land occupied by the Premier Inn, Winwick and seeking their support due to the risk to properties on Rectory Lane. This matter related to the item discussed at the informal Parish Council meeting held on 27 June 2023 - 18/07/23
17. E-mails from Kelly Rochell, Cheshire and Warrington Traveller Team, Cheshire West and Chester Council, about an unauthorised encampment of caravans at B&Q Store, Delph Lane – 19/07/23
18. Copy of an e-mail from resident, AO, to PCSO Tony Spruce about anti-social behaviour and littering on wasteland to the side of the Swan Inn and Premier Inn, Winwick, adjacent to the rear of properties on Rectory Lane. The e-mail also referred to the potential for the spread of Japanese Knotweed by those persons accessing the land, as discussed at Minute WPC.37 above – 20/07/23
19. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Designs Ltd – notice boards and signs
 - HAGS – outdoor play equipment and space saving street furniture range
 - Kompan – outdoor fitness and play equipment and inspections/repairs
 - Paysource Ltd - inspections/repairs of outdoor play equipment

The Chair reported that she had been contacted by a group that wanted to plant some bulbs on the first roundabout on Winwick Park Avenue. The Council had no objection to this, in principle, but this land was not in the Council's ownership.

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

WPC.32 Planning Matters

The following planning matters were reported:

General Correspondence

1. Copy of correspondence between resident, BT, and a senior person at Countryside Partnership's parent organisation, Vistry Group plc, expressing concern about the lack of consultation at the pre-planning stage with residents of Winwick regarding the Peel Hall housing development. The correspondence also identified the Managing Director of Countryside Partnership as an appropriate contact for further communications. Countryside Partnership's acknowledgement to the resident, BT, was also provided.
2. Copies of various items of correspondence between Winwick Parish Councillors and the Head of Partnerships at Countryside Partnership, seeking further engagement with Winwick Parish Council and its residents about the development at Peel Hall. The correspondence had resulted in the immediate provision of display boards for the public at Winwick Leisure Centre and a meeting being planned with councillors to discuss how best to arrange further engagement with the public.

Domestic Planning Applications

3. Application reference: 2023/00870/CLDP - Section 192 Certificate (*for information only*)
Location: 60 Dundee Close, Winwick, Warrington, WA2 0UL
Proposal: Single storey side extension

Non-Domestic Planning Applications

4. Application reference: 2023/00776/ADV - Advertisement Consent
Location: Carshop, Calver Park Road, Winwick, Warrington, WA2 8JH
Proposal: Proposed display of 1 no. non-illuminated billboard sign and 6 no. flag advertisements
5. Application reference: 2023/00868/ADJA - Adjacent Authority
Location: Former Parkside Colliery , Winwick Road, Newton Le Willows, St Helens
Proposal: P/2023/0403/FUL Full application for enabling works to excavate site materials from Parkside former Colliery site (Phase 2 area) and movement of material onto Parkside phase 1 land to enable development to be constructed to agreed platform levels and landforms
6. Application reference: 2023/00822/NMA – Non-Material Amendment (*for information only*)
Location: Land at Peel Hall, Warrington

Proposal: Proposed amendments to previous application 2016/28492 (Mixed use development) to allow for amendments to the trigger of conditions to facilitate preferred phasing plan and changes to access and noise condition

7. Application reference: 2023/00830/DISCON - Discharge of Condition (*for information only*)

Location: Land at Peel Hall, Warrington

Proposal: Discharge of Conditions 8 (Masterplan), 9 (Travel Plan), 10 (Sports Strategy), and partial discharge of Condition 12 (Agronomy Report), and 13 (Public Open Space) on previous application 2016/28492 (Mixed development)

Planning matters 1 and 2 had been discussed earlier in the meeting (Minute WPC.27 refers).

In respect of application 5, Parkside, councillors indicated that the application might be connected to the movement of slag within the site. Councillor Iddon expressed some concern that the additional development of the site might follow in the future.

The Clerk reminded councillors that a number of applications before the Council at the meeting were for information only and the Council had no right to object.

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

WPC.33 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 2023/24

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council as at 30 June 2023.

In June, £15.4k of income had been received through the Leisure Centre. The Centre was showing a £3.6k loss for June, with a year to date loss of £4.6k. This would produce a £13.9k target for the Leisure Centre to recoup, in order to break even by the end of the year (taking account of operating losses carried forward from 2022/23).

The £3.6k loss comprised the following:

- Approx. £1.8k of low income fees
- Approx. £700 of tea and coffee supplies (including disposal cups and paraphernalia) – this usually lasted a few months (supplies last purchased in March)
- Approx. £300 of new benches – to replace damaged ones and ensure the aesthetics on the patio.

- £889.34 of boiler repairs – essential works as the boiler was probably causing gas bills to be higher than required usage.

It seemed unlikely that the break-even target could now be achieved, but it was hoped to be able to recover a sizeable proportion the deficit. Indications were that the Leisure Centre should return a profit for the month of July. Councillor Iddon expressed disappointment at the downturn. The Chair asked if the weather had been a factor in the loss of profitability. Ms Jones indicated that this was difficult to assess at this stage.

There had been £15.4k of expenditure against the Precept in June, with £31.5k of the precept used to date.

Community Fund

The Real Ale festival had channelled £2,309 of funds through the Council's financial system for the Community Fund. £1,200 of this had been passed back to cover rental of the bar system from 4T's. The Council currently held £1,109 of Community Fund money for winwick.org group.

Councillor Iddon asked what the Community Fund would be used for. Ms Jones ne reported that some money had already been earmarked to purchase the book swap bookcase. Resident, Stuart Mann, indicated that the money would be used to support some on-going items such as the Christmas tree replacement and other expenditure in the village. Overall the beer festival had been a greater success than expected.

Additional Items

1) Ash Tree Stump Carving

Councillor Iddon asked if the ash tree stump carving would be overbudget. Officers responded that Councillor Herron had negotiated a less elaborate design with the artist, which was within the original budget.

Payments made since the report to the Management Committee meeting held on 11 July 2023

Payments Leisure Centre		
17-Jul-23	£2,763.36	T&JT Barton
10-Jul-23	£779.21	Aquila Heating Ltd
10-Jul-23	£853.67	T&JT Barton
Payments Parish		
17-Jul-23	£222.00	Styles
17-Jul-23	£2,320.63	HMRC Cumbernauld
17-Jul-23	£1,554.92	Lee Ulyat
14-Jul-23	£288.58	MPLC Ltd
10-Jul-23	£2,303.40	Chsh. Pension Fund
10-Jul-23	£220.00	DL Hannan
Direct debits Leisure Centre		
17-Jul-23	£27.04	BT GROUP PLC
10-Jul-23	£1,254.00	SCOTTISHPOWER
07-Jul-23	£237.17	BT GROUP PLC
Direct debits Parish		
17-Jul-23	£625.28	LLOYDS BANK PLC
17-Jul-23	£21.60	TAKEPAYMENTS LTD
10-Jul-23	£236.56	BARCLAYCARD
05-Jul-23	£33.60	XERO UK LTD

Decision – To note the Finance Officer’s update report, including the Budget Review 2023/24, additional items and payments made.

WPC.34 Proposed Bench at Hermitage Green

The Clerk reminded Members that some time ago a public bench had been proposed at Hermitage Green and the group supporting the installation of a bench had carried out some informal consultations with residents about the issue. This had initially elicited a mixed response with many in favour of a bench, but a number of residents strongly opposed to the idea.

The matter had been deferred pending a formal consultation exercise being arranged, which had been promoted in the latest parish newsletter and which had given residents the option of attending a public meeting or submitting written comments directly to the Clerk.

The public meeting had been held on Tuesday 18 June 2023 at 7.00pm at the Leisure Centre and 11 members of the public had been in attendance. Councillors Herron and Iddon had attended along with Ms Jones and Mr Joinson. A positive debate had been held with a frank and realistic exchange of views by those present.

The meeting addressed two fundamental issues:

- Whether there should be a bench sited at Hermitage Green; and
- If a bench was agreed, what would be the preferred location.

Supporters of a bench commented that the Green was a on a popular route for walkers and the proximity of the historic battlefields created a reason to sit and rest for a while. Money was available to partly fund the bench from the proceeds of the Winwick and Hermitage Green Calendar 2022. A resident of Hermitage Green had also offered to part-fund a bench if this was placed close to her house in memory of her husband. Other speakers raised concerns about the location of the bench if close to residential property and the possibility of it attracting anti-social behaviour or supporting criminal activity. Notwithstanding these concerns, those who voted were unanimously in favour of the installation of a bench.

Residents then discussed the question of the location of the bench. Some residents were in favour of a narrow strip of land close to 1 & 2 Rosemount Cottage. However, concerns were expressed about the likelihood of utilities being present underground at this location. Others residents proposed a location on the southern part of the Green at its highest point close to the trees. This site was further away from residential properties which could alleviate concerns about anti-social behaviour. One negative aspect was that the footpath at this point tended to flood. Residents voted narrowly in favour of the raised section of the Green as the preferred location.

Following the public meeting, the Clerk had now collated responses to the consultation which had been received by e-mail prior to the meeting this evening. Seven responses had been received. 5 were in favour of a bench and one was strongly opposed. None of these responses expressed a preference about the location of the bench. However, the seventh response indicated an objection to the siting of the bench at the southern end on the Green, on the basis that this was also the preferred location for a proposed monument to mark the Battle of Winwick Pass and Battle of Maserfeld.

A resident circulated some photographs of the two locations proposed. The first location (by Rosemont Cottages) appeared quite narrow and might not be suitable. The second location (on the southern part of the Green) was more open and provided unrestricted views of the battlefield area. The same resident noted that the proposed location for the battlefields monument was in the middle of this part of the Green, not at its edge. A concern was expressed that the monument location might make it more difficult to cut the grass. It was also noted that the proposed design of the monument was in the style of a seat, so as to comply with legislation about what items were permitted on a village green. It was suggested that, if the parish bench were to be located at the perimeter of the grassed area of the Green, rather than in the central grassed area, this would avoid difficulties around grass mowing.

A comment was made by the aforementioned resident that there had been a lot of misunderstanding around the bench proposals and that the Council could have been clearer about some of the issues from the outset which might have led to a degree of consensus being reached much earlier.

A second resident noted that it might be possible to locate the battlefields monument on the Parkside Heritage Trail, if Hermitage Green was no longer a viable location.

Councillor Iddon asked about the funding for the bench. A resident reminded Members that some money would be available from the calendar funds, but that the resident who preferred the first location was unlikely to make a donation if the bench was sited at the southern end of the Green. Ms Jones agreed to speak to Mr Ulyat about a suitable design for the bench. It could include a motif about the battles.

Councillor Friend reported that a bench recently installed in Parkfields Park in Fearnhead, including foundations, had cost approximately £1,200. Councillor Iddon suggested that a litter bin would also need to be provided.

A resident offered to advise upon the precise location so as to avoid water-logging issues.

Decision – To approve, in principle, the siting of a bench at Hermitage Green, at the perimeter of the grassed area at the high point of the Green, subject to officers checking the total funding available, costings and the obtaining of a suitable design.

WPC.35 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 11 July 2023 were provided.

Councillor Iddon enquired if the raised flooring in the playground area had now been repaired. Ms Jones indicated that this had not yet taken place.

Councillor Friend asked if the commemorative plaques were being reinstated inside the Leisure Centre. Ms Jones responded that they were now in situ above the Centre's notice boards.

Decision – To note the minutes of the Management Committee of 11 July 2023.

WPC.36 Reports of Outside Bodies

WBC - Parish Council Liaison Committee – 6 July 2023

The Clerk reported that he had attended the above liaison Committee meeting. Updates had been provided on the Boundary Commission review, the new planning portal, bus fares, zero emission buses regional areas (ZEBRA) fleet, local events, HS2, bus shelter replacement and requests submitted by councillors about sensitive interests.

PCC's Town and Parish Council Engagement Meetings – 18 July 2023

Noone had been available to attend this meeting.

Winwick Educational Foundation

Information was provided in Part 2, the private part of the meeting.

WPC.37 Ward Reports / Updates

Houghton Green Ward

Councillor Friend and Warnock-Smith reported that there were a number of issues regarding bushes and trees overgrowing paths and gardens.

Peel Hall Ward

There were no Peel Hall councillors present on this occasion.

Winwick Ward

There were no significant matters to report on this occasion

Decision – To note the ward updates provided.

WPC.38 Date and Time of Next Meeting

Decision – To note the date of the next meeting on Tuesday 26 September 2023.

WPC.39 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.40 Finance Officer's / Clerk's Report - Confidential Matters

Debtors

Ms Jones reported that there were two organisations which had outstanding debts between 30 – 89 days. One of the debtors had confirmed that the invoices were already being processed for payment. Ms Jones would review the position at the end of the week.

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

WPC.41 Winwick Educational Foundation – Update





A written update was provided by e-mail dated 4 July 2023 from Mr Mike Matthews, in connection with Winwick Educational Foundation. Mr Matthews was the Council's appointed representative to the Trustees of the Foundation. The update included a copy of an e-mail dated 26 June 2023 from an interested party addressed to the Clerk to the Trustees, which set out a number of concerns. The update from Mr Matthews outlined the overall financial position of the Trust; its decision to cash in the assets and sell its land; the proposed division of those assets; a summary of the main concerns mentioned above; the issue of a possible clawback clause; and likely

timescales.








Decision – To note the update dated 4 July 2023 from the Council's appointed representative regarding the Winwick Educational Foundation and the e-mail dated 26 June 2023 from an interested party.

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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 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.	
3	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 establishment of a working group to undertake this work. The terms of reference of the Review have been agreed and consultations have taken place. Final proposals are due to be reported to Warrington's Audit and Corporate Governance Committee on 16/11/23 and to its Council on 04/12/23.	
4	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	

Agenda Item 4

5	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.	
6	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> . This offer could be included in a future autumn/winter edition.	
7	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 on traffic issues was held on 18/04/23	
8	To request that Members and officers routinely look into the opportunities available for partner organisations to engage directly with residents on matters of health, wellbeing and community safety.	WPC.118(3)	24/01/23	All	-	-	On-going. A number of events had been organised, including attendance of the Well-being Bus.	
9	To request to Clerk to continue to explore the possibility of an appointment of a Winwick Litter Network member to the Public Rights of Way Forum.	WPC.8(1)	23/05/23	Clerk	-	-	Job description being drafted for discussion with the Network	
10	To request the Clerk to contact Countryside Partnerships to ask that the Parish Council be included in any future communications about the Peel Hall development.	WPCI.4(3)	27/06/23	Clerk	-	-	The developer has been in communication with parish councillors directly about local engagement.	
11	To approve the purchase of a litter bin for Winwick Park	WPCI.11	27/06/23	Council	-	-	A decision on the litter bin (£600 for purchase and installation) could	

Agenda Item 4

	Roundabout, in principle, but to defer final consideration of this matter until the September meeting.						now be made, subject to the advice of the Operations and Finance Officer on available resources	
12	To request the Clerk to write to the Premier Inn/Swan Pub to ask if they would be prepared to fence off the access to the strip of land at the southern boundary of their site from the Leisure Centre.	WPC.27(2)	25/07/23	Clerk	-	-	Not yet commenced	○
13	To request the Chair to ask Warrington Borough Council about suitable signage to deter HGVs from travelling north along Golborne Road.	WPC.28(2)	25/07/23	Chair	-	-	The Chair may be in a position to provide an update the meeting.	⊙
14	To approve, in principle, the siting of a bench at Hermitage Green, at the perimeter of the grassed area at the high point of the Green, subject to officers checking the total funding available, costings and the obtaining of a suitable design.	WPC.34	25/07/23	Clerk/ Operations and Finance Officer	-	-	On-going. This matter may need to be considered in conjunction with Item 13 on the Agenda	⊙

Progress Legend

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

Version 4.0 - (Final) – 20/09/23

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Winwick Parish Council

Officer Decision arising from an Urgent Council Matter

Decisions may be taken by the Clerk or RFO, as appropriate, on behalf of the Council in all cases of urgency, 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 and having providing three clear working days notice in writing of the proposed decision.

Completed decisions must be reported to the next available meeting of the Council.

Decision Taker

Clerk

Decision Being Taken

Approval to submissions being made on the Council's behalf by Councillor James Herron, in connection with Planning Applications 2023/00934/VARC and 2023/00935/VARC - Variation of Conditions in respect of Land at Townfield Lane, Warrington, WA2 8TEA (car boot sale) and Application 2023/00204/FULM - Full Planning (Major) regarding Land at Golborne Road, Winwick, Warrington,

Reason for Urgency

Notifications of the above planning applications were received after the Council's meeting on 25 July 2023. However, the deadline for comments on the car boot applications is Friday 18 August and for the houses at Golborne Road it is Thursday 24 August 2023. The next meeting of the Council is not until 26 September 2023

Background and Reasons for the Decision

The Parish Council has already written and complained about the car boot sale. It has also sent a letter of objection, on behalf of residents, regarding the houses on Golborne Road at the time of the initial planning application by developers. It is envisaged that residents would continue to expect the Council to maintain its objections to these developments.

Approvals and Comments Received:

Group Member/ Consultee	Record of Approval (and any comments, if supplied)	Date and Medium of Approval
PRINCIPAL CONSULTEES		
Cllr Cathy Mitchell, Chair	Approved	15/08/23 (by e-mail)
Cllr Andrew Warnock Smith, Deputy-Chair	Approved	18/08/23 (by e-mail)

OTHER REQUIRED CONSULTEES		
Cllr Alex Abbey		
Cllr Eibh Abbey		
Cllr Graham Friend		
Cllr James Herron	Approved	18/08/23 (by e-mail)
Cllr Ann Iddon		
Cllr Frank McGinn		
Cllr Lisa Secker	Approved	15/08/23 (by e-mail)
Cllr Lawrence Sheridan	Approved	15/08/23 (by e-mail)
APPROVING OFFICER		
Julian Joinson, Clerk	Approved	18/08/23
Clare Jones, Operations and Finance Officer		

Date of Approval of Decision: 18/08/23

Winwick Parish Council

Correspondence since 25 July 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 – 24/07/23, 25/07/23, 28/07/23, 09/08/23, 09/08/23, 11/08/23, 14/08/23, 21/08/23, 29/08/23, 01/09/23, 08/09/23 and 12/09/23
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 21 and 28 July, and 4, 8, 18 and 25 August, and 1 September 2023 – 21/07/23, 28/07/23, 01/08/23, 04/08/23, 11/08/23, 14/08/23, 18/08/23, 23/08/23(x2), 25/08/23, 31/08/23, 01/09/23(x2) and 11/09/23
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 Thursdays, 26 July, 10 August and 14 and 21 September 2023 – 26/07/23, 08/08/23, 12/09/23 and 19/09/23
4. E-mails from Andrew Dutton, Head of Environment, Liverpool John Lennon Airport, regarding Stage 2 of the (LJLA) Airspace Change Proposal (ACP) – 20/07/23 and 01/09/23
5. E-mails from the Office of the Police and Crime Commissioner concerning a consultation on the use of the Safer Streets Fund, the deadline for which was Midday on Monday 7 August - 31/07/23 and 01/08/23
6. E-mail from Kirsten Riley, Senior Democratic Services Officer, Warrington Borough Council, about consultation events on the council's approach to Electric Vehicle infrastructure roll out – 14/08/23
7. E-mail from Duane Collins on behalf of Harlequins Morris Dancers seeking funding for transport costs to an annual championships event – 15/08/23
8. E-mail from Richard Griffiths, Tree & Woodland Officer, Warrington Borough Council, enclosing the annual offer for the provision of Christmas trees to Parish Councils and deadline of 23 September 2023 – 16/08/23
9. Clerks Network e-mail from Tina Rogers-Smith, Clerk, Culcheth & Glazebury Parish Council, regarding Christmas lights contractors – 21/08/23
10. E-mail from Amelia Riley, Interim Operations and Volunteer Support Officer, Safety Central, Cheshire Fire and Rescue Service, about volunteering opportunities at their training venue – 21/08/23

11. Website enquiry form from resident, AB, raising concerns about safety issues on Delph Lane (Houghton Green) caused by weeds, nettles and thorns, etc. from the hedges of the farm making it impossible to walk on the footpath and leading to abuse from road users directed at pedestrians in the road – 21/08/23
12. E-mail invitation from the Mayor of Warrington, Cllr Steve Wright, for a parish representative to attend the Annual Remembrance Day Service and Parade, taking place at the War Memorial, Bridge Foot, Warrington at 11.00 am on Sunday 12 November 2023 – 31/08/23
13. E-mail from the Office of the Police and Crime Commissioner, raising awareness of Honour Based Abuse (HBA), gathering intelligence via a short survey open until midday on Friday 29 September and providing access to training for certain frontline workers – 31/08/23
14. E-mail from the Office of the Police and Crime Commissioner circulating the PCC's monthly e-newsletter with a roundup of the latest news and including details of other engagement opportunities – 31/08/23
15. Website enquiry form from Warrington resident, JH-B, about fly tipping in Severn Close. This road is just outside of the Parish boundary. A reply was sent on 09/09/23 - 22/08/23
16. Website enquiry form from resident, PD, raising a concern about a staffing matter. Officers have looked into the circumstances giving rise to the complaint and ascertained that there are no issues and the staff member is carry out duties appropriately. A reply was sent on 13/09/23 – 22/08/23.
17. Website enquiry form from, RCL, which refers to an earlier query that officers have been unable to locate. A reply was sent to the enquirer on 13/09/23 asking for further information about the original query to enable a full response to be sent - 11/09/23
18. E-mail from Paul Davies, Senior Associate Solicitor, Stephenson Solicitors, regarding the Registration of Parish Council Land (Item 19 refers) – 18/09/23
19. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Designs Ltd – notice boards and signs
 - Futurform – outdoor furniture and office suppliers and equipment
 - HAGS – outdoor play equipment
 - Kompan – outdoor fitness and play equipment and inspections/repairs
 - Proludic – outdoor play and sports equipment
 - Wefindanylearner – training courses
 - Vigilis – tree protectors

Up to date as at 20/09/23

Winwick Parish Council

Planning Matters since 25 July 2023

General Correspondence (1)

1. Objection submitted by the Parish Council to Application 2023/00204/FULM (below). A copy of the submission is attached as Appendix 1

Domestic Planning Applications (2)

2. Application No: 2023/01059/CLDP - Section 192 Certificate (*for information only*)
Location: 35 Chesterton Drive, Winwick, Warrington, WA2 8XF
Proposal: Proposed single rear extension and part garage conversion.
3. Application No: 2023/00981/FULH - Full Planning - Householder (Householder Development)
Location: Woodside Farm Radley Lane, Winwick, Warrington, WA2 0SZ
Proposal: Outbuilding on site of existing dwelling

Non-Domestic Planning Applications (4)

4. Application No: 2023/00934/VARC - Variation of Conditions
Location: Land at Townfield Lane, Warrington, WA2 8TE
Proposal: Variation of Condition no.8 (Operational Hours) on previous approved application 2008/13598
5. Application No: 2023/00935/VARC - Variation of Conditions
Location: Land at Townfield Lane, Warrington, WA2 8TE
Proposal: Variation of Condition 3 (14 day limit) on previously approved appeal application 2009/15038 (Car boot sales)
6. Application No: 2023/00204/FULM - Application Type: Full Planning (Major)
Location: Land at Golborne Road, Winwick, Warrington,
Proposal: Proposed residential development of 163 no. dwellings with associated areas of open space, access, car parking, landscaping and ancillary works
7. Application No: 2023/01069/FUL - Full Planning
Location: Crown Lift Trucks, The Quay Centre Calver Park Road, Winwick, Warrington, WA2 8TS
Proposal: Overcladding existing industrial roof with associated small increase in building height

Up to date as at 20/09/23

Land At Golborne Road, Winwick, Warrington

Comments Submitted to the Planning Authority on behalf of Winwick Parish Council - 24-08-2023 at 16:32:20

Winwick Parish Council would like to object again to the above amended planning application 2023/00204/FULM

I am writing on behalf of Winwick Parish Council to object to the amended development plans. The Council has time and again received complaints and objections from a large section of its residents. We have consistently supported villagers from the start, we feel there should have been an opportunity for Councillors and residents to discuss it at an official meeting. It is unfortunate that this application has been made when the Council is on its summer break and there has been no opportunity for Councillors and residents to discuss it at an official Parish Council meeting. Residents have consistently expressed concern at meetings about the impact of the large scale housing and employment land development in the area. As Parish council we feel that amendments that have been made haven't addressed the majority of issues highlighted by residents.

The development is still poorly located for walking, cycling and public transport. Right from the start will it be car dependent which will increase traffic, road danger, local air pollution and climate change gas emissions in the village. There are no proposals to improve access to public transport, or to provide facilities to encourage walking or cycling. Cycle and pedestrian pathways are only proposed for the length of the development with no proposals to extend further into the village or to the new Parkside development. There are no proposals for traffic calming which would be vital to spread the ever increasing volume of traffic away from the village.

WBC own traffic surveys and measurements already show that roads in Winwick are already too busy and over capacity. The analysis appears not to include the new Peel hall development, where 1200 houses are to be built. It also assumes that all junction improvements promised by Peel Hall and The Parkside development will be completed, which cannot be guaranteed as there are already issues who will fund these.

Many residents have also highlighted United Utilities concerns as to how this could affect the wider area beyond the Village. Another 26000 households could be detrimentally affected by waste water contaminating groundwater, as direct effect of construction this development proposes.

Regarding education and amenities, these will still have the same pressure placed on them as we highlighted in our original objection. Winwick doesn't have the school, doctor or dentist places or facilities like shops and restaurants to cope with this extra development.

Thank You

Winwick Parish Council

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **WINWICK PARISH COUNCIL CH0219**

1 Respective responsibilities of the auditor and the authority

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

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

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

[Handwritten Signature] SIGNATURE REQUIRED

Date

14/09/2023

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Hermitage Green - Options for Proposed Battles Monument and Bench



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Winwick Parish - Management Committee 12 September 2023

Present: Councillors J Herron (Chair) and F McGinn

WPMC 9 Apologies

Apologies for absence were submitted on behalf of Councillor A Warnock-Smith and Ms C Jones, Operations and Finance Officer.

WPMC10 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 11 Minutes

Decision – That the Minutes of the meeting held on 11 July 2023 be agreed as a correct record.

WPMC 12 Action List

There were no outstanding actions arising from formal decisions recorded in the minutes of previous meetings.

WPMC 13 Community and Leisure Centre Update Report

(1) Finance Report

Clare Jones, Operations and Finance Officer, had previously circulated directly to Members a report for information, which showed the financial position at the Leisure Centre for July 2023. The Committee were now provided with a report which showed the financial position at the Leisure Centre for August 2023.

The August report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years and the details of actual income received. Targets for 2023/24 had been increased from the 2022/23 levels.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales for 2023/24 (£135,800) had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2023/24 actual income (also shown) would be assessed against the table provided below.

Agenda Item 14

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.49	7.68	7.81	10.77	9.64	9.97	9.05	8.20	7.54	6.65	8.29	6.90
Budget (£1,000s)	10.17	10.43	10.61	14.63	13.09	13.54	12.29	11.16	10.24	9.03	11.26	9.37
Actual (£1,000s)	11.56	12.30	11.10	14.22	6.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at August 2023, using the profile outlined above. August bar sales had been particularly poor being £6.3k below target.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at August 2023, using the profile outlined above. This put the Centre at £2k ahead of the income at this point last year.

The Chair considered that the wet weather in July and much of August might have impacted on use of the bar. Julian Joinson, Clerk, also suggested that, with the waning of fears about COVID, residents might have been more inclined to book holidays away from home. Historically, there had sometimes been an unexpected drop in income for a particular month that did not necessarily indicate a pattern.

The Chair reiterated that poor weather in the summer had been a significant factor and that, for example, this had led to less frequent use of the patio area by those wishing to sit outdoors.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees for 2023/24 (£60,000), including buffet sales, had been split across the relevant months by percentage. 2023/24 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.70	11.72	13.69	9.60	5.78	5.30	7.49	10.02	5.02	8.02	7.19	8.47
Budget (£1,000s)	4.62	7.03	8.21	5.76	3.47	3.18	4.49	6.01	3.01	4.81	4.32	5.08
Actual (£1,000s)	4.40	5.89	3.01	4.45	2.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Room Lettings Monthly

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

The table showed that room hires for August were £593.17 below target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at August 2023, using the profile outlined above. This showed the centre at £7.4k behind the year to date target. However, current estimates for September suggested that the room hire would be £1.1k ahead of target.

The Chair noted that room hires for September were recovering, with a series of adults' parties now booked. He added that a key member of the Management Team had recently taken a period of sickness absence, but that when he was available he was very proactive about marketing room lettings. A further member of staff remained on maternity leave.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees for 2023/24 (£6,400.00) had been split across the relevant months by expected percentage. 2023/24 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	2.45	0.00	6.26	5.87	3.42	0.00	2.35	1.96	0.98	74.36	0.98	1.37
Feet (£s)	156.8	0.00	400.6	375.7	219.2	0.00	150.3	125.24	62.6	4,759.3	62.6	87.7
Actual (£s)	440.0	492.5	85.00	315.0	320.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at August 2023, using the profile outlined above. The field hire was £100.82 ahead of target for this month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at August 2023, using the profile outlined above. This showed the year to date figure above target by £500.15.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of August showed an average of 3.6 cups per day sold and income of £281.40.

Councillor McGinn commented that, overall, the coffee income was very encouraging, with almost £3k received for the year to date. The Clerk

reported that the coffee machine was now owned by the Centre, which enabled income to be maximised.

Additional Income

- Security services deposit - £50

Updates on Repairs

Cost-saving light sensors had been installed in the Radley Suite kitchen and toilet areas.

Additional Items

(a) Schedule of Events 2023/24

The following events were due to take place (or had now taken place) in September:

- 2nd September – RCCG family fun day
- 8 September – Well-being Bus
- 10 September – Autism initiatives funday
- 14 September – Cliff and the Shadows
- 18/19 September – Peel Hall Consultation

Councillor McGinn asked if the well-being bus remained well used. The Chair reported that footfall had not been as high as on the previous two visits, but was still good enough to make the deployment viable. The lower number of visits might, in part, be due to the fact that the event had not been advertised in the most recent newsletter due to deadline issues. The bus was scheduled to return in October and might be available to administer the flu/COVID vaccines.

The Chair highlighted the consultation event regarding the Peel Hall development on 18 and 19 September 2023. He also reported that Halloween parties were expected to take place and were generally successful. A regular quiz night was also being considered. In general, footfall at the Centre was often better in the autumn and winter months.

(b) Newsletter

The Chair reported that 4 advertisements had already been received for the next edition of the Parish newsletter. Councillor McGinn reported that he had been unavailable to deliver the most recent newsletter due to other commitments. The Chair confirmed that most leaflets had been delivered without difficulty, although there had been some loss of coverage in the Peel Hall ward.

It was suggested that a request for additional volunteers to share delivery of the newsletter could be included in the next edition. Members noted that in some cases family members were able to help.

(c) Tree Stump Carving

The Chair would text the artist soon about the Ash Tree stump on Myddleton Lane Playing Fields. He undertook to provide an update at the next Council meeting.

(c) Magic Lake (Houghton Green Pool)

It was noted that new benches had been provided in the Winwick Ward, but other wards had not been considered. Councillor McGinn suggested that Council be asked to consider the provision of a bench at Magic Lake, which was well used by walkers and dog-walkers. A suitably robust bench would be needed, so as to deter theft. However, it was not known who owned the site. The Chair undertook to make some enquiries about the land ownership.

Payments

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

Payments Leisure Centre		
04-Sep-23	£746.03	Wigan Beer Co
04-Sep-23	£129.60	Clear Brew
04-Sep-23	£294.15	Water Plus Limited
25-Aug-23	£136.03	ST Helens MBC
25-Aug-23	£50.00	Wgton security
25-Aug-23	£119.72	ST Helens MBC
25-Aug-23	£1,029.49	Wigan Beer Co
25-Aug-23	£18.50	Easyflow
25-Aug-23	£370.80	T&JT Barton
21-Aug-23	£72.00	Maxigiene
Payments Parish		
21-Aug-23	£195.00	Gardenia Gardens
21-Aug-23	£270.00	Styles
Direct debits Leisure Centre		
30-Aug-23	£863.00	WBC NNDR
21-Aug-23	£324.24	BAGNALL & MORRIS
18-Aug-23	£104.55	BRITISH GAS
16-Aug-23	£27.04	BT GROUP PLC
Direct debits Parish		
16-Aug-23	£116.82	LLOYDS BANK PLC
15-Aug-23	£21.60	TAKEPAYMENTS LTD

Decision –

- (1) To note the update report on the Leisure Centre performance, repairs, additional income, additional items and the list of payments.
- (2) To note that performance information had been circulated to Members outside of the meeting outlining the financial position at the Leisure Centre for July 2023.

WPMC 14 Exclusion of the Public (including the Press)

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

WPMC 15 Community and Leisure Centre Update Report

Debtors

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

There were a small number of debtors who had invoices in the range 30-89 days outstanding. The debtors were regular users and the Operations and Finance Officer would chase these up, as appropriate.

Decision – To note the report on debtors.

WPMC 16 Employee Matters

There were no employee matters to consider on this occasion.

Updates on action list

Item numbers unavailable so a verbal update will be given on any items on the action list.

Other actions – update

Traffic monitoring –

We undertook a trial run of the SIDS at Hermitage Green between the 28th July and 6th August (the results are attached to the email). The following was noted:

WBC agreement to locations applies only to the tripod set-up and we are not permitted to set it up on the lampposts (as per emails from Nic Iddon following the installation). This was not made clear at the initial consultation with WBC but will be adhered to going forwards.

There is a significant amount of speeding up Golborne road heading up to Hermitage Green as although the ones in the 90's are likely to be emergency vehicles there are a significant number of people doing between 50 and 60 miles per hour down the 40mph road.

I have sent the information onto our PCSO, the speedwatch group and Mark Tune at WBC.

The Steel Tripod has now arrived and we only await the heavy duty chains (which should arrive over the weekend), then the SIDS can be redeployed on Myddleton Lane/ Waterworks Lane.

Front entrance tidying –

Moss has been removed from in front of main gates. This will still need a jet wash. – Moss will need treating as it has already started to grow back.

The dead tree needs removing, but will need a new tree installing at the same time as otherwise the hole becomes a trip hazard.

Paul has sourced the fittings to fix the fence and Councillor Herron and Paul will sand and repaint the fencing and gates. Unfortunately due to the bad weather this has not yet been completed.

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Finance report to Winwick Parish Council Full Council meeting September 2023

In Aug we have had £10k of income through the centre. The centre is showing a £3.9k loss for August (which is a £700 improvement on the previous Aug) with the year to date at a loss of £8.8k. This puts us with £18.1k to recoup to bring the Centre back to break even by the end of the year.

There has been £9.1k of expenditure against the precept in August, with £50.8k of the precept used to date. We will still need to be cautious with funds as WBC are likely to bill for Grass cutting and Vehicle hire annually (approx. £4k and £5k of expenditure respectively).

Community fund – We currently hold £1109 of community funds money for winwick.org group.

Additional items

Flooring at the play area. We have had Wicksteed out to quote for the relaying of the flooring at the children's play area swingset. The quote is £3336.00 plus VAT. The playground repairs budget will not cover this amount so we would likely have to use some of the funds allocated for the 3g pitch work to cover the excess.

Payments made since those reported in the management report.

Payments Leisure Centre		
18-Sep-23	£570.29	T&JT Barton
11-Sep-23	£1,416.62	T&JT Barton
Payments Parish		
18-Sep-23	£222.00	Styles
11-Sep-23	£260.00	DL Hannan
11-Sep-23	£2,361.19	Chsh. Pension Fund
11-Sep-23	£2,014.47	HMRC Cumbernauld
Direct debits Leisure Centre		
18-Sep-23	£27.04	BT GROUP PLC
08-Sep-23	£1,592.41	SCOTTISHPOWER
07-Sep-23	£237.17	BT GROUP PLC
Direct debits Parish		
18-Sep-23	£153.04	LLOYDS BANK PLC
15-Sep-23	£21.60	TAKEPAYMENTS LTD
11-Sep-23	£136.84	BARCLAYCARD
07-Sep-23	£1,233.12	PUBLIC WORKS LOANS
06-Sep-23	£33.60	XERO UK LTD

Part 2 items:

- 1) Debtors list.