

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
Julian Joinson
Tel: 07818 066549

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

17 January 2024

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, 23 January 2024 at 7.30 pm.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

Part 1

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

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

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

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

- 3. Minutes**

To confirm the minutes of the meeting of the Council held on 28 November 2023.

- 4. Attendance at Meetings**

At the last Council meeting it was agreed to approve an extension to the permitted period of absence from meetings of Councillor A Abbey until the next Council meeting, on the grounds of ill-health.

To consider, as necessary, an extension to the permitted period of absence of Councillor Abbey from meetings for a defined period of time, (s.85(1) LGA 1972) for some specified reason.

5. Co-option of Member(s) for the Peel Hall Ward

A vacancy exists in the Peel Hall Ward which may be filled by co-option. The Council may also take into consideration its decision at Agenda Item 4 above, as appropriate.

A copy of an application form is attached which sets out the qualifying criteria for co-optees.

6. Updates on Issues from Previous Meetings

7. Question Time for Electors

8. Written Motions Received

9. Police / Community Issues

PCSO Dean Pritchard has reported the following:

“Elderly victims are being called and the suspect is stating that they are a police officer and stating that the victim’s bank account has been hacked. They then instruct the victim to get a large sum on money out and someone will then pick it up from their home address. They are instructed not to tell anyone due to it being an undercover operation however this is not the case.

The police will NEVER ask for money. We have spoken to several post offices, banks and stores that give out large sums of money and have made them aware of the ongoing reports we are getting.”

10. Correspondence

11. Planning Matters

12. Community Governance Review

At its meeting on 4 December 2023, Warrington Borough Council, approved the recommendation of the Audit and Corporate Governance Committee regarding the Community Governance Review. The Council resolved:

- i. That Polling Districts NTE & NTE/1 be moved from Winwick Parish Council to Poulton-with-Fearnhead Parish Council and be merged with Polling District NTA to form Cinnamon Brow ward. NTA will therefore be removed from Longbarn, Fearnhead & Cinnamon Brow ward, which will be renamed Longbarn & Fearnhead.
- ii. That the updated breakdown of Parish wards and Councillors as set out in paragraph 5.7 be approved.
- iii. That no changes be made with regards to the number of Parish Councillors within Winwick Parish Council.

The changes will take effect from 2 May 2024. The Clerk has written to the Borough Council to seek clarification about the allocation of seats to councillors in

the two remaining wards in Winwick as at 2 May 2024. The financial implications of the above boundary changes are considered further at Agenda Item 14.

13. Finance Officer's Report

14. Budget 2024/25 and Parish Precept

The following information is relevant for the purposes of calculating the Precept and Council Tax payable by a Band D property (Precept = Council Tax Base x Band D):

- Council Tax Base as at 1 April 2024 = 1,721
- Council Tax Base as at 2 May 2024 = 1,405
- Average Council Tax Base for 2024/25 (including mid-year change) = **1,432**

The Government's consultation on the provisional local government finance settlement 2004 to 2025 states the following:

"The Government has not previously set referendum principles for town and parish councils. This approach was contingent on town and parish councils taking all available steps to mitigate the need for council tax increases and the government seeing clear evidence of restraint. The Government proposes to continue with this approach for 2024-25."

15. Reports from Parish Council Committees

- Management Committee – 14 November 2023.
- Management Committee – 9 January 2024

16. Ward Reports / Updates

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

17. Date and Time of Next Meeting

- Tuesday, 27 February 2024, at 7.30pm

18. Chairman to move to Part 2

Part 2

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

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

- (a) Debtors
- (b) Staff Pay Increase

THIS PAGE IS LEFT BLANK INTENTIONALLY

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

Present: Councillors A Warnock-Smith (Deputy Chair in the Chair), G Friend, J Herron, A Iddon and L Sheridan.

Also in attendance: John Dwyer, Police and Crime Commissioner for Cheshire and PC Ann Muldowney.

WPC.76 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors C Mitchell (Chair), F McGinn and L Secker. The Chair added that Councillor Mitchell was attending the prestigious UK Bus Awards on behalf of Warrington's Own Buses who were finalists in a number of categories.

WPC.77 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.78 Minutes

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

WPC.79 Police and Crime Commissioner for Cheshire

The Chair welcomed John Dwyer, Police and Crime Commissioner (PCC) for Cheshire and PC Ann Muldowney to the meeting. A request had been received from local resident in the summer to invite the PCC to attend a meeting to discuss issues affecting the village and surrounding parish area.

Mr Dwyer thanked the Council and residents for the invitation and undertook to provide a short presentation with time afterwards for questions. He introduced PC Muldowney who was accompanying him to answer any operational questions raised. Mr Dwyer had first been elected to the role for the term 2012 – 2016. He had been unsuccessful at the 2016 election, but had been re-elected in 2021 for a shorter three year term in the wake of the COVID 19 pandemic. The next election would be in May 2024. At that time, the voting system would revert to a voting for a single candidate, rather than the original system of expressing first and second preferences.

When first elected, Mr Dwyer had sent out a questionnaire to gauge residents' priorities. Cheshire comprised 1,000 square miles, a population of around 1 million and some 550k homes. He had then developed a Police and Crime Plan, which he had asked the Chief Constable to deliver and against which he had held the Chief Constable to account. Priorities included:

- Prevent and tackle crime;
- Make Cheshire's roads safer;

- Deliver justice for victims of crime;
- Protect vulnerable and at-risk people;
- Improve public confidence in policing;
- Modernise our police service.

Some key achievements included:

- Reducing waiting times for 101 calls down from 40mins-1hour to an average of 5 minutes;
- Average response times for 999 calls was 8 minutes, against a target of 15 minutes;
- The force had made use of the Government's Uplift Programme to recruit more officers. As at 21 March 2023 there were 2,365 officers on the establishment;
- Extra money had been obtained to tackle violence against women and girls and to provide safer streets;
- An additional £13M in Government grants had been brought into the area during his term of office;
- A safety bus had been provided to support the night-time economy;
- Software for smart phones was being introduced which would send a link to a person's phone who had dialed 999 to report that they were feeling vulnerable. Clicking on the link would provide a video link to the Police control room. The subject could show what was causing distress and the control room would be aware of the caller's location;
- Hollie Guard was also available to download to phones for free. The system would log 10 people trusted by the individual and allow them to monitor that person's walk home. Some 2,800 licences had been purchased by the Police primarily, but not exclusively, for vulnerable females;
- Crime was down over the last 2½ years and the PCC and Chief Constable met regularly to discuss issues;
- Road safety was a regular source of complaints and the PCC was keen to install average speed cameras. Some trials were currently underway and the PCC would discuss with parish councils how to acquire these. Public perceptions often suggested speeding problems, but data was required to support further action. Each of the 9 Cheshire policing units had a calibrated device which could be deployed 24/7 to provide data to enable an informed decision to be taken.

The PCC also mentioned that he produced an annual report which highlighted key achievements. Copies of the Police and Crime Plan 2021-2024, Annual Report 2022/23 and Commissioner's Review: July – September 2023, were made available to the public at the meeting,

The Chair opened the meeting to questions from the public, which are summarised below along with the responses from the PCC:

- (a) A community Speedwatch group had been established, which had already carried out 10 hours of data collection on Myddleton Lane and Waterworks Lane (both 20mph zones). 75% of vehicles were over the speed limit buffer (ie,

>25mph). Residents were present wearing high-vis jackets during operations, which suggested that drivers did not know what the actual speed limit was. There was a serious risk to the safety of children and other pedestrians in the village. Neighbouring Croft village had permanent speed road signs, but there were none in Winwick, excluding the portable Speed Indicator Device (SID). Culcheth was about to receive average speed cameras. Both Croft and Culcheth had two pedestrian crossings, which helped to slow traffic. More permanent infrastructure and greater enforcement were required to prevent speeding. In general, speeding on Myddleton Lane was by vehicles traveling towards Croft, as signage in the vicinity of Winwick CE Primary School was not obvious when travelling in that direction. Data was currently being built up. It was understood that traffic calming measures were the local authority's responsibility. The resident also reported that there were limited suitable locations for a mobile speed camera van.

Response: Permanent cameras could be purchased by parish councils. Cameras had recently been purchased by Culcheth Parish Council. Smart indicators could also be purchased. Residents should raise the matter with the Parish or Borough Council. Pedestrian crossings were the responsibility of the Borough Council. The Police could arrange for a calibrated camera to be located on the nominated roads to collect data when the Speedwatch team was not present. The PCC would take these comments away. PC Muldowney noted that if cameras were in situ for too long their effectiveness as a deterrent reduced. SIDs were useful, as the Police could use the data to inform further action. Speedwatch groups were welcomed by the Police. PC Muldowney would follow up the question of enforcement and speed cameras with the local BEAT officers, however, location codes would be required. (There was currently only one code relating to Golborne Road). The PCC agreed to provide a speed monitor box for Myddleton Lane and Waterworks Lane.

- (b) Vehicles continued to park in Rectory Lane which was access only. This was a narrow lane and unrestricted parking forced vehicles to travel on one side of the road only. Typically some 4 or 5 cars were parked at this location daily. There appeared to be no enforcement. It was believed that vehicles were parked at this location to facilitate car sharing for onward journeys. Often notes were placed in the car windows suggesting that the driver was visiting a resident on the Lane, but these were known to be false claims. Photographs of the parked cars could be supplied, if necessary.

Response: It was noted that there were no yellow lines at this location. Residents were happy for their friends and relatives to park when visiting, meaning that yellow lines would not be appropriate. It might be possible to request 'Residents Only' signage from the Borough Council to deter parking by others.

- (c) A large warehouse development (Parkside) was taking pace in St Helens. There were already issues with HGVs using weight restricted routes, namely along Golborne Road. This was a 7½ tonne weight restriction zone. The route continued to be used by 40 tonne HGVs, including some double trailer vehicles. There was a concern that when the Parkside development was complete there

would be additional vehicles using this route. The existing restrictions had been in place for approximately 2 years, and the local PCSO had been assisting by issuing letters to the owners of vehicles who failed to comply with the restriction. It was possible that some HGVs were using the route legitimately, where this was the only access to their destination. The restriction started on the Warrington side by the Swan pub. Residents requested additional enforcement.

Response: The PCC noted the concerns.

- (d) Four streets in Winwick were in the top 10 for criminal offences. The PCSO covered both Burtonwood and Winwick and was potentially spread too thinly. Issues such as the car boot event caused congestion and parking problems on Delph Lane. Speeding remained an on-going concern. Around 1,200 new homes were planned in the Parish. Greater Police visibility was required in Winwick. Could Winwick have its own dedicated PCSO? Car theft had occurred on Winwick Park and on Myddleton Lane. CCTV footage had shown perpetrators using a key code grabber to hack the car's key code.

Response: The PCC reminded residents of the demographics of Cheshire, which covered 1000 square miles. This had been divided into 122 policing areas, each having its own Police Constable and PCSO. Any redeployment of personnel would still have to fit in with the model of 122 policing areas. The model highlighted the fact that two officers served each area, but in reality they were supported by other response units. The PCC agreed to take the resident's concerns back to the Chief Constable. PC Muldowney confirmed that the Police had attended a recent car key code incident, but the perpetrator had made off. If further information could be supplied about the date of the incident in question she would follow this up.

- (e) One resident had written to the PCC about the car boot sale on Townfield Lane, Winwick. The event created parking issues on Winwick Road (including on the central reservation and traffic island), Rectory Lane and Delph Lane. The event started at 5.30am every Sunday. The local planning authority had indicated that the organisers should not be trading, but they were currently in dispute with Warrington Borough Council. The impact on residents was material. The congestion made it very difficult to drive along the main road (Winwick Road). Marshals worked the traffic lights adjacent to B&Q, interrupting traffic flows. Warrington was the largest town in Cheshire leading to high numbers of visitors to the car boot event. The Borough Council was unable to carry out parking enforcement at this time on Sundays. Could the Police do more to assist?

Response: The PCC could not give a detailed answer without further understanding of the facts. He would follow up this query with the relevant bodies.

WPC.80 Notice of Vacancy – Peel Hall Ward

Members were informed that a vacancy had occurred in the Peel Hall ward following the resignation of Councillor Eibh Abbey. As the vacancy had occurred within six

months before the day on which that councillor would normally have retired, an election could not be held and the vacancy would be filled at the next ordinary election on Thursday 2 May 2024. In the interim, the Council could, if it so wished, co-opt a qualifying person to serve as a councillor.

Decision – To defer consideration of the possible appointment of a co-optee for the Peel Hall Ward until the next Council meeting.

WPC.81 Attendance at Meetings

Members were reminded that, at its last meeting, the Council had agreed to extend the period for which a number of councillors were allowed not to attend formal meetings until today's date. Councillor E Abbey had subsequently resigned. However, the decision remained relevant in the case of Councillor A Abbey. Councillor A Abbey was not present this evening. The Clerk confirmed that he had written to Councillor Abbey after the last meeting to explain the situation, but had not received a reply. Councillor Friend reported that he had spoken to Councillor Abbey within the last fortnight and that he had indicated that he was planning to attend. It was known that he had suffered a long-term injury, which continued to affect his health. Councillor Friend was likely to see Councillor Abbey before the next Council meeting and would discuss the matter with him.

In the event that Councillor Abbey ceased to be a councillor, the Council would only be able to co-opt to the vacancy. If necessary, the question of co-option could be dealt with alongside the existing Peel Hall vacancy at the next ordinary meeting.

Decision –

- (1) To approve an extension to the permitted period of absence of Councillor A Abbey from meetings until the next Council meeting, in accordance with s.85(1) of the Local Government Act 1972, on the grounds of ill-health.
- (2) To request the Clerk to write to Councillor Abbey to let him know of the above decision.

WPC.82 Updates on Issues from Previous Meetings

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

In respect of Action 1 - 3G Pitch, Councillor Herron reported that a virtual meeting with the consultants had been arranged on 30 November 2023. Mrs Hinkins, Operations and Finance Officer, reminded Members that some of this year's budget for the project had been vired to fund the repair of the outdoor play surface, so the 3G project would need to be carefully phased.

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

Agenda Item 8 – Question Time for Electors, was taken later in the meeting (Minute 91 refers)

WPC.83 Written Motions Received

There were no written motions submitted on this occasion.

WPC.84 Police / Community Issues

Written updates had been provided by PCSO Tony Spruce, in respect of the Winwick Ward and from PCSO Dean Pritchard, in respect of the Peel Hall/Houghton Green Wards.

Winwick Ward

PCSO Spruce had indicated that from a policing perspective there had been very few issues to report, other than the usual problems of speeding and lorries and the added issues of off-road motorbikes.

Some points to note were as follows:

- Firstly, there was a new sergeant in place for Warrington West. Sgt Hazel Culleton was now in place and was settling in well and getting used to the area.
- The information from the SID from Myddleton Lane had highlighted that very few drivers travelled at or below 20mph and the situation was not improving even with the deployment of the smiley face monitor.
- The lorry and weight restriction issues continued and PCSO Spruce had asked roads policing for attention to this. However due to timings it had proved difficult to put an operation together.
- Several complaints from the Delph Lane area had been received regarding the off-road bikes, particularly near to Magic Lake and the motorways. PCSO Spruce had requested Operation Scrambler (the Constabulary's off-road team) to look at this, but again they had received quite a lot of requests for their use at the moment due to restrictions on following the bikes because of the dangers.
- A burglary had occurred on Myddleton Lane. Offenders appeared to have been targeting car keys, but nothing had been taken from the address and it was believed that a dog had scared them away.
- Unfortunately, PCSO Spruce had been away from the area for 6 weeks, so had only been back patrolling over past few days.
- The Police had deployed a knife bin for Operation Scepter (a week of action on knife crime)

- PCSO Spruce had carried out school talks at Great Sankey and Penketh High Schools.
- The ASB (Anti-Social Behaviour) reports were extremely low, which was really pleasing and crime in general was very low for the area.
- Cheshire Constabulary was trying to encourage as many residents as possible to complete the Residents Voice surveys, as this helped the Police to set their priorities for the area and to know what was affecting residents the most. The Parish Council was invited to support this initiative and to signpost residents to the link to the survey which was accessible via the Cheshire Police website / residents voice, or by googling Cheshire residents voice survey.

Peel Hall/Houghton Green Wards

PCSO Pritchard reported a number of issues as follows:

- Ongoing fly tipping in the area at different and numerous locations. This was already happening before the waste collection strikes. However, the matter was a Borough Council/housing issue, rather than a Police issue.
- Ongoing issues with scrambler bikes and e-scooters. However, the Police were unable to pursue these at the moment.
- Hollie Guard app for phones. This was a safety app that anyone could download and could be used, for example, if they were ever on their own walking home, etc. Further information was available on the Hollie Guard website for those interested.

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

WPC.85 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 – 24/10/23, 26/10/23, 01/11/23, 06/11/23(x2), 10/11/23 and 27/11/23(x2)
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 27 October, 3, 10, 17 and 24 November 2023 – 26/10/23, 27/10/23, 30/10/23, 03/11/23, 10/11/23, 17/11/23, 21/11/23 and 24/11/23
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 October and 16 and 23 November 2023 and Town Police

Clause Notices relating to the Remembrance Sunday Parades taking place on Sunday 12 November 2023 and the Christmas Winter Wonderland, which was due to take place on Saturday 25 November 2023 – 24/10/23, 09/11/23, 14/11/23, 21/11/23 and 23/11/23

4. E-mail from resident, BT, on behalf of www.winwick.org.uk, which was organising a charity quiz night on 7 December 2023 to support St Rocco's Hospice – 26/10/23
5. E-mail from the Office of the Police and Crime Commissioner enclosing the latest newsletter for residents – 31/10/23
6. E-mail from the Office of the Police and Crime Commissioner advising about a survey of women and girls in Cheshire aged 16 or above about personal safety, crime and their experiences with the police, which would run until midday on Friday 1 December – 02/11/23
7. E-mails from the Office of the Police and Crime Commissioner concerning the PCC's next engagement meeting with the Northern Cheshire Borough, Town and Parish Councils, on Monday 27 November from 6.00pm to 7.30pm at Warrington Town Hall – 08/11/23 and 16/11/23
8. E-mail from Sharon Parker, Democratic Services Manager, Warrington Borough Council, enclosing a public notice in relation to a casual vacancy arising in the Peel Hall ward – 10/11/23
9. E-mail from Cllr Dr David Ellis, Chair of Warrington Climate Emergency Commission, raising awareness of Warrington's Climate Emergency strategy and Climate Emergency Forum 2023, which was a programme of events that would run from Saturday 18 November to Monday 4 December – 13/11/23
10. E-mail from the Office of the Police and Crime Commissioner about an audit of community sport and physical activity provision for vulnerable young people in Cheshire, who were at risk of exposure to violence and/or exploitation. The survey was due to run until Monday 4 December 2023 – 15/11/23
11. E-mail from Lisa McMillan on behalf of Pure Leapfrog and Warrington Borough Council concerning (free) Carbon Literacy Training opportunities in the Warrington area as part of the Climate Emergency Forum 2023 – 17/11/23
12. Telephone call from Lymm resident, VM, expressing concern at the loss of open space due to the proposed Peel Hall housing development and seeking contact details for the Battle of Winwick Society – 20/11/23
13. E-mail from resident, DL, providing additional clarification about the preferred location for the community bench at Hermitage Green. The resident also made a number of observations about the purported levels of support and approvals given for the Battle of Winwick Pass monument, based on evidence recorded in various Council minutes. – 21/11/23

14. 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
 - geViews – Notice boards
 - Funtopia – Children’s festival and entertainment
 - Futurform – outdoor furniture
 - Gigaclear – fibre broadband roll-out
 - HAGS – outdoor play equipment
 - Kompan – outdoor fitness and play equipment
 - Proludic – outdoor play and sports equipment
 - Sutcliffe Play – outdoor play equipment
 - Wefindanylearner – training courses
15. E-mail from Jess Morris, Liaison Officer, London Hearts, about the Department of Health & Social Care’s Community Defibrillator Scheme, in which they were providing match funding for 1,900 community external defibrillators. London Hearts had been selected as their Supplier – 27/11/23.
16. E-mail from Paul Davies, Senior Associate Solicitor, Stephenson Solicitors LLP, confirming completion of the first registration of the Council’s land and property assets at Myddleton Lane, Winwick and outlining on-going work in relation to an insurance matter in relation to the title – 28/11/23

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

WPC.86 Planning Matters

The following planning matters were reported:

General Correspondence

1. Notice of the recommendations of the persons appointed to carry out the independent examination of the Warrington Local Plan (Regulation 25). The receipt and publication of the Inspectors’ Report now marked the completion of the Warrington Local Plan 2021/22 – 2038/39 examination. The final stage of the Local Plan process was for the Plan to proceed to Cabinet and then Full Council for adoption.
2. E-mail from Kerry Trueman, Programme Officer, about the completion of the independent examination of the Local Plan and requesting completion of a survey by the Planning Inspectorate.

Domestic Planning Applications

None

Non-Domestic Planning Applications

3. Application No: 2023/01368/ADJA - Adjacent Authority
Location: Land between A49 Winwick Road To A573 Parkside Road, including a Portion of the Former Parkside Colliery Site and then Land from A573 Parkside Road to A579 Winwick Lane Connecting to M6 Junction 22.
Proposal: P/2023/0608/S73 Variation of conditions 2 (Approved plans) and 19 (Landscaping) attached to application P/2018/0249/FUL to allow for changes in landscaping and updated Environmental Statement. Condition Number(s): 2 and 19 Conditions(s) Removal: Amended landscape proposals to reflect the reserved matters application of Parkside Phase 1.

A resident commented that the updated planning application (2023/00204/FULM) for Land at Golborne Road, a major housing development had now been submitted. The closing date for representations was 5 December 2023.

He requested that the Council continue to object to this development and noted that Councillor Mitchell had objected to the initial application. Councillor Herron offered to submit a response on behalf of the Council.

In connection with application 3 above, a resident asked if the details of the application were known. It was understood that this was purely in relation to earthworks.

Decision –

- (1) To note the planning matters raised and the comments and responses provided.
- (2) To authorise Councillor Herron to submit representations on behalf of the Council to the updated planning application 2023/00204/FULM, in respect of the major housing development on Land at Golborne Road.

With the agreement of the meeting, the Chair took the following Agenda item next, as there might be implications for the Council's Budget for 2024/25

WPC.87 Community Governance Review

Members considered a copy of a report of the to the Audit and Corporate Governance Committee of Warrington Borough Council, setting out the findings and recommendations of the Community Governance Review Working Group.

Julian Joinson, Clerk, reminded Members that Working Group had been leading concurrent Community Governance Reviews of the boundaries and electoral arrangements for Poulton-with-Fearnhead Parish Council and the electoral arrangements of Winwick Parish Council. The report had recommended the following:

1. That Polling Districts NTE & NTE/1 be moved from Winwick Parish Council to Poulton-with-Fearnhead Parish Council and be merged with Polling District NTA to form Cinnamon Brow ward.

2. That no changes be made with regards to the number of Parish Councillors within Winwick Parish Council.

The above recommendation had been adopted by the Audit and Corporate Governance Committee and would be referred to the Council (WBC) for a decision on 4 December 2023.

The Clerk reported that the report raised a number of issues and lacked clarity in a number of areas:

- Recommendation 1 would mean the loss of the Houghton Green Ward from the Parish and consequential financial implications due to a reduced Council Tax Base.
- The report did not identify the implementation date for the proposals, but it was understood from informal discussions that this would take effect from the Warrington-wide parish council elections in May 2024. The impact of this implementation date on the previously notified Council Tax Base and any precept levied was not explained in the report, but could be significant. The Council was already well advanced in its Budget setting preparations for 2024/25, but a boundary change in May 2024 could impact upon this. An urgent request had been made to Warrington Borough Council's Accountancy Team to explain the possible implications.
- The report recommended that the number of Winwick Parish Council Members should remain the same, but there was a degree of ambiguity in the recommendation – namely, did this mean retaining 10 councillors in total or only the 6 existing seats across Winwick and Peel Hall Wards.
- In any event the report had failed to address the fundamental question which formed this Council's reason for requesting a review – namely the disproportionate allocation of seats across its existing wards. Nor was a recommendation made in respect of the allocation of the seats across a 2-ward Parish, if the boundary change was adopted. The Council had previously considered a split of 6 (Winwick) and 4 (Peel Hall) seats based upon existing population and housing numbers.

Residents expressed disapproval at the report's recommendations and were concerned about impartiality of the decision-takers on this matter. A question was raised about the number of dual/triple-hatted councillors serving on Winwick, Poulton-with Fearnhead and Warrington Councils. Residents were concerned that the amount of precept that could be lost would be significant.

The Clerk indicated that there was still time to write to Warrington Borough Council to make this Council's views known. He added that when taking any decisions councillors needed to be mindful of potential conflicts of interests, and service on another public body would normally be declared.

Resolved -

- (1) To note the report and supporting documentation and recommendations in respect of the Community Governance Review undertaken by Warrington Borough Council.

- (2) To note the possible timelines for implementation of any approved changes and the possible implications in respect of the Council Tax Base for Winwick, Budget-setting and the Council's precept.
- (3) To request the Clerk to write to Warrington Borough Council to seek clarification of the number of seats to be retained in the Parish, as per the Working Group's Recommendation 2.

With the agreement of the meeting, the Chair took Agenda item 19 next. It was not necessary to defer this item until after the Staff Pay Award discussion as the Budget options presented took into account the maximum amounts proposed for the pay award in 2024/25.

WPC.88 Budget Option 2024/25

The Budget Options 2024/25 report was provided. A paper was also circulated which showed the potential rise in Council Tax payable by households in Winwick to maintain the proposed levels of precept if Houghton Green Ward were to transfer to Poulton with Fearnhead.

In the light of the discussion at Minute 87 – Community Governance Review, it was not considered prudent to debate this matter today.

Members considered arranging a Special Meeting of Council at a later date to consider and set the Budget.

Resolved – To defer consideration of the Budget 2024/25 to a Special Meeting of Council to be held on 9 January 2024, in place of the Management Committee Committee scheduled for that date.

WPC.89 Finance Officer's Report

Members considered a report of Clare Hinkins, 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 31 October 2023.

In October, £16.3k of income had been received through the Leisure Centre. The Centre was showing a £2.5k loss for October. The year to date loss was £11.4k. Unfortunately, there was no realistic prospect of recouping sufficient income, to claw back losses incurred last year or to enable the Leisure Centre to break even by the end of this year.

The Management Team would endeavour to keep any losses this year as low as possible.

There had been £15.5k of expenditure against the precept in October, with £76.4k of the precept used to date. The Council would still need to be cautious with its funds as the Borough Council were likely to bill annually for the litter picker vehicle hire.

Community Fund

The Council was still holding £1,109 of Community Fund money for the winwick.org group.

Additional Items

1) Precept 2024/25

Initial precept figures had been issued separately (Minute 88 refers).

2) Poppies

Poppies had been erected around Winwick, however the 30 purchased had not been sufficient to cover the whole parish. Officers recommended the purchase of another 50-100 next year to provide further coverage.

A resident commented that the poppies had been well received by the community.

3) Playground Repairs

Playground repairs had now been completed, with effect from 17 November 2023.

4) Christmas Tree Fund Donation

A donation had now been made to the Christmas tree fund in the sum of £300.

Mrs Hinkins reported that a member of staff would erect the Christmas tree in the Leisure Centre. Councillor Secker had also volunteered to help put up the temporary decorations in the Main Hall for the lights switch-on after-party.

5) Smiley-face Speed Monitor

Summary statistics were circulated at the meeting in respect of the mobile Speed Indicator Device (SID). Information was available from the Hermitage Green and Myddleton Lane locations. From the statistics, it was likely that drivers were unaware of the 20mph speed limit on Myddleton Lane.

Payments made since the Management Committee meeting of 14 November 2023

| Payments Leisure Centre | | |
|-------------------------------------|-----------|--------------------|
| 20Nov202 | £72.00 | Maxigiene |
| 20Nov202 | £129.60 | Clear Brew |
| 20Nov202 | £44.40 | Easyflow |
| 20Nov202 | £867.66 | T&JT Barton |
| 13Nov202 | £14.06 | RIJO |
| 13Nov202 | £1,138.69 | T&JT Barton |
| Payments Parish | | |
| 20Nov202 | £195.00 | Gardenia Gardens |
| 13Nov202 | £1,726.57 | HMRC Cumbernauld |
| 13Nov202 | £600.00 | Protive security |
| 13Nov202 | £1,019.96 | Warrington BC |
| 13Nov202 | £2,839.80 | Chsh. Pension Fund |
| 09Nov202 | £300.00 | Yvonne Clarke |
| 09Nov202 | £750.00 | Nikolaisen |
| Direct debits Leisure Centre | | |
| 21Nov202 | £836.26 | BRITISH GAS |
| 20Nov202 | £324.24 | BAGNALL & MORRIS |
| 16Nov202 | £27.04 | BT GROUP PLC |
| 08Nov202 | £1,429.00 | SCOTTISHPOWER |
| 07Nov202 | £277.87 | BT GROUP PLC |
| Direct debits Parish | | |
| 16Nov202 | £458.20 | LLOYDS BANK PLC |
| 15Nov202 | £1,405.42 | HMRC E VAT |
| 15Nov202 | £21.60 | TAKEPAYMENTS LTD |
| 10Nov202 | £224.11 | BARCLAYCARD |

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

WPC.90 Ward Reports / Updates

Houghton Green Ward

Councillor Friend reported that there were concerns about bushes overgrowing footpaths in the area. These had mostly now been cut back, but there were a small number of locations that were still being chased up.

Peel Hall Ward

There were no councillors present from the Peel Hall ward on this occasion.

Winwick Ward

Councillor Herron reported on-going concerns about actions taken to obscure a public footpath across land off Golborne Road. The Clerk indicated that the matter had been reported to Warrington Borough Council, but no response had yet been received. A member of the public had expressed an interest in becoming a volunteer footpath warden on behalf of the Council, subject to considering a job description. Work was on-going to develop this document. Councillor Iddon reported that Warrington Borough Council had, relatively recently, appointed a Public Rights of Way Officer, who should lead on these matters. She reminded Members that the post for the footpath sign on Ladies Walk (from Hollins Lane to Golborne Road) was still in situ on Golborne Road, but the sign was missing and the entrance was becoming overgrown.

Councillor Herron reported that a New Years Eve party at the Leisure Centre was being planned by a resident. He asked if the Council could make a donation as the event was being held in aid of a charity. A sum of £200 was suggested. The room was already being provided free of charge.

Decision –

- (1) To note the ward updates provided.
- (2) To approve a donation of £200 to support the charitable aims of the New Years Eve party.

WPC.91 **Question Time for Electors**

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

Japanese Knotweed

A resident thanked the Council for its letter updating him on the treatment of the Japanese Knotweed between the Premier Inn and properties on Rectory Lane. He enquired if the land owner would fence off this area of land to prevent spread of the spores. His understanding was that the relevant regulations required action to fence off these plants.

Response: The Clerk reported that an action had previously been agreed for him to write to the land owner to ask if they would fence off the plot of land concerned.

Domestic Waste Collection - Strike Action

A resident reminded Members that he had raised the possible provision of domestic waste services by the Parish Council at the last meeting due to the on-going strike action by employees of Warrington Borough Council. At that meeting, Councillor

Mitchell had advised that the dispute was likely to have been resolved soon. However, that had not been the case and the strike was still on-going. As Christmas was approaching, the likelihood of increased fly-tipping had risen. A second resident commented that 'skip days' had been arranged on some of the local housing estates.

Response: The Chair commented that the Borough Council had taken UNITE to the Court of Appeal and that a decision was expected soon. The matter was a Borough Council issue, but a settlement would ultimately have to be reached. Councillor Iddon noted that a basic level service was available for vulnerable residents who got in touch with the Borough Council. The 'skip days' were understood to have been arranged by Torus for their housing tenants.

Speed Indicator Device (SID)

A resident asked if the SID data was available for Waterworks Lane

Response: Mrs Hinkins replied that the data for this deployment had not yet been downloaded.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To request the Clerk to write to Warrington Borough Council to seek information about how vulnerable residents are being supported during the refuse collection industrial action.

WPC.92 Date and Time of Next Meeting

Decision – To note the dates of a special meeting on 9 January 2024 to consider the Budget and Precept for 2024/25 and the next ordinary meeting on Tuesday 23 January 2024.

WPC.93 Exclusion of the Public (including the Press)

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

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

(a) Debtors

Ms Jones reported that there were three organisations which had outstanding debts between 30 – 89 days. One debtor had now settled their invoices. A second debtor would be chased up shortly. The third debtor was due to receive an escalation letter advising them that interest charges would be applied unless payment was received forthwith. It was acknowledged that all of the debtors were regular customers who

were unlikely to default.

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

(b) Staff Pay Award 2024

Members considered a paper which set out proposals for the staff pay award with effect from April 2024, based on the recently announced increase in the Real Living Wage from an hourly rate of £10.90 to £12.00 (a 10% increase). The paper suggested a similar percentage uplift for all staff to maintain the pay differential for posts with greater levels of responsibility.

The paper had been noted at the previous meeting, but no final decision had been made as to the award.

The proposal would have implications for the precept.

Councillor Iddon commented that the increases for the lowest paid workers were justifiable, but queried whether the same percentage increase should be applied to other staff. Mr Joinson reported that, by way of comparison, the National Joint Council for Local Government (NJC) pay award for the last two years had provided a fixed sum increase of £1,925, which gave the lowest paid staff a higher percentage rise, but a lower percentage rise for staff who were better off.

Several Members commented that the Retail Price Index measure of inflation had been as high as 10% in recent months. The Chair suggested that a more detailed discussion on the pay award for staff not on the Real Living Wage should take place in January at the Budget meeting.

Decision – To approve the adoption of the national increase in the Real Living Wage to £12/hour for all staff currently paid at £10.90/hour with effect from 1 April 2024 and to defer consideration of the percentage increase for other staff until the Budget meeting on 9 January 2024.

(c) Peel Hall Ward

Councillor Friend noted that the decisions at Minutes 80 - Notice of Vacancy: Peel Hall Ward and 81 - Attendance at Meetings, required clarification in the light of the decision to hold a Special Council meeting on 9 January 2024.

Decision – That the wording ‘next Council meeting’ at minutes 80 and 81(1) above, be taken to mean the Special Meeting of Council due to be held on 9 January 2024, or in the event that this meeting does not take place, the next ordinary meeting of the Council to be held.

THIS PAGE IS LEFT BLANK INTENTIONALLY

Winwick Parish Council

Co-option Application Form – Peel Hall Ward

Name.....

**Address for
Correspondence**.....

.....

.....

Postcode.....

Tel......

Mobile.....

Email

Are you over 18? Yes/No

**Please detail any experience you have that may be relevant to
Winwick Parish Council.** (If necessary please continue on a separate
sheet of paper)

.....

.....

.....

.....

.....

**Is there any other information you would like to disclose regarding
your application?** (If necessary please continue on a separate sheet of
paper)

.....

.....

.....
.....
.....

Signed.....

Dated.....

Please return your completed form, together with the Co-option Eligibility Form to: Julian Joinson, Clerk to Winwick Parish Council, C/o 97 Moss Hall Road, Accrington, Lancashire, BB5 5AZ,

or by e-mail to: jjoinson.winwickclerk@outlook.com

Co-option Eligibility Form

1. In order to be eligible for co-option as a Winwick Parish Councillor you must be a British subject, or a citizen of the Commonwealth, or the European Union. You must also be 18 years of age or over on the "relevant date", that being the day on which you are nominated, or if there is a poll, then the day of the election. You must additionally be able to agree with the following qualifications set out below.

Please tick any of the following four points which applies to you.

- a. I am registered as a local government elector for the parish;
or
- b. I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c. My principal or only place of work during those twelve months has been within the parish; or
- d. I have, during the whole twelve months, resided in the parish, or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c. Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances.

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part
- iii. If the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.







I (INSERT NAME).....

hereby confirm, that I am eligible to apply for the vacancy of Winwick Parish Councillor, and that the information given on this form is a true and accurate record.







Signed.....






Dated.....

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 | - | - | Final proposals following the Community Governance Review were approved by Warrington Borough Council on 04/12/23. The relevant polling districts will transfer to Poulton-with Fearnhead Parish Council on 2 May 2024 |  |
| 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 |  |
| 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 approve a consultation exercise regarding the | WPC.99(2) | 22/11/22 | Clerk/ Operations | - | - | Further liaison will be required with WBC and the design consultants |  |


Agenda Item 6

| | | | | | | | | |
|----|---|------------|----------|---------------------|---|---|---|---|
| | preferred option for traffic calming on Myddleton Lane. | | | and Finance Officer | | | about the format and timing of the consultations. A residents meeting on traffic issues was held on 18/04/23 | |
| 7 | 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 have been organised, including attendance of the Well-being Bus. |  |
| 8 | 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 |  |
| 9 | 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 |  |
| 10 | 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. |  |
| 11 | To defer consideration of the proposed litter bin at Winwick Park until the meeting on 24 October 2023. | WPC.45(2) | 26/09/23 | Clerk | - | - | A decision on the litter bin (£600 for purchase and installation) could now be made, subject to the advice of the Operations and Finance Officer on available resources |  |
| 12 | To request that the Clerk write to Warrington Borough | WPC.49(2) | 26/09/23 | Clerk | - | - | Not yet commenced |  |







| | | | | | | | | |
|----|--|-----------|----------|--|---|---|---|---|
| | Council to set out residents' concerns about the uncertainty over the implementation of the traffic mitigation conditions which were part of the Parkside planning consent and to seek clarification about any proposed action to resolve the situation. | | | | | | | |
| 13 | To authorise the Clerk and RFO in consultation with the Chair to consider and agree, as appropriate, the provision of a defective title indemnity policy. | WPC.60(3) | 26/09/23 | Clerk/ Operations and Finance Officer | - | - | Advice is awaited from the Council's solicitors |  |
| 14 | To authorise the payment of any necessary fee to HM Land Registry for first registration of the property, or to the Council's solicitors for such payment to be made on its behalf, as appropriate. | WPC.60(5) | 26/09/23 | Operations and Finance Officer | - | - | Completed |  |
| 15 | To defer consideration of the possible appointment of a co-optee for the Peel Hall Ward until the next Council meeting. | WPC.80 | 28/11/23 | Clerk | - | - | This matter is included elsewhere on the Agenda |  |
| 16 | To request the Clerk to write to Councillor Abbey to let him know of the above decision. <i>[extension to next meeting of the period of permitted absence]</i> | WPC.81(2) | 28/11/23 | Clerk | - | - | Completed 02/01/24 |  |
| 17 | To authorise Councillor Herron to submit representations on behalf of the Council to the updated | WPC.86(2) | 28/11/23 | Cllr Herron | - | - | Completed 05/12/23. A copy of the objection appears elsewhere on the Agenda. However, the planning application was approved |  |

Agenda Item 6

| | | | | | | | | |
|----|---|-----------|----------|--------------------------------|---|---|---|---|
| | planning application 2023/00204/FULM, in respect of the major housing development on Land at Golborne Road. | | | | | | | |
| 18 | To request the Clerk to write to Warrington Borough Council to seek clarification of the number of seats to be retained in the Parish, as per the Working Group's Recommendation 2. | WPC.87(3) | 28/11/23 | Clerk | - | - | E-mail sent to Matthew Cumberbatch, Director of Law & Governance, Warrington Borough Council 15/01/24 |  |
| 19 | To defer consideration of the Budget 2024/25 to a Special Meeting of Council to be held on 9 January 2024, in place of the Management Committee Committee scheduled for that date. | WPC.88 | 28/11/23 | Clerk | - | - | The Special meeting was cancelled due to awaiting Council Tax Base information from Warrington Borough Council. This has now been received. The Precept/Budget item appears elsewhere on the Agenda |  |
| 20 | To approve a donation of £200 to support the charitable aims of the New Years Eve party. | WPC.90(2) | 28/11/23 | Operations and Finance Officer | - | - | A verbal update may be available at the meeting |  |
| 21 | To request the Clerk to write to Warrington Borough Council to seek information about how vulnerable residents are being supported during the refuse collection industrial action. | WPC.91(2) | 28/11/23 | Clerk | - | - | Refuse collections resumed on Friday 08/12/23 prior to the information request being submitted |  |
| 22 | To approve the adoption of the national increase in the Real Living Wage to £12/hour for all staff currently paid at £10.90/hour with effect from 1 April 2024 and to defer consideration of the percentage increase for other staff until the Budget | WPC.94(b) | 28/11/23 | Clerk | - | - | The Special meeting was cancelled. An item on the Pay Award for other than Real Living Wage staff appears elsewhere on the Agenda |  |

| | | | | | | | | |
|----|--|-----------|----------|-------|---|---|---|---|
| | meeting on 9 January 2024. | | | | | | | |
| 23 | That the wording 'next Council meeting' at minutes 80 and 81(1) above, be taken to mean the Special Meeting of Council due to be held on 9 January 2024, or in the event that this meeting does not take place, the next ordinary meeting of the Council to be held. | WPC.94(c) | 28/11/23 | Clerk | - | - | The Special meeting was cancelled. The Items affected appear elsewhere on the Agenda for this meeting |  |

Progress Legend

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

THIS PAGE IS LEFT BLANK INTENTIONALLY

Winwick Parish Council

Correspondence since 28 November 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 – 29/11/23, 30/11/23, 11/12/23, 13/12/23(x2), 22/12/23, 08/01/24, 11/01/24 and 17/01/24
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 1, 8, 16 December 2023 and 5 and 12 January 2024 – 01/12/23, 08/12/23, 14/12/23, 15/12/23, 18/12/23, 21/12/23, 05/01/24 and 12/01/24
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, 30 November 2023 and 11 January 2024 and an emergency 5-day Traffic Notice for Winwick Lane, Croft effective from today Tuesday 5th December 2023 – 28/11/23, 05/12/23 and 09/01/24
4. 04/12/24E-mail invitation from Church Warrington to attend carols at the Halliwell Jones Stadium on Thursday, 14 December 2023¹⁴ – 04/12/23
5. E-mails from residents JP and SM about a loose manhole cover on Myddleton Lane and associated noise and safety concerns. The matter was reported to the Borough Council by the Clerk – 06/12/23 and 15/12/23
6. E-mail from resident PB about the Community Infrastructure Levy, seeking support from the Council for funding for the Battlefield Trust in connection with the historic battlefield in Winwick – 07/12/23
7. E-mail from Lymm resident VM seeking contact information for the Battle of Winwick Society and suggesting the possibility of having a Civil War fete on the anniversary of the battle each year with battle re-enactments. A copy of the response from PW from the Society was also received – 09/12/23 and 13/12/23
8. E-mail from resident RW signposting the Council to the Church Commissioners for England about the previous ownership of the land forming Myddleton Lane Playing Fields and to the Cheshire Archive for some references to glebe sales, which may assist in obtaining a copy of the lost covenant relating to the Parish's land – 13/12/23
9. E-mail from resident RW about the public footpath from Old Schoolhouse Lane across the fields to Hermitage Green Lane, which has been ploughed over and planted with a crops in the first field (with the pylon in the middle). The matter was referred to Warrington Borough Council by the Clerk when first raised several months ago. A response has been chased up and a reply now received from Stephen Bartley, Public Rights of Way Officer, who will

investigate the alleged offences and seek a remedy from the land owners –
14/12/23 and 02/01/24

10. E-mail from UTMC, Environment & Transport Directorate, Warrington Borough Council, about a CCTV traffic survey due to take place on 12 – 13 /01/24 on Capesthorpe Road/Poplars Avenue and on Martin Avenue, in Poulton North Ward – 20/12/23
11. E-mail from Neil Drum – Warrington LPU, Chief Inspector, in response to the issues raised with him by John Dwyer, PCC for Cheshire, following his attendance at the November Parish Council meeting. E-mail from the PCC confirming that he has noted the contents of a letter handed to him at the meeting by a resident and will look to develop what he can in Cheshire – 29/11/24 and 30/11/23
12. E-mail from John Dwyer PCC for Cheshire about a short survey to gather residents' views on issues in the community and the level at which the police precept should be set. The survey can be taken until midday on Tuesday 23 January at www.smartsurvey.co.uk/s/policebudget202425/ - 02/01/24
13. E-mail from ChALC to Cheshire Parish and Town Councils enclosing a notice from Bruno Peek CVO OBE OPR, Pageantmaster, encouraging participation in the D-Day 80th anniversary celebrations on 6th June 2024, including the use of beacons, a lamp light of peace and church bell ringing and the opportunity to receive a Certificate of Grateful Recognition - 05/01/24.
14. 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
 - Kompan – outdoor fitness and play equipment
 - London Hearts - DHSC Community Defibrillator Scheme
 - Proludic – outdoor play and sports equipment
 - Suregreen Ltd – wire fencing
 - Sutcliffe Play – outdoor play equipment
 - Wefindanylearner – training courses

Up to date as at 17/01/24

Winwick Parish Council

Planning Matters since 28 November 2024

General Correspondence (3)

1. E-mail dated 06/12/23 from the Local Plan Team at Warrington Borough Council notifying the Council of the adoption by that Council of the Local Plan 2021/22 – 2038/39, at its meeting on 4 December 2023
2. E-mail dated from Niki Gallagher 16/01/24 outlining the implications for the use of s106 monies from Application No: 2023/00204/FULM - Land at Golborne Road, Winwick, Warrington. A copy of the e-mail is set out at **Appendix 1**.
3. E-mail dated 02/01/24 from Carla Waring, Planning Policy Department at St Helens Council, seeking an updated e- mail address for Winwick Parish Council in respect of a new consultation taking place.

Domestic Planning Applications (2)

4. Application No: 2023/01436/VARC - Variation of Conditions (Householder Development)
Location: 10 Marryat Close, Winwick, Warrington, WA2 8XS
Proposal: Proposed variation of condition 2 (Approved plans) and removal of condition 4 (Dormer Windows) on previously approved application 2022/42617 (House extension)
5. Application No: 2023/01484/FULH - Full Planning - Householder (Householder Development)
Location: 46 Faringdon Road, Winwick, Warrington, WA2 8NE
Proposal: Demolition of detached single garage, construction of detached double garage.

Non-Domestic Planning Applications (3)

6. Application No: 2023/01405/DISCON - Discharge of Condition
Location: Vacant Land at the End of Mill Lane Houghton Green, Warrington, WA2 0SU
Proposal: Discharge of Condition 3(Drainage & Levels Strategy),5(Landscape Plan), 19(Construction Highways & Environmental Management Plan, 23(Reserve Matters Design & Access Statement), 25(Construction Highways and Environmental Management Plan), 29(Topographical Survey) on previous approved application 2021/39462
7. Application No: 2023/01431/DISCON - Discharge of Condition
Location: Vacant Land at the End of Mill Lane Houghton Green, Warrington, WA2 0SU
Proposal: Discharge of Condition 3 (Brick front boundary wall) on previously approved application 2023/00276 (Residential development)

8. Application No: 2023/00204/FULM - Full Planning (Major)
Location: Land at Golborne Road, Winwick, Warrington,
Proposal: Proposed residential development of 154 no. dwellings with associated areas of open space, access, car parking, landscaping and ancillary works

A copy of the objection submitted is attached at **Appendix 2**.

Up to date as at 17/01/24

From: [Gallagher, Niki](#)
To: [Julian Joinson](#)
Subject: RE: Application Number: 2023/00204/FULM
Date: 16 January 2024 09:14:44
Attachments: [image001.png](#)

Dear Julian

The Section 106 requirements for the Winwick allocation site were set out within the DMC agenda report, which was published on 8th December 2023, ahead of the meeting on 18th. It is available on line [here](#). As stated within the report, the Warrington Local Plan (2023) sets out the Council's approach to securing planning obligations to ensure that the applicants make reasonable provision to mitigate the impact of development. Specific requirements, relating to the type and scale of the development are laid out in various policies of the Warrington Local Plan (2023) with further information on the planning obligations to be secured in the Planning Obligations SPD (2017). A draft revised version of the Planning Obligations SPD was published subsequent to the publication of the agenda and details the planning obligations arising out of the new Warrington Local Plan 2023; this was given some weight in the decision-making process although the principle of the majority of the elements are in any case within the current SPD. All decisions made must, by law, be made in accordance with the Local Development Plan unless material considerations indicate otherwise. In the case of Warrington, this is the Local Plan (2023), the purpose of the SPD is to provide further details on these.

The Obligations required from the Winwick site are detailed in the Committee report as:

o Education:

- Primary – £833,451 for improvements to Winwick CE Primary school and/or works to the proposed primary school at Peel Hall
- Secondary - £637,980 for Beamont Collegiate Academy and/or Padgate Academy
- o Health: £154,154 is recommended to improve medical provision at Culcheth Medical Centre
- o Contribution towards Pitch Sports (£178,669) and Built Sports (£142,413)
- o Contribution towards the restoration of Holcroft Moss of £13,398
- o Sustainable transport contribution of £120,000

All sums are based on standard calculations that are applicable to all relevant development sites within the Borough. Where specific areas have been identified for spend this is done in consultation with the relevant service area (including the NHS in the case of the medical centre) and is evidence based in terms of need. S106 must deal with the needs generated by the site and cannot be used to address existing problems/ duties or for general maintenance. Members resolved to approve planning permission for the Winwick application site subject to Conditions and S106 as per officer recommendation inc amendments in the update report with, for clarity, further S106 contribution to fund the TRO relating to the reduction in the speed limit and to allow stated S106 relating to education, sport/ recreation and health to be revisited to ensure it is spent in closest,

feasible possible proximity to the development.

The most effective way to ensure that the Parish Council recommendations for S106 spend is recorded and responded to is through a representation on a planning application and/ or through influencing service providers in advance so that there is a programme path for spend given that this is time sensitive (if the money is not spent in the identified timeframe than it would need to be returned to the developer). You can do this notwithstanding that the Parish Council may also be objecting to a proposal. Note that there is no requirement to spend money within parish/ ward boundaries provided that it can be demonstrated to address the needs generated by the development. Apologies, if you were not previously aware of the process of engagement on such issues. I will ensure that your email, below, is kept on file so that the identified sites can be considered at the appropriate time. Note that the sum should be capable of being used in its entirety, should be related to the new development and would need to be deliverable (viable and on land available to the Council in the appropriate timeframe).

Regards

Niki

Niki Gallagher

Development Manager

Development Management

Growth Directorate

Warrington Borough Council

1 Time Square

✉ East Annex | Town Hall | Warrington WA1 1UH

☎ 07773 585858

Niki.Gallagher@warrington.gov.uk

warrington.gov.uk | [@warringtonbc](https://www.facebook.com/warringtonbc) | [facebook/warringtonbc](https://www.facebook.com/warringtonbc)

From: Julian Joinson <jjoinson.winwickclerk@outlook.com>

Sent: Monday, January 15, 2024 6:46 PM

To: Gallagher, Niki <Niki.Gallagher@warrington.gov.uk>

Subject: Application Number: 2023/00204/FULM

Hello Niki,

Councillor Herron from Winwick Parish Council attend the recent meeting of the Development Management Committee, at which the above application was discussed concerning a major housing development on land at Golborne Road, Winwick.

I understand that the application was approved. Council Herron has reported that during the debate, the matter of s.106 monies was mentioned and that there was a commitment given to make some funding available for infrastructure projects in the local area.

If this is the case, could you let me know if there is a set procedure to enable the Parish Council

to bid for schemes which will benefit Winwick and what timeframes might apply. The Council might, for example, wish to suggest schemes for improved traffic management in the village, new changing facilities at Winwick Leisure Centre, or improved drainage on the Myddleton Lane Playing Fields.

It would be useful to have an idea of the amount of money which might be available for these purposes.

Thanks

Julian

Julian Joinson
Clerk to Winwick Parish Council
C/o Winwick Leisure Centre
Myddleton Lane
Winwick
Warrington
Cheshire
WA2 8LQ

E-mail: jjoinson.winwickclerk@outlook.com

Tel: 07818 066549 (5pm - 7pm weekdays, or leave a voicemail message at any time)

DISCLAIMER

The views expressed by the author of this e-mail do not necessarily reflect the views or policies of Warrington Borough Council. Warrington Borough Council employees and Elected Members are expressly requested, to not make any defamatory, threatening or obscene statements and to not infringe any legal right (including copyright) by e-mail communication.

WARNING: e-Mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses. Warrington Borough Council therefore does not accept liability for any errors or omissions in the content of this message, which arise as a result of e-mail transmission.

CONFIDENTIALITY: This e-mail contains proprietary information, some or all of which may be confidential and/or legally privileged. It is for the intended recipient(s) only. If an addressing or transmission error has misdirected this e-mail, please notify the sender; and then delete the original. If you are not the intended recipient you should not use, disclose, distribute, copy, print or rely on any information contained in this e-mail.

ACCESS TO INFORMATION: As a public sector organisation, Warrington Borough Council may be required to disclose this e-mail (or any response to it) under the Freedom

of Information Act 2000. All information is handled in line with the Data Protection Act 2018.

MONITORING: Warrington Borough Council undertakes monitoring of both incoming and outgoing e-mail. You should therefore be aware that the content of any e-mail may be examined if deemed appropriate.

VIRUSES: The recipient should check this e-mail and any attachments for the presence of viruses. Warrington Borough Council accepts no liability for any damage caused by any virus transmitted by this e-mail. Although precautions have been taken to ensure that no viruses are present within this e-mail, Warrington Borough Council cannot accept responsibility for any loss or damage arising from the use of this e-mail or any attachments.

Application Reference Number: 2023/00204/FULM

Application Type: Full Planning (Major)

Proposal: Proposed residential development of 154 no. dwellings with associated areas of open space, access, car parking, landscaping and ancillary works

Winwick Parish Council (Objection submitted by Cllr J Herron on behalf of the Council - 05-12-2023 22:36:51)

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 latest amended development plans. The Council has again received complaints and objections from a large section of its residents. The Council feels that despite the modifications made by the developer, it by no means solves any problems this development will cause. Indeed the reduction in houses by 9 is still almost 20% more dwellings than the 130 proposed originally.

The traffic these households will bring is a major concern to our parishioners. The council has recently bought a smiley face speed detector to monitor the speed and volume of traffic within the village. As well as the excessive speeding that goes on within the village everyday, an average of 2047 cars came into/through the village on a daily basis. Under the latest amendment and taking an average of 2 cars per household, this would mean a extra 308 vehicles per day entering/exiting the village. An increase of nearly 15%.

The council is also concerned that the developer has graded the speed limits of the roads in the village incorrectly and that the road past the development is limited to 20mph. The road past the site starts as 40mph and drops to 30mph. The siting of the LEAP area next to the 30mph road, which it is proposed where children will play, is in a dangerous position. It is also felt that not enough recreational and green space has been given as compensation for the loss of the green belt land. There is nothing within the plan or its amendment that adequately reimburses new and local residents for the loss of this green space which, under the latest plans, has been reduced even more due the proposed drainage solution.

Not only are we to have a small playing area next to a main road, a road that is far too busy now and will be the entry and exit point of all the traffic to and from this estate, but there is a proposal for rainwater holding points under the pylons. Obviously this is to try and solve the drainage problem that this site already has. These holding points not only take up a chunk of what very little open green space there is, but they also create even more safety issues. There is no indication how they will be managed or fenced off to the public, as it stands either empty or full they create a dangerous hazard especially for playing children.

The Council feels that despite the amendments made by the developer, it still does nothing to address its prior objections. The lack of facilities, Doctors, dentists and shops, for example, are still an issue for residents. There is still no adequate infrastructure plan indeed this will only increase the pressure on our already overburden roads and services

Thank You

Winwick Parish Council

THIS PAGE IS LEFT BLANK INTENTIONALLY

Finance report to Winwick Parish Council Full Council meeting 23rd January 2024

In December we have had £15.9k of income through the centre. The centre is showing a £5k loss for December with the year to date at a loss of £18.9k. This puts us beyond recouping enough to bring the Centre back to break even by the end of the year. This large loss is in part due to a 5 week payroll month, large winter gas bills, and large stock orders to cover xmas and new year events. Some of the stock ordered was not sold and at the 11th January we have not yet had to order any stock in the new year so some of this excess should balance out in January. Also, we had higher than normal telephone bills which are currently being queried as it is believed we have been overcharged.

There has been £12.9k of expenditure against the precept in December, with £102k of the precept used to date. We will still need to be cautious with funds as WBC are likely to bill for Vehicle hire annually.

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

Additional items

- Precept figures reissued as a separate document following WBC confirmation of the tax base.
- SIDS is due to be redeployed on Monday 15th January at the Winwick Park entrance.

Payments made since those reported in the management report.

| Payments Leisure Centre | | |
|-------------------------------------|-----------|--------------------|
| 15Jan2024 | £304.10 | Water Plus Limited |
| 15Jan2024 | £229.80 | LSR Refrigeration |
| 15Jan2024 | £44.40 | Easyflow |
| 08Jan2024 | £129.60 | Clear Brew |
| 08Jan2024 | £782.90 | T&JT Barton |
| Payments Parish | | |
| 15Jan2024 | £2,407.23 | HMRC Cumbernauld |
| 15Jan2024 | £2,821.75 | Chsh. Pension Fund |
| 15Jan2024 | £222.00 | Styles |
| 15Jan2024 | £195.00 | Gardenia Gardens |
| 08Jan2024 | £174.00 | Traffic Technology |
| Direct debits Leisure Centre | | |
| 08Jan2024 | £1,545.66 | SCOTTISHPOWER |
| Direct debits Parish | | |
| 15Jan2024 | £21.60 | TAKEPAYMENTS LTD |
| 10Jan2024 | £201.49 | BARCLAYCARD |

Part 2 items:

- 1) Debtors list.

Profit and Loss
Winwick Parish Council
1 April 2023 to 31 December 2023

31 December 23 YTD

Income

| | | |
|----------------------------------|-------------------|--------------------|
| 210 Room hire income | £5,118.75 | £43,223.29 |
| 225 Buffet sales income | £0.00 | £837.00 |
| 230 Bar sales income | £8,719.93 | £77,264.87 |
| 231 Bar snacks income | £331.55 | £3,313.23 |
| 232 Soft drinks income | £1,075.77 | £12,145.72 |
| 260 Ticket sales income (Events) | £64.00 | £382.00 |
| Bar tea and coffee | £534.20 | £5,762.70 |
| Machine income | £0.00 | £274.80 |
| Entertainer | £0.00 | £50.00 |
| Field income | £0.00 | £1,982.50 |
| LC Bar till discrepancies | £58.98 | £29.88 |
| Total Income | £15,903.18 | £145,265.99 |

Less Cost of Sales

| | | |
|-----------------------------------|-------------------|-------------------|
| bar snacks expenditure | £153.09 | £1,405.12 |
| Beverage supplies (Coffee, milk) | £38.45 | £1,485.62 |
| Buffets | £0.00 | £795.16 |
| Buffets - events | £50.00 | £119.83 |
| Entertainer | £0.00 | £190.00 |
| Drink purchases (and other bar it | £4,354.82 | £31,894.64 |
| LC Direct Wages | £5,885.98 | £42,356.23 |
| soft drinks expenditure | £525.96 | £4,872.87 |
| Total Cost of Sales | £11,008.30 | £83,119.47 |

| | | |
|---------------------|------------------|-------------------|
| Gross Profit | £4,894.88 | £62,146.52 |
|---------------------|------------------|-------------------|

Less Operating Expenses

| | | |
|-----------------------------------|------------------|-------------------|
| Bad Debt | £0.00 | £0.00 |
| DJ's bouncy castles, etc - events | £250.00 | £908.34 |
| LC Bar & Cleaning sundries | £218.72 | £2,575.84 |
| LC Bottled Gas | £148.00 | £1,073.00 |
| LC Cleaning | £545.00 | £4,029.00 |
| LC consulting | £49.58 | £446.22 |
| LC Electricity (Light, Power) | £1,190.83 | £10,214.06 |
| LC Equipment | £0.00 | £1,737.45 |
| LC Fire extinguishers | £0.00 | £560.00 |
| LC Gas (Heating) | £1,197.96 | £4,024.02 |
| LC General Expenses | £0.00 | £0.00 |
| LC Landline telephone and Broa | £811.28 | £2,950.02 |
| LC Pension costs | £1,254.95 | £10,071.44 |
| Rates | £0.00 | £6,902.25 |
| LC Repairs & Maintenance | £191.50 | £2,208.84 |
| tv licence | £132.50 | £132.50 |
| LC Trade waste | £333.20 | £2,715.56 |
| LC Water and Sewerage | £157.92 | £2,642.92 |
| Machine games duty | £0.00 | £88.00 |
| Managers salary and NI | £3,007.99 | £23,995.61 |
| PAYE Payable | £455.54 | £3,555.71 |
| Stocktaking Services | £0.00 | £300.00 |
| Total Operating Expenses | £9,944.97 | £81,130.78 |

| | | |
|-------------------|-------------------|--------------------|
| Net Profit | -£5,050.09 | -£18,984.26 |
|-------------------|-------------------|--------------------|

| | | |
|---------------------|-------------|------------|
| Centre reserves | -£9,341.78 | £24,276.73 |
| | | £25,385.73 |
| Balance of reserves | -£28,326.04 | |

Profit and Loss
Winwick Parish Council
1 April 2023 to 31 December 2023

| | 31 December 23 | ytd |
|--------------------------------------|--------------------|--------------------|
| Income | | |
| Litter picker income | £1,800.00 | £16,200.00 |
| Advertising | £0.00 | £175.00 |
| Precept | £0.00 | £129,222.00 |
| Total Income | £1,800.00 | £145,597.00 |
| Less Cost of Sales | | |
| Total Cost of Sales | £0.00 | £0.00 |
| Gross Profit | £1,800.00 | £145,597.00 |
| Less Operating Expenses | | |
| Administration expenses | £80.47 | £658.59 |
| advertising | £139.49 | £632.05 |
| internal audit | £0.00 | £1,450.00 |
| external audit fee | £0.00 | £840.00 |
| cctv | £0.00 | £393.75 |
| election expenses | £0.00 | £95.88 |
| donations | £200.00 | £200.00 |
| RBL Donation | £0.00 | £150.00 |
| xmas tree lights | £0.00 | £300.00 |
| intruder alarms | £0.00 | £500.00 |
| Bank Fees | £372.65 | £2,592.73 |
| Clerk's salary | £833.29 | £7,499.61 |
| Consulting | £0.00 | £0.00 |
| Grass cutting | £0.00 | £2,549.91 |
| Grounds Maintenance | £162.50 | £1,462.50 |
| Insurance | £0.00 | £0.00 |
| Legal / Licencing Expenses | £0.00 | £2,539.35 |
| Litter Pick Costs (Shared) | £2,016.50 | £16,335.13 |
| Litter pick vehicle | £0.00 | £0.00 |
| Loan charges | £3,012.02 | £7,654.04 |
| PAYE Payable | -£4.13 | £3,646.89 |
| Payroll | £185.00 | £1,745.00 |
| Pensions Costs (Empr's contr) | £995.67 | £7,987.26 |
| Playground repairs | £0.00 | £3,354.33 |
| Tree maintenance | £0.00 | £970.00 |
| Professional fees | £0.00 | £2,775.00 |
| Repairs and maintenance | £0.00 | £1,716.95 |
| RFO Salary (and NI) | £3,671.98 | £29,273.06 |
| Traffic management | £145.00 | £727.47 |
| Japanese Knotweed | £0.00 | £900.00 |
| Subscriptions | £43.99 | £381.51 |
| Planters | £0.00 | £1,065.00 |
| Swan green, winwick park, radley com | £165.00 | £1,940.00 |
| Total Operating Expenses | £12,019.43 | £102,336.01 |
| Net Profit | -£10,219.43 | £43,260.99 |
| | | |
| Parish reserves | | £26,592.84 |
| Leisure Centre deficit | | -£28,326.04 |
| Balance of overall reserves | | £41,527.79 |
| | | |
| Community fund income | £0.00 | £2,309.00 |
| Community fund expenditure | £0.00 | £1,200.00 |
| Balance | £0.00 | £1,109.00 |

Notes for with Precept models - updated

Following the announcement of the removal of Houghton Green at the May elections the models provided for consideration are below and show the precept amount April to 1st May (including Houghton Green) and the adjusted value from 2nd May for remaining households in Winwick. The overall precept adjustments are at the same percentage increase but the per household adjustments increase in May:

Precept increase April:

| | Current | 12% increase | 12.5% increase | 14% increase | 16% increase |
|-------------------------------------|-------------|--------------|----------------|--------------|--------------|
| Precept per household | £75.04 | £84.09 | £84.47 | £85.60 | £87.09 |
| Per household uplift | £0.00 | £9.05 | £9.43 | £10.56 | £12.05 |
| Monthly uplift (12mth payment plan) | | £0.75 | £0.79 | £0.88 | £1.00 |
| Precept total | £129,223.00 | £144,721.00 | £145,375.87 | £147,314.22 | £149,882.00 |

Adjusted precept increase from May

| | Current | 12% increase | 12.5% increase | 14% increase | 16% increase |
|-------------------------------------|-------------|--------------|----------------|--------------|--------------|
| Precept per household | £75.04 | £94.26 | £94.68 | £95.94 | £97.62 |
| Per household uplift | £0.00 | £19.21 | £19.64 | £20.90 | £22.57 |
| Monthly uplift (12mth payment plan) | | £1.60 | £1.64 | £1.74 | £1.88 |
| Precept total | £129,223.00 | £144,721.00 | £145,375.87 | £147,314.22 | £149,882.00 |
| 31 day Precept at above rate inc HG | | £12,291.19 | £12,346.74 | £12,511.91 | £12,729.68 |
| 334 day balance | | £132,429.81 | £133,029.13 | £134,802.31 | £137,152.32 |

Based on previous experience I would recommend the 12% increase on the basis that we have projects that have had to be pushed to accommodate previous years minimal or no increase to the precept. This gives us a little additional monies for unexpected projects (such as the Japanese Knotweed - £900 paid out this year, £750 of surveyors fees and potential £2k of solicitors fees that have come up to date).

A significant increase is unavoidable this year as reserves are likely to be significantly lower than last year and the loss of Houghton Green with no time to bolster the reserves will have a significant impact. However, whilst the higher percentage models would be better for the reserves I understand Councillors try their best to keep increases low for the Parishioners, hence the 12% increase recommendation.

We also have to consider the election fees that will need to be covered in the coming May. The options are based on the 10% increase in the living wage and include key project budgets.

THIS PAGE IS LEFT BLANK INTENTIONALLY

**Profit and Loss predictions
Winwick Parish Council**

2023/24 budget Sept 23 ytd Factored budgets 24/25 budgets

| | 2023/24 budget | Sept 23 ytd | Factored budgets | 24/25 budgets |
|---------------------------------------|--------------------|-------------------|--------------------|--------------------|
| Income | | | | |
| 210 Room hire income | £60,000.00 | 26669.54 | 53339.08 | 60000 |
| 225 Buffet sales income | £5,000.00 | 620.5 | 1241 | 1500 |
| 230 Bar sales income | £105,000.00 | 53397.91 | 106795.82 | 115000 |
| 231 Bar snacks income | £3,500.00 | 2362.48 | 4724.96 | 5500 |
| 232 Soft drinks income | £20,000.00 | 8360.9 | 16721.8 | 18000 |
| ticket income | £300.00 | 93 | 186 | 400 |
| Bar tea and coffee | £7,300.00 | 3592.7 | 7185.4 | 7500 |
| Field income | £6,400.00 | 1842.5 | 7885 | 9000 |
| Entertainer/ security | £0.00 | 50 | 100 | 200 |
| Machine income | £600.00 | 274.8 | 549.6 | 0 |
| LC Bar till discrepancies | £0.00 | -25.31 | | 0 |
| Total income | £208,100.00 | £97,239.02 | £198,728.66 | £217,100.00 |
| Less Cost of Sales | | | | |
| bar snacks expenditure | £1,500.00 | 1048.32 | 2096.64 | 2100 |
| Beverage supplies (Coffee, milk etc) | £3,800.00 | 518.64 | 1037.28 | 1100 |
| Drink purchases (and other bar items) | £42,000.00 | 21953.71 | 43907.42 | 44000 |
| Food costs / buffet costs | £3,500.00 | 587.58 | 1175.16 | 1200 |
| entertainer/security | £0.00 | 190 | 380 | 400 |
| LC Direct Wages | £49,878.40 | 25929.06 | 51858.12 | 44928 |
| soft drinks expenditure | £7,200.00 | 3539.99 | 7079.98 | 7200 |
| Total Cost of Sales | £107,878.40 | £53,767.30 | £107,534.60 | £100,928.00 |
| Gross Profit | £100,221.60 | £43,471.72 | £91,194.06 | £116,172.00 |
| Less Operating Expenses | | | | |
| Bad Debt | £0.00 | 0 | 0 | 0 |
| DJ/ events | £900.00 | 288.34 | 638.34 | 700 |
| LC Bar & Cleaning sundries | £3,400.00 | 1807.45 | 3614.9 | 3400 |
| LC Bottled Gas | £1,200.00 | 666 | 1332 | 1400 |
| LC Cleaning | £5,668.00 | 2503 | 5006 | 6214 |
| LC consulting | £350.00 | 297.48 | 594.96 | 600 |
| LC Electricity (Light, Power) | £14,000.00 | 6641.57 | 13283.14 | 14000 |
| LC Equipment | £2,000.00 | 1355.33 | 2710.66 | 2500 |
| LC Fire extinguishers | £820.00 | 381 | 762 | 820 |
| LC Gas (Heating) | £4,000.00 | 1922.62 | 3845.24 | 4000 |
| LC Landline telephone and Broadband | £3,400.00 | 1650.56 | 3301.12 | 3000 |
| tv licence | £250.00 | 0 | 0 | 250 |
| LC Rates | £9,800.00 | 4313.25 | 8626.5 | 9800 |
| LC Repairs & Maintenance | £5,000.00 | 1782.52 | 3565.04 | 5000 |
| LC Trade waste | £3,500.00 | 1842.48 | 3684.96 | 3500 |
| LC Water and Sewerage | £3,700.00 | 1885.23 | 3770.46 | 4000 |
| Machine games duty | £200.00 | 88 | 176 | 0 |
| Managers salary and NI | £25,026.56 | 15573.24 | 31146.48 | 34444.8 |
| Pensions | £10,000.00 | 6511.81 | 13023.62 | 14000 |
| PAYE Payable | £5,000.00 | 2302.68 | 4605.36 | 5000 |
| Stocktaking Services | £600.00 | 300 | 600 | 600 |
| Total Operating Expenses | £98,814.56 | £52,112.56 | £104,286.78 | £113,228.80 |
| Net Profit | £1,407.04 | -£8,640.84 | -£13,092.72 | £2,943.20 |

| | rate | | |
|---------------------|-------|---------|----------|
| staff costs manager | 15.04 | 16.5578 | |
| bar staff | 10.9 | 12 | 1.100917 |
| cleaner | 10.9 | 12 | |

Income/ Expenditure predictions
Winwick Parish Council

| | | | 12% increase | 12.5% increase | 14% increase | 16% increase | |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Budget 23/24 | Sept 23 ytd | Factored budgets | 24/25 budget | 24/25 budget | 24/25 budget | 24/25 budget |
| Income | | | | | | | |
| Litter picker income | 21600 | 10800 | 21600 | 22200 | 22200 | 22200 | 22200 |
| Advertising income | 0 | 150 | | 400 | 400 | 400 | 400 |
| Precept | £129,223.00 | 129222 | 129223 | 144721 | 145375.87 | 147314.22 | 149882 |
| Total Income | £129,223.00 | £140,172.00 | £150,823.00 | £167,321.00 | £167,975.87 | £169,914.22 | £172,482.00 |
| Less Cost of Sales | | | | | | | |
| Total Cost of Sales | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Gross Profit | £129,223.00 | £140,172.00 | £150,823.00 | £167,321.00 | £167,975.87 | £169,914.22 | £172,482.00 |
| Less Operating Expenses | | | | | | | |
| Administration expenses | £600.00 | 438.42 | 876.84 | 900 | 900 | 900 | 900 |
| Alarms | £500.00 | 0 | 0 | 500 | 500 | 500 | 500 |
| Advertising & Marketing | £300.00 | 332.98 | 665.96 | 700 | 700 | 700 | 700 |
| Audit & Accountancy fees | £1,500.00 | 1450 | 1450 | 1500 | 1500 | 1500 | 1500 |
| external audit | £800.00 | 840 | 840 | 900 | 900 | 900 | 900 |
| RBL | £210.00 | 60 | 60 | 210 | 210 | 210 | 210 |
| xmas tree | £250.00 | 0 | 250 | 250 | 250 | 250 | 250 |
| Insurance | £2,500.00 | 0 | 0 | 2500 | 2500 | 2500 | 2500 |
| Bank Fees | £2,500.00 | 1718.74 | 3437.48 | 3500 | 3500 | 3500 | 3500 |
| Clerk's salary | £9,999.60 | 4833.14 | 9666.28 | 11008.4 | 11008.4 | 11008.4 | 11008.4 |
| Election expenses | £2,500.00 | 95.88 | 191.76 | 6000 | 6000 | 6000 | 6000 |
| Grass cutting | £3,000.00 | 0 | 0 | 3500 | 3500 | 3500 | 3500 |
| Grounds Maintenance | £2,100.00 | 975 | 1950 | 2000 | 2000 | 2000 | 2000 |
| cctv | £375.00 | 393.75 | 787.5 | 800 | 800 | 800 | 800 |
| Pension costs | £15,768.48 | 5162.55 | 10325.1 | 16500 | 16500 | 16500 | 16500 |
| Legal / Licencing Expenses | £3,000.00 | 708.48 | 1416.96 | 3000 | 3000 | 3000 | 3000 |
| Litter Pick Costs (Shared) | £20,971.60 | 10448.8 | 20897.6 | 23088 | 23088 | 23088 | 23088 |
| litter pick vehicle | £8,531.98 | 0 | 0 | 8500 | 8500 | 8500 | 8500 |
| Loan charges | £9,700.00 | 4642.02 | 9284.04 | 9300 | 9300 | 9300 | 9300 |
| PAYE Payable | £5,906.81 | 3157.18 | 6314.36 | 7500 | 7500 | 7500 | 7500 |
| play equipment maintenance | £1,500.00 | 18.33 | 36.66 | 1500 | 1500 | 1500 | 1500 |
| Payroll | £2,800.00 | 1150 | 2300 | 2500 | 2500 | 2500 | 2500 |
| hogweed treatment | £1,892.50 | 900 | 1892.5 | 1700 | 1700 | 1700 | 1700 |
| feasibility study | £5,000.00 | | | 5000 | 5000 | 5000 | 5000 |
| tree maintenance | £1,000.00 | | | 1500 | 1500 | 1500 | 1500 |
| repairs and maintenance | £0.00 | 1716.95 | 1716.95 | 2000 | 2000 | 2000 | 2000 |
| traffic management | £0.00 | 582.47 | 582.47 | 500 | 500 | 500 | 500 |
| RFO Salary (and NI) | £38,188.80 | 19018.52 | 38037.04 | 42036.8 | 42036.8 | 42036.8 | 42036.8 |
| Subscriptions | £450.00 | 249.54 | 499.08 | 500 | 500 | 500 | 500 |
| planters | £950.00 | 580 | 1160 | 1200 | 1200 | 1200 | 1200 |
| Swan green, winwick park, radley comm | £2,800.00 | 1400 | 2800 | 2800 | 2800 | 2800 | 2800 |
| Total Operating Expenses | £145,194.77 | £60,872.75 | £117,438.58 | £163,393.20 | £163,393.20 | £163,393.20 | £163,313.20 |
| Balance remaining | -£15,971.77 | £79,299.25 | £33,384.42 | £3,927.80 | £4,582.67 | £6,521.02 | £9,168.80 |

| | Current | 12% increase | 12.5% increase | 14% increase | 16% increase |
|-------------------------------------|-------------|--------------|----------------|--------------|--------------|
| Precept per household | £75.04 | £84.09 | £84.47 | £85.60 | £87.09 |
| Per household uplift | £0.00 | £9.05 | £9.43 | £10.56 | £12.05 |
| Monthly uplift (12mth payment plan) | | £0.75 | £0.79 | £0.88 | £1.00 |
| Precept total | £129,223.00 | £144,721.00 | £145,375.87 | £147,314.22 | £149,882.00 |

| | | | | | |
|--------|-------|-------------|-------------|----|----|
| clerk | 19.23 | 21.1706422 | | | |
| rfo | 18.36 | 20.21284404 | | | |
| litter | 10.9 | 12 | 1.100917431 | | |
| | | 25 | 26 | 28 | 30 |

| | Current | 12% increase | 12.5% increase | 14% increase | 16% increase |
|-------------------------------------|-------------|--------------|----------------|--------------|--------------|
| Precept per household | £75.04 | £94.26 | £94.68 | £95.94 | £97.62 |
| Per household uplift | £0.00 | £19.21 | £19.64 | £20.90 | £22.57 |
| Monthly uplift (12mth payment plan) | | £1.60 | £1.64 | £1.74 | £1.88 |
| Precept total | £129,223.00 | £144,721.00 | £145,375.87 | £147,314.22 | £149,882.00 |
| 31 day Precept at above rate inc HG | | £12,291.19 | £12,346.74 | £12,511.91 | £12,729.68 |
| 334 day balance | | £132,429.81 | £133,029.13 | £134,802.31 | £137,152.32 |

Winwick Parish - Management Committee 14 November 2023

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

WPMC 17 Apologies

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

WPMC 18 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 19 Minutes

Decision – That the Minutes of the meeting held on 12 September 2023 be agreed as a correct record.

WPMC 20 Action List

There were no outstanding actions arising from formal decisions recorded in the minutes of previous meetings. However, the following on-going matters were raised.

Speed Monitor

The Chair reported that the speed indicator device (SID) had been moved to a new location yesterday. Clare Hinkins, Operations and Finance Officer, reported that the statistics from Myddleton Lane had showed some 71% of vehicles were speeding. Anecdotal evidence suggested that many drivers mistakenly believed that the speed limit was 30mph, when in fact it was 20mph. Most vehicles were travelling at speeds around 30mph, although a few were significantly faster and a small number were in the 70mph+ range, usually late at night.

Councillor Iddon commented that vehicles emerging from Falcondale Road would be unable to see the speed limit signs. Mr Wharton added that it was difficult to maintain a constant 20mph speed in a modern car. It was noted that the 20mph zone had been requested by the public to assist pedestrians to cross Myddleton Lane close to the school. Councillor Warnock-Smith noted that cars would often tailgate drivers who were travelling at the correct speed. The Chair indicated that the 20mph signage was not sufficiently obvious. Mrs Hinkins added that the 20mph zone heading West started on a downhill stretch after the road bridge over the A579 Winwick Road, which was counter-intuitive. An earlier warning of this zone might be useful. Councillor Iddon added that the Highways authority would argue that the road was marked correctly in accordance with the regulations. It was noted that the 20mph zone had been in place for a number of years and should be well established.

Mr Wharton commented that, if the proposed Government restrictions on parking on the pavement were implemented, this might help to slow traffic on Myddleton Lane. Councillor Iddon asked whether additional signage should be requested. Mrs Hinkins agreed to provide comprehensive statistics from the SID for the Council meeting on 28 November 2023.

Mrs Hinkins also reported that a better location had been identified on Waterworks Lane to avoid the monitor becoming a trip hazard. The camera would remain in its current location until just before Christmas.

Ash Tree Stump Carving

Councillor Warnock-Smith enquired if there had been any progress on the proposed tree stump carving. The Chair responded that this would be pursued again in April when finances permitted.

Decision – To note that update on on-going matters

WPMC 21 Community and Leisure Centre Update Report

(1) Finance Report

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

The October 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.

| | 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 | 11.79 | 10.42 | 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 October 2023, using the profile outlined above. October bar sales had come in at 1.8k below target.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at October 2023, using the profile outlined above. This put the Centre at £6.6k below the target for the year to date, but around £1.1k behind a straight monthly split.

November figures so far were more encouraging. However, these would depend on the success of the following parties:

- Halloween party – the DJ had failed to turn up for the first party. Mrs Hinkins had been required to use her telephone and link to Spotify. DJ Magic JJ had covered the second event at short notice. The first event had delivered a good turn out and the second party had been a sell-out.
- Magic JJ had been booked for the Christmas parties and both were approximately one quarter sold.
- A New Years event was being organised by a regular customer who had arranged a similar charity event last year. The room would be let to him for free.

Councillor Iddon remarked that this had been a difficult year financially for the Centre so far. For each month, the income had been slightly short of the target. It might be necessary to rethink the business model. Councillor Warnock-Smith asked whether the targets for the year were too challenging and what the solution might be. Mrs Hinkins considered that this might be the case. The current figures had been based on the first year of reopening after COVID-19. The previous year had been based on the average of a few years' figures. One solution might be to push for more adult parties in the Centre. However, the cost of living crisis was hitting domestic budgets hard. Councillor Warnock-Smith noted that families, in particular, had little spare cash.

Councillor Iddon suggested that there should be a greater focus on advertising. The Chair considered that more could be done to promote the Centre on Facebook. Councillor Iddon indicated that the Warrington Guardian would publish information about community events, but the Centre needed to be proactive in contacting them. Councillor Warnock-Smith advised that it might be necessary to issue press releases about up-and-coming events. It might be possible to promote Mr Towers charity quiz night in the Warrington Guardian. The annual beer festival would be another event that should attract press interest. Mrs Hinkins agreed to look into the matter of increased publicity.

Agenda Item 15(a)

The Chair reminded Members that the weather in 2023 had not helped the situation. Mrs Hinkins added that the weather in July and August had been particularly poor.

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 | 4.97 | 5.54 | 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 October 2023, using the profile outlined above.

The table showed that room hires for October were £1k above target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at October 2023, using the profile outlined above. The position was improving, but this still showed the centre at £4.5k behind the year to date target.

Paul Wharton Leisure Centre Manger commented that room hire had picked up generally. A new client had started to make bookings. Mrs Hinkins added that income for November might be slightly short, but December should return a profit.

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:-

Agenda Item 15(a)

| | 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 | 190.0 | 80.0 | 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 October 2023, using the profile outlined above. The field hire was £70.00 behind the target for this month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at October 2023, using the profile outlined above. This showed the year to date figure above target by £619.85.

Mrs Hinkins reported that a new adult football team wanted to pilot matches on Sundays. She added that the fees for Winwick Athletic would be billed in January 2024.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of October showed an average of 11.1 cups per day sold and income of £869.60. This was 2.1 cups per day less than the figure for last year. Competition from a self-service coffee machine at Thoroughgoods shop was potentially affecting sales. Mr Wharton commented that the Centre offered cheaper prices.

Additional Income

- Buffet Sales - £216.50
- Ticket Sale - £84.00

Updates on Repairs

Cost-saving light sensors would be installed in the Radley Suite kitchen and toilet areas.

Additional Items

(a) Schedule of Events 2023/24

There were currently no events scheduled for November. However, weekends were fully booked with parties.

(b) Christmas Tree Lights Swich-On Event

The Chair reported that decorations would be in situ in the Centre for the after-party following the village Christmas Tree Lights Switch On. Mrs Hinkins added that a staff member would erect the Christmas tree in the hall before the event and that Councillor Secker had offered to help with decorating the Centre. The decorations would be taken down on Sunday evening, as business hirers did not find them appropriate when using a room.

Mr Wharton indicated that decorations in the Millennium Lounge could be put up sooner, but the Main Hall was more restricted due to its wider usage.

Payments

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

| Payments Leisure Centre | | |
|-------------------------------------|-----------|--------------------|
| 06Nov2023 | £129.60 | Clear Brew |
| 06Nov2023 | £992.93 | T&JT Barton |
| 06Nov2023 | £1,021.68 | Wigan Beer Co |
| 31Oct2023 | £18.50 | Easyflow |
| 30Oct2023 | £214.80 | DJ Fire & Safety |
| 30Oct2023 | £295.67 | Water Plus Limited |
| 30Oct2023 | £771.95 | T&JT Barton |
| 23Oct2023 | £37.00 | Easyflow |
| Payments Parish | | |
| 06Nov2023 | £1,019.96 | Warrington BC |
| 06Nov2023 | £2,197.04 | PPLPRS |
| 02Nov2023 | £90.00 | RBL |
| 31Oct2023 | £705.00 | DL Hannan |
| 30Oct2023 | £1,019.96 | Warrington BC |
| 30Oct2023 | £120.01 | ST Helens MBC |
| 30Oct2023 | £98.30 | ST Helens MBC |
| 23Oct2023 | £195.00 | Gardenia Gardens |
| 23Oct2023 | £222.00 | Styles |
| Direct debits Leisure Centre | | |
| 30Oct2023 | £863.00 | WBC NNDR |
| 20Oct2023 | £216.87 | BRITISH GAS |
| 20Oct2023 | £323.62 | BAGNALL & MORRIS |
| Direct debits Parish | | |
| 06Nov2023 | £36.00 | XERO UK 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 September 2023.

WPMC 22 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 23 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. Some invoices were the subject of queries from the hirer which were being worked through by Mrs Hinkins.

Decision – To note the report on debtors.

Safety Issue

Additional risk control measures would be put in place for the Christmas children's party to ensure that children did not accidentally come into contact with dogs connected to another hirer.

WPMC 24 Employee Matters

There were no employee matters to consider on this occasion.

THIS PAGE IS LEFT BLANK INTENTIONALLY

Winwick Parish - Management Committee 9 January 2024

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

WPMC 25 Apologies

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

WPMC 26 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 27 Minutes

Decision – That the Minutes of the meeting held on 14 November 2023 be agreed as a correct record.

WPMC 28 Action List

There were no outstanding actions arising from formal decisions recorded in the minutes of previous meetings. However, the following on-going matters were raised.

Development on Land at Golborne Road

The Chair reported that he had attended the recent Development Management Committee meeting, at which the application for the housing development off Golborne Road had been considered. The application had been agreed. However, during the debate the matter of s.106 funding had been discussed. The Committee had called for the money to be a safeguarded so that it could only be spent in the immediate local area affected by the development. It was understood that the funding would need to be committed within a period of 6 months. Accordingly, it was essential for the Parish Council to identify projects which could be funded by this money.

Councillor Iddon commented that she had watched the webcast of the meeting.

The Clerk indicated that it was likely that there would be limitations as to what the money could be spent on, such as infrastructure projects. Furthermore, the funding was not necessarily ringfenced to a particular area. It was also not known at this stage how the Parish Council could access or bid for the funding.

Councillors suggested the following potential projects:

- Pitch drainage = £170k
- Improved changing facilities = £146k

- Myddleton Lane traffic management scheme (not yet costed)

Councillor Iddon asked if all of the s.106 money was earmarked for Winwick. The Chair responded that it was possible that some of the money would be used for other projects, including Culcheth Medical Centre and Culcheth Library.

The Clerk indicated that he could contact Niki Gallagher, Development Manager, Warrington Borough Council to enquire about the process for bidding for s.106 funding. Mrs Hinkins commented that no-one had yet been in touch from the Borough Council to discuss the funding available. The Chair added that the Leisure Centre was mentioned at the meeting as a possible recipient of funding. Councillor Iddon recalled that Countryside Homes who had developed the housing on Winwick Park had contacted the Parish Council directly when their project had been approved and this had resulted in an extension to the Leisure Centre (the Countryside Suite). She noted that Croft Parish Council had routinely had some success in securing s106 funding and might be able to provide some advice.

The Clerk reported that the system due to change in the future to a Community Infrastructure Levy (CIL). Under that system the Parish Council would receive directly a proportion of the CIL receipts (up to 15%), to support the development of the parish council's area.

Decision –

- (1) To note that update on on-going matters.
- (2) To request the Clerk to contact Warrington Borough Council to seek clarification about the process for bidding for s.106 funding.

WPMC 29 Community and Leisure Centre Update Report

(1) Finance Report

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

The December 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)

Agenda item 15(b)

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.

| | 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 | 11.79 | 10.42 | 9.69 | 10.66 | 0.00 | 0.00 | 0.00 |

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at December 2023, using the profile outlined above. December bar sales had come in at 0.4k above target.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at December 2023, using the profile outlined above. This put the Centre at £7.6k below the target for the year to date. However, the Centre had made £1.2k more than at this time last year and the year to date figure was £1.3k ahead of the same measure at this point last year. The Centre's income was only around £3.3k below a straight monthly split and if an extra £1k income for the remaining months of the financial year could be achieved, the target would be met.

Councillor Iddon acknowledged that income had increased, but commented that expenditure had also risen. Mrs Hinkins confirmed that increased energy costs had been particularly challenging. Councillor Iddon suggested that the bar was a significant drain on resources. Mrs Hinkins responded that the Centre could not currently operate on bar sales alone. However, the bar did contribute to the overall business model. In better times the bar could be profitable, but at present the cost of living crisis was having a negative impact. Councillor Iddon asked if the bar was making more profit or simply increasing takings. Mrs Hinkins replied that the bar was making more profit, but costs were continuing to rise.

Staff were advised to be responsible about energy usage, such as heating. It was noted that different areas of the building could be heated independently and that by careful planning of room usage when the Centre was not full, heating could be switched off in certain rooms. Mr Wharton confirmed that he already allocated rooms to maximise heating efficiencies, but this was not possible when several rooms were required.

The Clerk enquired if the Centre had considered darts and pool facilities and the entry of teams into local leagues. Mr Wharton confirmed that this had

Agenda item 15(b)

been tried in the past but had not been successful. A key issue was having to continually move the pool table and lack of suitable storage space for the table when not in use.

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 | 4.97 | 5.54 | 5.91 | 5.12 | 0.00 | 0.00 | 0.00 |

Room Lettings Monthly

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

The table showed that room hires for December were £2.1k above target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at December 2023, using the profile outlined above. The position continued to show improvement, but this still showed the Centre at £2.5k behind the year to date target (£1.7k below a straight monthly split). Income was £2.4k higher than at this time last year and was £2.7k higher than the year to date figure at the same time last year. There remained a realistic possibility that the room lettings could break even, if there was a small upturn in bookings.

Councillor Warnock-Smith reiterated his point made at the last meeting, that perhaps the targets should be revised downwards.

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:-

Agenda item 15(b)

| | 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 | 190.0 | 80.0 | 70.00 | 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 December 2023, using the profile outlined above. The field hire was £62.62 behind the target for this month. Poor weather had been a factor, as it had not been possible to play any matches in December due to pitch conditions.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at December 2023, using the profile outlined above. This showed the year to date figure above target by £501.99.

Mrs Hinkins reported that the annual fee had been received from Winwick Athletic FC, on 2 January 2024, in the sum of £4.2k.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of December showed an average of 6.9 cups per day sold and income of £534.20. This was 2.4 cups per day less than the figure for last year.

Additional Income

- Ticket Sales - £64.00

Updates on Repairs

Cost-saving light sensors would be installed in the Radley Suite kitchen and toilet areas.

Additional Items

(a) BT Bills

The Operations and Finance Officer was currently querying BT bills which appeared to indicate that the Centre was being overcharged.

The Centre was also changing to digital telephones.

(b) Christmas Parties

Both children's Christmas parties had sold out, with most of the income appearing in the November report. However, the associated bar take had been less than in the previous year.

(c) Credit Card Reader

Mrs Hinkins reported that quotes had been obtained for a replacement credit card reader from DNA Payments and Worldpay.

DNA Payment offered a 4 year contract. Worldpay was a market leader and offered an 18 Month contract, with a small increase in costs for the final 6 months. Mrs Hinkins was minded to agree to a deal with Worldpay as this provided greater flexibility and was know to provide a good sevice.

The existing deal with Barclaycard only provided one handset, which could cause a logjam at the bar during busy events. A new deal would provide 2 handsets.

(d) New Year's Eve Party

Mrs Hinkins reported that the New Year's Eve party had raised £90 for charity, after deductions for lights and decorations. The money would be donated to the British Heart Foundation.

As an aside, the bar takings for the event had been over £1,500.

(e) Charity Quiz Night

The Pre-Christmas Quiz Night on 7 December arranged by Bob Towers had raised £250 for St Rocco's Hospice. Mr Wharton, Leisure Centre Manager, reported that the event had been well attended.

Mr Towers had indicated that he hoped to arrange a similar event in March 2024. Councillor Iddon commented that these types of events worked well, provided that they were not a held too frequently. The Chair added the Mr Towers had commented similarly.

Payments

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

| Payments Leisure Centre | | |
|------------------------------------|-----------|------------------|
| 03Jan2024 | £44.40 | Easyflow |
| 03Jan2024 | £54.98 | RIJO |
| 29Dec2023 | £2,353.11 | T&JT Barton |
| 27Dec2023 | £250.00 | Jason Taylor |
| 19Dec2023 | £111.00 | Easyflow |
| Payments Parish | | |
| 22Dec2023 | £195.00 | Gardenia Gardens |
| 22Dec2023 | £147.18 | ST Helens MBC |
| 22Dec2023 | £222.00 | Styles |
| 22Dec2023 | £165.00 | DL Hannan |
| Direct debit Leisure Centre | | |
| 04Jan2024 | £253.87 | BT GROUP PLC |
| 02Jan2024 | £863.00 | WBC NNDR |
| 27Dec2023 | £716.63 | BT GROUP PLC |
| 20Dec2023 | £1,437.55 | BRITISH GAS |
| 20Dec2023 | £399.84 | BAGNALL & MORRIS |
| Direct debit Parish | | |
| 04Jan2024 | £36.00 | XERO UK LTD |
| 31Dec2023 | £83.85 | Service Charge |
| 29Dec2023 | £67.90 | Handling Charge |

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 November 2023.

(2) Community Governance Review

Councillor Iddon asked if the Council had been contacted bou the number of seats and allocation across its remaining wards following the outcome of the Community Governance Review undertaken by Warrington Borough Council. The Clerk indicated that he had heard nothing further. The Parish Council had recommended 6 seats in Winwick ward and 4 seats in Peel Hall ward when it had initially discussed this matter. Mr Joinson undertook to chase this up. The Borough Council would need to determine this question before the start of the local election process (on 26 March 2024).

Decision - To request that the Clerk contact Warrington Borough Council to ascertain if it had now determined the electoral arrangements for Winwick Parish Council, following the outcome of the Community Governance Review.

WPMC 30 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 31 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. One debtor had recently paid the balance outstanding. An interest letter had been sent to a healthcare provider and this would be followed up shortly. If the debt was not paid soon future bookings would be halted. A new customer had now settled the first of 3 invoices, however there were 2 payments outstanding. A payment from a neighbouring parish was slightly overdue, probably as a result of the Christmas break.

Councillor Warnock-Smith enquired if customers paid a deposit for room bookings. Mrs Hinkins indicated that a deposit was payable for private function bookings, but was not applicable to commercial bookings. For private bookings a scale of cancellation fees was in place, unless the cancellation was over 1 month prior to the event.

It was noted that default were very rare, although there was a need to regularly chase up outstanding payments.

Decision – To note the report on debtors.

WPMC 32 Employee Matters

There were no employee matters to consider on this occasion.