

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
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20 March 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, 26 March 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 27 February 2024.

- 4. Resignation of Chair & On-going Arrangements Until Annual Council Meeting**
- 5. Updates on Issues from Previous Meetings**
- 6. Question Time for Electors**

- 7. Written Motions Received**
- 8. Police / Community Issues**
- 9. Correspondence**
- 10. Planning Matters**
- 11. Finance Officer's Report**
- 12. Projects for s.106 Funding - Update**
- 13. Community Governance Review and Electoral Arrangements**
- 14. Reports from Outside Bodies**
 - Parish Liaison Committee – 29 February 2024
- 15. Reports from Parish Council Committees**
 - Management Committee – 12 March 2024
- 16. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors Friend, McGinn, Sheridan and Warnock-Smith)
 - Peel Hall Ward
(Councillors Abbey, Griffiths and Secker)
 - Winwick Ward
(Councillors Herron, Iddon and Mitchell)
- 17. Date and Time of Next Meeting**
 - Annual Parish Assembly, Tuesday 23 April 2024, at 7,00pm
 - Winwick Parish Council, Tuesday, 23 April 2024, at 7.30pm, or on the rising of the Parish Assembly (whichever is the later).
- 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**
- 20. Leisure Centre Access Road – Draft Licence Agreement**
- 21. Winwick Educational Foundation - Update**

Winwick Parish Council
Minutes of the Meeting held on 27 February 2024

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

WPC.114 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors C Mitchell (Chair), F McGinn and L Secker.

WPC.115 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

In response to a question from Councillor Iddon, Julian Joinson, Clerk, advised that disclosable pecuniary interests were interests of a financial nature mainly linked to land, property, employment or business arrangements.

WPC.116 Minutes

Decision – That the Minutes of the Council Meeting held on 23 January 2024 be agreed and be signed by the Chair as a correct record.

WPC.117 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions were progressing well, although a small number of outstanding matters still remained. 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 there was no further update at this time. Implementation would depend on what funding was available. He undertook to chase up the matter.

In connection with Action 10 – Litter Bin on Winwick Park, it was noted that this project had initially been deferred due to funding issues, but might be possible in 2024/25.

Regarding Action 11 – Traffic Mitigation linked to Parkside Development, the Clerk reported that he had been in touch with David Boyer, Director of Environment and Transport, Warrington Borough Council who had undertaken to look into the matter.

In respect of Action 14 – Electoral Arrangements, the Clerk reported that no response had yet been received from the Borough Council. Councillor Herron indicated that he had been in touch with Mick Styne, Association of Electoral Administrators (AEA) Consultant, at Warrington Borough Council. The Council was aware of the Parish's concerns and the question of the treatment of housing developments for which planning approval had been given. The Council was

currently looking into the relevant rules. It was proposed to publish the notice of election on 11 March 2024.

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

WPC.118 Question Time for Electors

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

Speed Monitor

A member of the public reminded councillors that the Police and Crime Commissioner (PCC) had promised to look into the provision of calibrated speed monitors for use on certain routes in the Parish. A further resident recalled that the PCC had also agreed to look into the car boot sale issues.

Response: Councillor Griffiths noted that a calibrated speed device had been deployed in a neighbouring parish. The Clerk added that he had been copied into correspondence between the PCC and the local Police team, highlighting the issues raised at the Parish Council meeting attended by Mr Dwyer.

Parking on Rectory Lane

A resident reported that the problem of vehicles from non-residents being parked on Rectory Lane were getting worse. Six cars were regularly parked at this location and the occupants then car-shared for their onward journeys. A van had been observed parking only 3 meters from the main road junction, limiting visibility. He asked if double yellow lines could be installed at this junction. The resident was currently collection photographic evidence of the situation, but had not yet logged the incidents with the Borough Council or Police. He also referred to the repairs made to potholes on Rectory Lane by Warrington Borough Council, which he considered to be sub-standard. Other residents mentioned a proliferation of pot holes which had also been reported.

Response: The Chair recalled that PCSO Spruce had previously responded that there was little that the Police could do to prevent parking. The Clerk added that a criminal offence might be committed if the vehicle was causing an obstruction, such as blocking a driveway or parking too close to a junction. A resident noted that legislation was being drawn up to prevent parking on the pavement.

Public Rights of Way

A resident enquired about the possibility of publishing the definitive map showing public rights of way in the Parish. It was suggested that routes could be highlighted on information boards attached to local lamp posts. The Borough Council's website showed public rights of way, but was not easy to use. A second resident noted that information boards were provided in Rixton and that it might be possible to ask that Council how it sourced these. The resident also noted that access to a public rights of way was due to be suspended during construction of a housing development at the end of Mill Lane. The first speaker commented that some of the route would be

surfaced with a gravel and cinder top but would also be diverted. The second speaker asked if the Council's Housing and Development Working Group could commence meeting regularly to deal with planning applications, particularly in the light of the increased number of applications linked to the Peel Hall project.

Response: Councillor Griffiths confirmed that an interactive map was available on the Borough Council's website. The Clerk undertook to contact the Public Rights of Way Officer at the Borough Council to see if it would be possible to obtain a copy of the definitive map for Winwick. Councillor Iddon reminded Members that the footpath sign for Ladies Walk had not been replaced. She also pointed out that there was a formal process to follow if public rights of way were temporarily or permanently diverted.

Community Vegetable Garden

A resident referred to a plot of all land close to Delph Lane bridge and the Plough Pub which appeared to be unused and overgrown with brambles and blackthorn bushes. He enquired if this could be set aside for use as a community vegetable garden. If so, he would be prepared to supply a shed on the site.

Response: Councillors asked about the ownership of the land and identified possible access issues. The resident believed that the land was left over following construction of the M62. It was suggested that the resident provide further information to the Council prior to consideration of this matter.

Parish Notice Boards and Bus Shelters

A resident reported that the Parish notice board outside Winwick CE Primary School was very dirty, with a green deposit, and required cleaning. She also reported that the bus shelter stanchions on Myddleton Lane, near the junction with Ilex Avenue, were coated in ivy and that there was surface water pooling at this location, which created a slip hazard in icy conditions. A request was also made for the installation of a bench for bus passengers. A second resident asked if the notice board at the Plough Pub would transfer to Poulton-with-Fearnhead Parish Council after the implementation of the Community Governance review. An additional notice board or resiting of the current notice board was requested.

Response: Mrs Hinkinks, Operations and Finance Officer, reported that she would clean the notice board adjacent to the school on a dry day. It was confirmed that the notice board at the Plough Pub was in the Peel Hall ward which was not affected by the forthcoming Parish boundary changes. Mrs Hinkinks added that the location of the notice board was subject to an agreement with Green King, who owned the pub. If a notice board was sited on the pavement, this would need the approval of Warrington Borough Council and would require the work to be carried out by a competent contractor with the relevant certificates. The Clerk added that the purchase price of a notice board was not usually prohibitive, but installation could be costly.

Traffic Signs

A resident reported that he had written to Warrington Borough Council to asked them to clean a number of road signs which were coated with a green deposit.

Response: This action was noted.

New Vicar of St Oswald's CE Church

A resident reminded councillors of the collation (licensing) of Rev Martin Cox as Priest in Charge of St Oswald's, at a service at Newchurch Culcheth on 28 February 2024, at 7pm. The Parochial Church Council had invited any councillors who wished to do so, to attend his first service at St Oswald's on Sunday 3 March 2024, at 11am, which would be followed by some food and refreshments.

Response: The invitation was duly noted.

Automatic Number Plate Recognition (ANPR) Camera

A resident noted that Warrington Borough Council had installed an ANPR camera in Croft to collate HGV vehicle movements. Given that HGV weight restrictions started at the Swan Pub in Winwick, it was suggested that similar cameras should be sited at both ends of Golborne Road. The resident undertook to write to Borough councillors to request cameras.

Response: This matter was noted.

Peel Hall Development

A resident indicated that he had objected to the discharge of planning conditions in relation to traffic movements concerning the Peel Hall development.

Response: This matter was noted.

Decision –

- (1) To request the Clerk to enquire with the Police and Crome Commissioner about the timescale for the deployment of calibrated speed monitors.
- (2) To request the Clerk to contact the Public Rights of Way of Officer at the Brough Council to see if it would be possible to obtain a copy of the definitive map for Winwick.
- (3) To request the Clerk to write to Warrington Borough Council in connection with the diversion of the public right of way due to the Mill Lane development to ascertain if the necessary approvals had been received.

WPC.119 Written Motions Received

There were no written motions submitted on this occasion.

WPC.120 Police / Community Issues

There were no written updates on this occasion.

Councillor Griffiths reported that the new PCSO for the Winwick Ward was PCSO Roger Stevens. It was hoped to have his contact details prior to the next meeting

Decision – To request the Clerk to invite PCSO Roger Stevens to attend the next meeting of the Council.

WPC.121 Correspondence

The following items were reported:

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 26/01/24, 29/01/24, 31/01/24, 07/02/24, 13/02/24 and 21/02/24
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 26 January 2024 and 2, 9 and 16 February 2024 – 25/01/24, 26/01/24, 30/01/24, 02/02/24, 06/02/24, 08/02/24, 09/02/24, 15/02/24 and 16/02/24
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, 8 and 22 February 2024 and an emergency 21-day Traffic Notice for Winwick Link Road effective from Thursday 1 February 2024 with speed limit and road closure for safety barrier installation – 01/02/24, 06/02/24 and 20/02/24
4. E-mail from PCSO Tony Spruce confirming the date of his redeployment and advising residents and councillors to contact PC Jim Cotterill, Beat Manager, until a replacement PCSO is appointed - 24/01/24
5. Parishes Network e-mail from Kerry Duffin, Clerk to Lymm Parish Council, reporting a possible reduction in the SLA funding for their PCSO and seeking expressions of interest to fund and make use of this surplus Police capacity – 25/01/24
6. E-mail from Katherine Parry, Licensing Manager, Warrington Borough Council, concerning a consultation on the revised draft Licensing Policy for 2024-2029, which was due to run until 30 April 2024 – 05/02/24
7. E-mail response Sandra Beckett, Senior Enforcement Officer, in connection with the reported removal of hedgerows bounding the public footpath across farm land off Newton Road, Winwick. The response indicated that there were specific criteria that had to be met for a hedgerow to benefit from protection under the Hedgerow Regulations. The officer was in discussions with

specialists to assist in determining whether the hedgerow met the said criteria. Once further information had been received, a determination could be made as to whether there had been a breach of the Regulations – 15/02/24

8. Newsletter from National Association of Civic Officers concerning the Government funded voluntary scheme throughout the UK to allow public authorities to apply for a free, framed portrait of His Majesty The King. The second phase of the scheme had opened on Monday 12 February for applications from town, parish and community councils and military cadet forces and would close on 28 March 2024. The Council might wish to consider applying for a portrait – 09/02/24
9. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire about a Retail and Business Crime Conference due to take place between 9.30am and 1.30pm on 15 February 2024, at Crewe Alexandra FC's Mornflake Stadium – 01/02/24
10. Website enquiry form from resident, RB, asking the Council to consider starting a local awareness campaign to alert and/or inform dog owners that they must clean their dog mess after them. Some suggestions included posts on local social media, leaflets posted through doors and some dog poo bag containers located at the entrance to the Playing Fields and on Myddleton Lane and Falcondale Avenue – 02/02/24
11. E-mail from Kev McCready, Area Manager - Operations and Commercial Services, Warrington Borough Council, about the Council's annual scheme to sow flower meadows. The cost was £0.95 per m² including seed supply, cultivation, sowing, rolling, and end of season cut. Confirm of any orders was required by the end of February. The Council might wish to consider identification of suitable sites and making an application – 14/02/24
12. Website enquiry form from resident, SM, seeking information as to why one of the large trees, on the A49 Winwick Park boundary, was in the process of being felled by WBC. A reply had been sent on the same date, but no information was currently available – 20/02/24
13. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs Ltd – notice boards and signs
 - Flooring Contracts Ltd – wooden floor renovation
 - Kompan – outdoor fitness and play equipment
 - London Hearts - DHSC Community Defibrillator Scheme
 - Sutcliffe Play – outdoor play equipment
 - Wefindanylearner – training courses
14. E-mail from resident, BT, about a charity quiz night due to be held on Thursday 11 April 2024 between 7.15pm and 9.45pm at the Leisure Centre – 19/02/24

15. E-mail from Jill Ryder-Moore, Funding Co-ordinator, Families United (F.UN) seeking a donation to support their e activities in support of families with children and young adults with disabilities – 20/02/24

In respect of Item 9 – King’s Portrait, a resident asked if a second portrait could be acquired for display in St Oswald’s Church.

In connection with Item 12 – Wild Flower Meadows, Members discussed whether to purchase this service for 2024/25 and possible locations. Grass verges on various roads were proposed, however, these locations would require Borough Council approval as highways land. It might be possible to set aside an area of land on Myddleton Lane Playing Fields. Alternatively, permission could be sought to provide wild flowers at the entrance to Winwick Park. Other locations suggested included various public rights of way, St Oswald’s Church, Houghton Green and John Parr Meadow. Mrs Hinkins reminded councillors that giant hogweed had been identified in some locations. Members considered that designated locations on Parish land or on other public open space would be the most appropriate options.

Given that the deadline for orders was the end of February it was proposed to defer this matter until 2025 to allow time to consider suitable locations in more detail.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) To approve the placing of an order for a free portrait of HRH King Charles III, in accordance with the Government’s scheme.
- (3) To defer the question of wild flowers until 2025 to allow time to consider suitable locations.

WPC.122 Planning Matters

The following planning matters were reported:

General Correspondence

1. E-mail dated 06/02/24 from Philip Forster, Senior Planning Officer (Majors) at Warrington Borough Council, providing information regarding the Peel Hall development proposals. The Council was due to receive two further applications and the purpose of the e-mail was to provide the Council with some background before formal consultations were issued.

The first of these was the first reserved matters application following on from the approval, by the Secretary of State, of the outline planning permission in 2021. This was to seek the detailed approval for 405 homes, but would also include the access points, sports pitch provision for the development and the central area of allotments and the Neighbourhood Equipped Area of Play (NEAP) and a Locally Equipped Area of Play (LEAP) associated with the first phase of residential development.

This application package would include a significant amount of documentation given scope of the development proposal and would include the detailed site layout plans, floor plans and elevations of the individual dwellings as well as detail (and supporting documentation) associated with the accompanying proposed infrastructure and landscaping. Given this was the first phase of residential development on Peel Hall and the first time that the detailed design of the proposals had been submitted formally, it was likely that it would receive considerable interest locally.

Secondly, the Council were expecting an application for prior approval for the demolition of 6 dwellings (nos. 344, 346, 348, 458, 460 and 462) Poplars Avenue. The outline planning permission had approved the demolition of all of these dwellings except for no. 462 Poplars Avenue. The purpose of the prior approval application was to advance the demolition of these dwellings at an earlier stage than as set out in the outline permission. In reality, save for the demolition of no. 462 Poplars Avenue, this was in line with the outline permission. The prior approval could not consider the principle of the demolition of the dwellings but sought to ensure that the method of demolition and the site restoration was appropriate.

Philip Forster had offered to be contactable to answer questions regarding either of these applications and to provide further assistance, as necessary, relating to the ongoing Peel Hall proposals.

Domestic Planning Applications

Nil

Non-Domestic Planning Applications

2. Application No: 2024/00152/DEM - Demolition
Location: 344,346,348,458,460 And 462 Poplars Avenue, Warrington,
Proposal: Proposed demolition
3. Application No: 2024/00179/DISCON - Discharge of Condition
Location: Land At Peel Hall; Land South of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington,
Proposal: Discharge of condition 36 (Archaeological risk assessment) on previously approved application 2016/28492 (Residential mixed use development)
4. Application No: 2024/00180/DISCON - Discharge of Condition
Location: Land At Peel Hall; Land South of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington,

Proposal: Discharge of condition 43 (Invasive species management plan) on previously approved application 2016/28492 (Residential led mixed use development)

5. Application No: 2024/00184/DISCON - Discharge of Condition
Location: Land At Peel Hall; Land South of M62 Bounded By, Elm Road: Birch Avenue; Poplars Avenue; Newhaven Road; Windermere Avenue, Grasmere Avenue; Merewood Close, Osprey Close Lockerbie Close, Ballater Drive And Mill Lane, Poplars & Hulme, Warrington,
Proposal: Discharge of Condition 33 (Groundwater risk assessment) and Condition 52 part A (Contamination risk assessment and remediation strategy) on previously approved application 2016/28492 (Residential mixed use development)
6. Application No: 2024/00142/REMM - Reserved Matters (Major)
Location: Land At Peel Hall; Extending Between M62 To The North, Mill Lane To The East, Poplars Avenue To The South And Elm Road To The West, Warrington
Proposal: Approval of layout, scale, appearance and landscaping (including landscaping of the approved accesses) of 405 dwellings, playing fields including upgrades to multi-use games area, community building and associated car parking, public open space including footpaths, allotments and areas of play, primary substation, substation, pumping station, internal estate roads and footways, and other associated infrastructure associated with outline planning permission 2016/28492
7. Application No: 2024/00204/OUT - Outline Planning
Location: Vacant Land To The South Of Delph Lane, Warrington,
Proposal: Outline planning application for 2 no. single storey dwellings with all matters reserved

In respect of Item 2 – Demolition of various properties on Poplars Avenue, Councillor Griffiths reported that residents had suggested that the application was premature. There were concerns that there were no details about the main Peel Hall application yet and that early demolition would negatively impact upon visual amenity and lead to increased construction traffic on Poplars Avenue. It was noted that the detailed plan had now been submitted (see Application 6 above) and circulated to councillors by e-mail after distribution of the main Agenda. The last date for objections on the main application was 13 March 2024. Any decision to object following today's meeting would need to be considered using urgency powers.

In connection with Item 6 – Land at Peel Hall (Reserved Matters), a resident advised vigilance in that the detailed wording of the application only mentioned a new primary school 'possibly' being built. Councillors undertook to monitor this situation carefully.

Decision –

- (1) To note the planning matters raised and the comments and responses provided.

- (2) To request the Clerk to submit an objection to Application No: 2024/00152/DEM – Demolition of various properties on poplars Avenue, for the reasons outlined above.

WPC.123 Review of Risk, Internal Controls, Financial Regulations 2023/24 and Appointment of Internal Auditor

Members considered a joint report of the Clerk and Operations and Finance Officer on Review of Risk, Internal Controls and Financial regulations 2023/24. The report also dealt with the Appointment of the Internal Auditor for the completion of the accounting statements 2023/24 and for all other matters for the duration of 2024/25.

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

The report included information on the following:

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

There were no amendments proposed this year to the system of internal controls. A minor amendment was proposed to the Council's Financial Regulation to record that the responsibility for the processing of pensions payments and automatic enrolment of staff was a function of the Operations and Finance Officer.

Decision

- (1) To note the report on the Review of Risk, Internal Controls and Financial Regulations 2023/24.
- (2) To approve an amendment to the Council's Financial Regulations by the insertion of a new Paragraph 7.4, dealing with pensions.
- (3) To approve the reappointment of the internal auditors, Styles, for the completion of the accounting statements for 2023/24 and for any matters arising in 2024/25, subject to there being no significant increase in costs as determined by the Operations and Finance Officer.

WPC.124 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 January 2023.

In January, £17.3k of income had been received through the Leisure Centre. The Centre was showing a £456 loss for January. The year to date loss was £19.4k. Unfortunately, this put the possibility of recouping enough to bring the Centre back to break even by the end of the year beyond reach.

Councillor Iddon asked for an estimate of the potential losses at year end. Mrs Hinkins responded that this would depend on performance during March and factors such as the pay out for the insurance claim, for which a £100 excess was applicable. Few events were currently booked in for March. It should be possible to provide year end projections for the next meeting.

A resident enquired about who was responsible for booking events such as singers or dancing. Mrs Hinkins reported that the Management Committee had oversight of certain events, but in the main external organisations, eg. the majorettes, arranged their own functions. The resident suggested a Las Vegas style casino night. Mrs Hinkins responded that this had been tried previously, but tickets had not sold. A series of other events had been tried before COVID including various rock bands which had attracted limited or zero ticket sales and created a loss. The Centre had a capacity of 100 people. A second resident commented that there would be a wider audience when the Peel Hall development was completed. This should improve the Council's financial position overall with greater precept income too.

Councillor Friend highlighted that public realm open spaces would not be maintained by Warrington Borough Council in any new build development and that the residents usually paid a management fee for this work. Councillor Griffiths added that the Golborne Road development included a 30 year maintenance agreement.

There had been £18.5k of expenditure against the precept in January, with £122.7k of the precept used to date. This month's expenditure included the annual bill for the litter picker vehicle hire and the final quarter invoice for grass cutting from Warrington Borough Council.

Community Fund

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

Additional Items

1) Break-In

A detailed report of a break-in was provided in Part 2 of the Agenda. The break-in luckily had resulted in no loss of equipment or stock. However there had been considerable damage done to doors around the centre. Measures had been taken to secure vulnerable entry points and the insurance claim for repairs totalling approximately £4.2k had been filed.

Payments made since the report circulated in lieu of a Management Committee meeting in February 2024

Payments Leisure Centre		
19Feb2024	£129.60	Clear Brew
19Feb2024	£72.00	Maxigiene
19Feb2024	£423.78	T&JT Barton
14Feb2024	£44.40	Easyflow
14Feb2024	£825.00	Mr R Bellerby
12Feb2024	£1,101.85	T&JT Barton
Payments Parish		
19Feb2024	£195.00	Gardenia Gardens
19Feb2024	£2,324.45	Chsh. Pension Fund
19Feb2024	£2,873.39	HMRC Cumbernauld
Direct debits Leisure Centre		
16Feb2024	£27.04	BT GROUP PLC
08Feb2024	£1,545.66	SCOTTISHPOWER
07Feb2024	£253.87	BT GROUP PLC
Direct debits Parish		
16Feb2024	£383.44	LLOYDS BANK PLC
15Feb2024	£21.60	TAKEPAYMENTS LTD
12Feb2024	£199.63	BARCLAYCARD
06Feb2024	£36.00	XERO UK LTD

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

WPC.125 Possible Projects for s.106 Funding

Members noted that an email had been circulated by the Clerk recently asking for suggestions for suitable project for s.106 funding for the area. The following suggestions were considered:

- Councillor Herron had been in touch with Paul McMahon in connection with the junior football team. He had offered to draft a bid for drainage works on the pitches and for 7 and 9 aside goals.
- Mrs Hinkins would consider the possibility of upgrading the changing rooms, toilets and showers. There were children's safeguarding issues around the current facilities which would need to be addressed.
- Mrs Hinkins referred to the emerging traffic management proposals. The Clerk noted that any money would be allocated to the Borough Council rather than to Winwick Parish Council, but might help to increase the priority of the scheme within any existing programme of works.
- Councillor Iddon suggested additional outdoor play equipment. This might include outdoor gym equipment.

The Chair asked if any projects could be identified in Peel Hall. However, it was noted that the outline planning approval for Peel Hall already included several projects, such as pitches and community spaces. The Chair commented that the Peel Hall development could release up to £10m in s.106 funding.

Councillor Griffiths enquired about a possible pedestrian crossing, green spaces, play equipment and an extension to the 30mph zone and traffic calming on Golborne Road. Councillor Iddon remarked that the new houses on Golborne Road had no access to a pavement.

It was recommended that a business case be developed for each of the 4 bulleted proposals outlined above to provide the best opportunity to access any funding available. It was not believed that specific application/bid forms were in use by the planning authority. Funding would need to be committed within the next 6 months. The Council should aim to determine final projects by April 2024.

Decision –

- (1) To approve the four bullet point suggestions referred to above for possible s.106 funding and to request Councillor Herron, The Operations and Finance Officer and Clerk to liaise about any bids.
- (2) To request the Clerk to consult Warrington Borough Council further about the application/bid process.
- (3) To request the Clerk to include an item on the Agenda for the next meeting on s.106 projects.

WPC.126 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

Councillor Griffiths commented that the main issues were about the Peel Hall

development as discussed previously.

Winwick Ward

Councillor Herron asked if information about the precept could be provided in the newsletter. Mrs Hinkins reported that a breakdown had been provided for inclusion with the Council Tax bills.

Councillor Herron also asked about any progress regarding the appointment of a footpath warden. The Clerk added that this would be a voluntary role and could be undertaken by a number of individuals, who would report back any issues to the Council. It was noted that there were several examples of a role description available on line from other parts of the country. Councillor Friend added that the post-holder could take up a seat on the Public Rights of Way Forum administered by the Borough Council. However, at the time of his appointment as the Council's representative to the Forum had not been active. Councillor Griffiths asked if the role of Forum representative and warden could be separated. This was possible.

Decision –

- (1) To note the ward updates provided.
- (2) To approve the appointment of Councillor A Griffiths as the Council's representative on the Public Rights of Way Forum.

WPC.127 Date and Time of Next Meeting

Decision – To note the date of the next meeting on Tuesday 26 March 2024.

WPC.128 Exclusion of the Public (including the Press)

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

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

(a) Debtors

Mrs Hinkins reported that there was one outstanding debt over 90 days. The hirer had received a letter notifying the organisation that interest would be applied to the debt and that existing bookings could be cancelled. In addition, no new bookings would be permitted. It was understood that the hirer was now in the process of making payment.

One organisation had recorded outstanding debts between 30 – 89 days, but normally paid termly, so the payment was anticipated soon.

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

(b) Break-In Detail Report

Members considered a detailed report of the circumstances of a break-in at the Leisure Centre on Saturday 10 February 2024. The report included a chronology of the events recorded via CCTV and an assessment of the cause of the disruption to the alarm system.

Members noted the level of damage sustained at the premises, the likely reasons why stock was not stolen, repairs undertaken and improvements to the procedures and structures which should minimise the chance of a similar incident in the future. The matter had been reported to the Police who had provided some security advice and the Council’s insurers who had subsequently agreed the claim.

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







(c) Incident Report

Members considered a report about an allegation from a customer regarding a serious incident at the Leisure Centre. The matter had been reported to the Police and had resulted in a member of the public being barred from the premises.







Decision – To note the Finance Officer’s report regarding an allegation of a serious incident.

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

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request an update as to progress on the 3G pitch proposals at each meeting.	WPC.108(3)	23/11/21	Councillors Mitchell & Herron	-	-	In progress. The Chair and Councillor Herron have provided regular updates.	
2	To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as possible.	WPC.6(1)	24/05/22	Clerk	-	-	In progress. The core document has now been prepared, but further work is required to refine those sections where there are local choice options available. A full report will be provided in the near future.	
3	To 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	
4	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.	
5	To approve a consultation exercise regarding the preferred option for traffic calming on Myddleton Lane.	WPC.99(2)	22/11/22	Clerk/ Operations and Finance Officer	-	-	Further liaison will be required with WBC and the design consultants about the format and timing of the consultations. A residents meeting on traffic issues was held on 18/04/23	
6	To request that Members and officers routinely look into the opportunities	WPC.118(3)	24/01/23	All	-	-	On-going. A number of events have been organised, including attendance of the Well-being Bus.	


Agenda Item 5

	available for partner organisations to engage directly with residents on matters of health, wellbeing and community safety.							
7	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 for footpath warden currently being drafted for discussion with the Network. Councillor Griffiths was appointed as the Council's representative on the Forum on 27/02/24	
8	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	
9	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	
10	To request the Clerk to seek further clarification about the process for accessing future s.106 funding.	WPC.102(2)	23/01/24	Clerk	-	-	Not yet commenced	
11	To request the Clerk to enquire with the Police and Crome Commissioner about the timescale for the deployment of calibrated speed monitors.	WPC.118(1)	27/02/24	Clerk	-	-	Not yet commenced	
12	To request the Clerk to contact the Public Rights of Way of Officer at the Brough Council to see if it would be possible to obtain a copy of the definitive map for	WPC.118(2)	27/02/24	Clerk	-	-	Not yet commenced	







Agenda Item 5

	Winwick.							
13	To request the Clerk to write to Warrington Borough Council in connection with the diversion of the public right of way due to the Mill Lane development to ascertain if the necessary approvals had been received.	WPC.118(3)	27/02/24	Clerk	-	-	Not yet commenced	
14	To request the Clerk to invite PCSO Roger Stevens to attend the next meeting of the Council.	WPC.120	27/02/24	Clerk	-	-	Not yet commenced	
15	To approve the placing of an order for a free portrait of HRH King Charles III, in accordance with the Government's scheme.	WPC.121(2)	27/02/24	Clerk	-	-	Not yet commenced. The closing date is 28/03/24	
16	To request the Clerk to submit a objection to Application No: 2024/00152/DEM – Demolition of various properties on poplars Avenue, for the reasons outlined above.	WPC.122(2)	27/02/24	Clerk	-	-	An objection was submitted but, due to an error, the last date for consultation responses had expired. The application has been approved.	
17	To approve the four bullet point suggestions referred to above for possible s.106 funding and to request Councillor Herron, The Operations and Finance Officer and Clerk to liaise about any bids.	WPC.125(1)	27/02/24		-	-	In progress	
18	To request the Clerk to consult Warrington Borough	WPC.125(2)	27/02/24	Clerk	-	-	Not yet commenced	

Agenda Item 5

	Council further about the application/bid process.							
19	To request the Clerk to include an item on the Agenda for the next meeting on s.106 projects.	WPC.125(3)	27/02/24	Clerk	-	-	Agenda Item 12 refers	

Progress Legend

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

Version 8.0 - (Final) – 20/03/24

Winwick Parish Council

Correspondence since 27 February 2024
(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 – 28/02/24(x2), 29/02/24, 05/03/24 and 18/03/24
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 1 and 15 March 2024 – 01/03/24, 04/03/24, 08/03/24(x2), 13/03/24, 15/03/24, 19/03/24 and 20/03/24
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, 7 and 14 March 2024 and an emergency 21-day Traffic Notice for Winwick Link Road/Winwick Lane effective from Saturday 16th March 2024 – 05/03/24, 13/03/24 and 14/03/24
4. E-mail from MT on behalf of Warrington District Camera Club, who meet regularly at the Winwick Leisure Centre, enquiring about grants that might be available to the club – 27/02/24
5. E-mail from resident, SM, enquiring about the possibility of acquiring a free portrait of King Charles III for St Oswald CE Church under the Government's scheme – 03/03/24
6. E-mail from Lynne Cook, Solicitor at Taylor Rose MW, acting on behalf of Warrington Church of England Educational Trust, seeking approval to the terms of a licencing agreement for use of the access road to the Leisure Centre. **An item on this matter appears in Part 2 of the Agenda** – 05/03/24
7. E-mail from Elis Smits, Local Nature Recovery Strategy Program Officer, Cheshire West and Chester Council, regarding a consultation on the future for wildlife in Cheshire & Warrington available on the following website:

<https://www.cheshirewestandchester.gov.uk/your-council/consultations-and-petitions/consultations/current-consultations/working-together-for-a-wilder-cheshire-and-warrington>

– 05/03/24
8. E-mail circular from SP Energy Networks about a Stakeholder Priorities Survey 2024 – 07/03/24
9. E-mail from Steve Hunter, Transport for Warrington Service Manager, clarifying the up-to-date position regarding the traffic mitigation measures approved as part of the Parkside development (**Agenda Item 10 refers**) – 07/03/24

10. E-mail from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, notifying the Council of the relevant Order confirming the changes implemented following the Community Governance Review. **A copy of the Order is set out at Agenda Item 13 – 08/03/24**
11. E-mail from Caroline Taylor, Electoral Services Officer, Warrington Borough Council, enclosing copies of the Notices of Elections for the two parish wards - 12/03/24
12. Clerks Network E-mail from Sue Emery, Chair Poulton-with-Fearnhead Parish Council, seeking comparative information to inform a recruitment matter – 15/03/24
13. Website enquiry form from resident, WR, seeking information about the Council's expenditure plans for 2024/25 in the light of her Council Tax bill – 18/03/24
14. E-mail from Paul Davies, Senior Associate Solicitor, Stephensons LLP, enquiring if further work was required in relation to the Council's discussions with Winwick CE Primary School about car parking - 20/03/24
15. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs Ltd – notice boards and signs
 - Flooring Contracts Ltd – wooden floor renovation
 - Proludic Ltd – outdoor fitness equipment
 - The Parsh Notice Board Company – notice boards
 - Sutcliffe Play – outdoor play equipment
 - Wefindanylearner – training courses

Up to date as at 20/03/24

Winwick Parish Council

Planning Matters since 27 February 2024

General Correspondence (1)

1. E-mail dated 7 March 2024 from Steve Hunter, Warrington Borough Council, in response to a request for clarification about the traffic mitigation measures included in the Parkside planning approvals. **(See Appendix 1)**

Domestic Planning Applications (1)

2. Application No: 2024/00339/FULH - Full Planning - Householder (Householder Development)
Location: 46 Faringdon Road, Winwick, Warrington, WA2 8NE
Proposal: Demolition of detached single garage, construction of detached single garage. Resubmission of 2023/01484/FULH reduced to single width

Non-Domestic Planning Applications (4)

3. Application No: 2024/00237/NMA - Non-Material Amendment
Location: Land At Peel Hall; Land South Of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington,
Proposal: Proposed amendment to the wording of Condition 27 (Fencing) on previously approved application 2016/28492 (Mixed use development) to allow for Heras fencing to be used
4. Application No: 2024/00161/FULM - Full Planning (Major) – Amendments now received
Location: Next, Next Calver Park Road, Winwick, Warrington, WA2 8RB
Proposal: Provision of additional car parking spaces and formation of new HGV and car park access
5. Application No: 2024/00262/TPO – Tree Preservation Order
Location: MerseyCare NHS Foundation Trust, Hollins Park Hospital Hollins Lane, Winwick, Warrington, WA2 8WA
Proposal: Proposed fell of x5 trees
6. Application No: 2024/00295/DISCON - Discharge of Condition
Location: Vacant Land at The End of Mill Lane Houghton Green, Warrington, WA2 0SU
Proposal: Discharge of condition 8 (Electric vehicle charging points) , Condition 9 (Cycle parking), Condition 12 (Acoustics) and Condition 28 (works within easement) on previously approved application 2021/39462 (Residential development)

Up to date as at 20/03/24

**Extract from an e-mail from Warrington Borough Council to Winwick Parish Council
Dated 7 March 2024**

As you may be aware the two separate planning applications related to the Parkside development (Parkside Phase 1 & Parkside Link Road) were received by the Council in 2018 and following a Public Inquiry in January 2021 were both granted planning permission. Parkside Phase 1 was considered as a stand-alone proposal i.e. without considering the Link Road (which at the time was not a committed scheme) and as such mitigation improvements at junctions along the A49 corridor were secured by condition.

Notwithstanding this, it is the applicant's right to apply to vary or remove any planning condition attached to their planning consent; such an application would be submitted to St Helens Council as the Local Planning Authority but Warrington, as Highway Authority, would be a key consultee in the process.

It is logical that the availability of the Link Road; creating a new corridor between the A49 Newton Road-Winwick Road, the A573 Parkside Road-Golborne Road and the A579 Winwick Lane and linking to M6 J22, will reduce Phase 1 traffic along the A49 given the new route choice – however it clearly still will be used by a proportion of traffic travelling to and from the development.

Further to this it is considered that the A49 network is still a congested part of the network that is sensitive to any fluctuations in traffic flow and WBC would expect any application to vary or remove requirements to implement mitigation improvement to be accompanied by robust modelling analysis to identify any impacts on the A49 corridor and the wider transport network.

These points have been made very clearly by colleagues to the applicant of the Parkside Phase 1 development. As it stands, we are awaiting information from them as to if – much more likely when - they intend to apply to vary the conditions due to the presence of the link road and what evidence they will be using to demonstrate a reduced traffic impact on the A49 through Winwick.

In terms of updates given to the local community Mark Tune and myself attended a meeting with Winwick residents organised by Cllr Mitchell last year (there were around 30-40 attendees for what was a well-received meeting given the difficulty of some of their concerns about Parkside and other developments such as the housing development allocated off Golborne Road recently given planning consent and Peel Hall Farm). We updated along the lines of what I have written in this email – we will be very happy to update them further when we have more information as to the timing of any application seeking to vary the conditions. I have asked colleagues to write again to the Parkside Phase 1 applicant to seek an update on their plans and timescales.

I hope that addresses your queries regarding the Parkside traffic mitigation my colleagues and myself would be happy to brief you / the Parish Council further if that would be helpful?

Steve Hunter

Transport for Warrington Service Manager
Environment and Transport Directorate

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The Warrington Borough Council (Reorganisation of Community Governance) Order 2024

Made 7th March 2024 Coming into force in accordance with article 1(2)

Warrington Borough Council (“the council”), in accordance with section 82 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), has undertaken a community governance review and made recommendations dated December 2023:

The council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient:

The council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section.

The council makes the following Order in exercise of the powers conferred by sections 86, 98(3), 98(4), and 240(10) of the 2007 Act.

Citation and commencement

- (1) This Order may be cited as the Warrington Borough Council (Reorganisation of Community Governance) Order 2024.
- (2) Subject to paragraphs (3) and (4) below, this Order comes into force on 1st April 2024.
- (3) Articles 4 to 9 shall come into force on the ordinary day of election of councillors in 2024.
- (4) For the purposes of:
 - (a) this article,
 - (b) proceedings preliminary or relating to the elections of parish councillors for the reconstituted parishes of Winwick and Poulton with Fearnhead including the new parish wards of Cinnamon Brow and Longbarn and Fearnhead to be held on the ordinary day of election of councillors in 2024, and this Order shall come into force on the day after that on which it is made.

Interpretation

1. In this Order—

“borough” means the borough of Warrington;

“existing” means existing on the date this Order is made;

“map” means the map marked “Map referred to in the Warrington Borough Council (Reorganisation of Community Governance) Order 2024” and deposited in accordance with section 96(4) of the 2007 Act: and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;

“ordinary day of election of councillors” has the meaning given by section 37 of the Representation of the People Act 1983; and

“registration officer” means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

Effect of Order

2. This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

Alteration of parish areas and the areas of parish wards

3. (1) The area hatched in black and designated as “A” on the map shall cease to be part of the parish of Winwick and the Houghton Green ward of that parish (polling districts NTE and NTE/1) and shall become part of the parish of Poulton with Fearnhead and merged with polling district NTA in the Poulton with Fearnhead Parish Council area shown on the map to create a new Parish Ward for Poulton with Fearnhead and to amend the boundaries of the existing Parish Ward of Longbarn, Fearnhead and Cinnamon Brow by the removal of polling district NTA into the new Parish ward.

(2) The Houghton Green Ward of Winwick Parish Council shall be abolished.

(3) The name of the Parish Ward transferred to Poulton with Fearnhead shall be “Cinnamon Brow”

(4) The name of the Parish Ward created from the remaining part of the Longbarn, Fearnhead and Cinnamon Brow Parish Ward shall be “ Longbarn and Fearnhead.

Elections for the parishes of Winwick and Poulton with Fearnhead [Parish elections]

4. (1) The elections of all parish councillors for the parishes of Winwick and Poulton with Fearnhead shall be held simultaneously on the ordinary day of election of councillors in 2024 and thereafter every four years.

(2) The term of office of every parish councillor elected on the ordinary day of election of councillors in 2024 for the parishes of Winwick and Poulton with Fearnhead shall be four years.

(3) Where any provision of an Order made before the making of this Order requires an election of parish councillors for a parish mentioned above to be held on a date other than that for which this Order provides, it shall cease to have effect to that extent.

Number of parish councillors for the parish of Winwick

5. The number of councillors to be elected for the Parish of Winwick shall be six (6), three (3) for the Parish Ward of Winwick and three (3) for the Parish Ward of Peel Hall.

Number of parish councillors for the parish of Poulton with Fearnhead

6. The number of councillors to be elected for the Parish of Poulton with Fearnhead shall be sixteen (16), two (2) for the Parish Ward of Blackbrook, four (4) for the Parish Ward of Bruche, four (4) for the Parish Ward of Cinnamon Brow, five (5) for the Parish Ward of Longbarn and Fearnhead and one (1) for the Parish Ward of Paddington.

Electoral register

7. The registration officer for the borough shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequence of, this Order.

Transfer of property, rights and liabilities

8. The land, property, rights and liabilities of Winwick Parish Council which relate to the transferred area shall transfer from the Winwick Parish Council to the Poulton with Fearnhead

Parish Council on the 1st April 2024 in accordance with Regulation 7 of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

Order date

9. 1st April 2024 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.
-

Sealed with the seal of the council on the 7th day of March 2024

The Common Seal of WARRINGTON BOROUGH COUNCIL
Was hereunto affixed in the presence of:-

Paul Clisby

Authorised Signatory

PAUL CLISBY
LEGAL SERVICES MANAGER (CORPORATE)



EXPLANATORY NOTE

(This note is not part of the Order)

This Order gives effect to recommendations made by Warrington Borough Council for the alteration of the areas of the parishes of Winwick and Poulton with Fearnhead

The parishes of Winwick and Poulton with Fearnhead will be altered with effect from 1 April 2024. The electoral arrangements apply in respect of parish elections to be held on and after the ordinary day of election of councillors in 2024.

Article 5 provides for parish elections in the parishes of Winwick and Poulton with Fearnhead in 2024, and then to continue according to the established system of parish elections every four years.

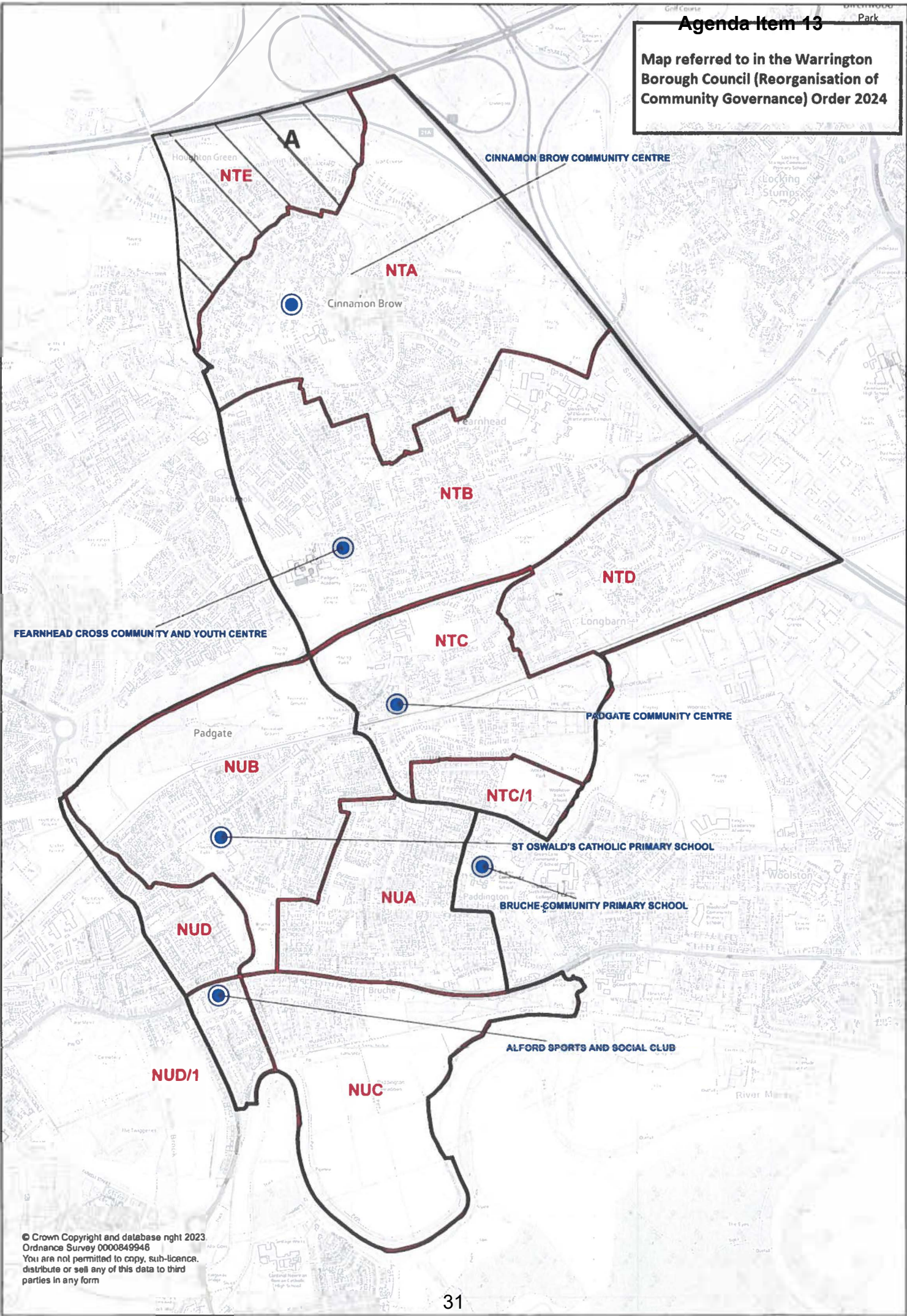
Articles 6 and 7 specifies the numbers of parish councillors for the new parishes of Winwick and Poulton with Fearnhead.

Articles 4, 6 and 7 and the map establish the names and areas of the wards of the new parishes of Winwick and Poulton with Fearnhead and the numbers of councillors for each ward.

Article 8 obliges the Electoral Registration Officer to make any necessary amendments to the electoral register to reflect the new electoral arrangements.

The map defined in article 2 shows the amended wards of the parish of Poulton with Fearnhead. It is available, at all reasonable times, at the offices of Warrington Borough Council.

Map referred to in the Warrington Borough Council (Reorganisation of Community Governance) Order 2024



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Section 5: Electoral arrangements

Introduction

147. The purpose of a review undertaken by a principal council, or a petition from the electorate, is likely primarily to concern the administrative boundaries of a new or existing parish. As discussed earlier (Chapter 2), this might be in the light of growth from within an existing parish or a locally identified need for a new form of community governance. However, in addition to these primary concerns, principal authorities will also need to consider the governance of new or altered parishes. The principal council must have regard to the need for community governance within the area under review to reflect the identities and interests of the community in that area, and to ensure that the governance is effective and convenient. Further information on electoral arrangements is available from the LGBCE's website www.LGBCE.org.uk

What are electoral arrangements?

148. Electoral arrangements in relation to an existing or proposed parish council are defined in the 2007 Act and are explained in detail below:
- a) ordinary year of election – the year in which ordinary elections of parish councillors are to be held
 - b) council size – the number of councillors to be elected to the council, or (in the case of a common council) the number of councillors to be elected to the council by local electors in each parish
 - c) parish warding – whether the parish should be divided into wards for the purpose of electing councillors. This includes considering the number and boundaries of any such wards, the number of councillors to be elected for any such ward and the name of any such ward

Ordinary year of election

149. Ordinary parish elections are held once every four years with all councillors being elected at the same time. The standard parish electoral cycle is for elections in 2011, 2015 and every four years after 2015, but parish elections may be held in other years so that they can coincide with elections in associated district or London borough wards or county divisions and share costs. For example, all London borough ward elections take place in 2010, 2014 and so on. We would therefore expect parish elections in London to take place in these years.

- 150. New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled parish elections. They can come into force sooner only if the terms of office of sitting parish councillors are cut so that earlier parish elections may be held for terms of office which depend on whether the parish is to return to its normal year of election.
- 151. For example, a parish that had elections in 2007 could wait until its next scheduled elections in 2011 for new parish wards to come into force. Alternatively, the new parish wards could have come into force at elections in 2009 if the terms of office of the councillors elected in 2007 were cut to two years. If the elections in 2009 were for two-year terms of office then the parish council could return to its normal electoral cycle in 2011.
- 152. Alternatively, if new or revised parish electoral arrangements are to be implemented in the third year of sitting councillors' term of office, provision can be made to cut short the term of office of existing councillors to three years. Elections could then take place with all councillors serving a five-year term of office, enabling the parish to return to its normal year of election.

Council size

- 153. Council size is the term used to describe the number of councillors to be elected to the whole council. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.
- 154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.
- 155. The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was

conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

- 156.** In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.
- 157.** Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.

Parish warding

- 158.** Parish warding should be considered as part of a community governance review. Parish warding is the division of a parish into wards for the purpose of electing councillors. This includes the number and boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.
- 159.** In considering whether or not a parish should be divided into wards, the 2007 Act requires that consideration be given to whether:
- a) the number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and
 - b) it is desirable that any area or areas of the parish should be separately represented
- 160.** Accordingly, principal councils should consider not only the size of the electorate in the area but also the distribution of communities within it. The warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish

encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish. However, each case should be considered on its merits, and on the basis of the information and evidence provided during the course of the review.

- 161. There is likely to be a stronger case for the warding of urban parishes, unless they have particularly low electorates or are based on a particular locality. In urban areas community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identity. Again, principal councils should consider each case on its merits having regard to information and evidence generated during the review. (See also under Chapter 3, paragraphs 54 to 60).

The number and boundaries of parish wards

- 162. In reaching conclusions on the boundaries between parish wards the principal council should take account of community identity and interests in the area, and consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Principal councils should seek views on such matters during the course of a review. They will, however, be mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.
- 163. The principal council should also consider the desirability of parish warding in circumstances where the parish is divided by district or London borough ward and/or county division boundaries. It should be mindful of the provisions of Schedule 2 (electoral change in England: considerations on review) to the Local Democracy, Economic Development and Construction Act 2009 in relation to reviews of district or London borough and county council electoral arrangements. These provide that when the LGBCE is making changes to principal council electoral arrangements, no unwarded parish should be divided by a district or London borough ward or county division boundary, and that no parish ward should be split by such a boundary. While these provisions do not apply to reviews of parish electoral arrangements, the LGBCE believes that, in the interests of effective and convenient local government, they are relevant considerations for principal councils to take into account when undertaking community governance reviews. For example, if a principal council chooses to establish a new parish in an area which is covered by two or more district or London borough wards or county division boundaries it may also wish to consider the merit of putting

parish warding in place to reflect that ward and/or division.

- 164.** When considering parish ward boundaries principal councils should ensure they consider the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries.

The number of councillors to be elected for parish wards

- 165.** If a principal council decides that a parish should be warded, it should give consideration to the levels of representation between each ward. That is to say, the number of councillors to be elected from each ward and the number of electors they represent.
- 166.** It is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors. There is no provision in legislation that each parish councillor should represent, as nearly as may be, the same number of electors. However, the LGBCE believes it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards. Such variations could make it difficult, in workload terms, for councillors to adequately represent the interests of residents. There is also a risk that where one or more wards of a parish are over-represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council.
- 167.** The LGBCE offers no specific guidelines for what might constitute significant differences in levels of representation; each case will need to be considered on its merits. Principal councils should be mindful that, for the most part, parish wards are likely to be significantly smaller than district or London borough wards. As a consequence, imbalances expressed in percentage terms may be misleading, disguising the fact that high variations between the number of electors per councillor could be caused by only a few dozen electors.
- 168.** Where a community governance review recommends that two or more parishes should be grouped under a common parish council, then the principal council must take into account the same considerations when considering the number of councillors to be elected by each parish within the group.

Names of parish wards

169. In considering the names of parish wards, the principal council should give some thought to existing local or historic places so that, where appropriate, these are reflected and there should be a presumption in favour of ward names proposed by local interested parties.

Electorate forecasts

170. When considering the electoral arrangements for a parish, whether it is warded or not, the principal council must also consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. The most recent electoral register should be used to gain an accurate figure for the existing electorate. Planning assumptions and likely growth within the area, based on planning permissions granted, local plans or, where they are in place, local development frameworks should be used to project an accurate five year electorate forecast. This ensures that the review does not simply reflect a single moment but takes account of expected population movements in the short- to medium-term.
171. Electorate forecasts should be made available to all interested parties as early as possible in the review process, ideally before the formal commencement of the review so that they are available to all who may wish to make representations.

Consent/protected electoral arrangements

172. If, as part of a community governance review, a principal council wishes to alter the electoral arrangements for a parish whose existing electoral arrangements were put in place within the previous five years by an order made either by the Secretary of State, the Electoral Commission, or the LGBCE, the consent of the LGBCE is required. This includes proposals to change the names of parish wards.
173. The principal council must write to the LGBCE detailing its proposal and requesting consent. The LGBCE will consider the request and will seek to ensure that the proposals do not conflict with the original recommendations of the electoral review, and that they are fair and reasonable.
174. Where a request for consent is made to the LGBCE, it will expect to receive evidence that the principal council has consulted with electors in the relevant parish(es) as part of the community governance review and will wish to receive details of the outcome of that review.
175. For changes to the number or boundaries of parish wards, the

principal council will also need to provide the LGBCE with an existing and five-year forecast of electors in the parish(es) affected. Five-year forecasts should be accurate from the day that the review began.

Both existing and forecast figures should be provided for the existing parish (and parish wards where relevant) and the proposed parish (and parish wards where relevant).

176. If the LGBCE consents to the changes it will inform the principal council which can then implement the proposed changes by local order. No LGBCE order is required. Conversely, if the LGBCE declines to give consent, no local order may be made by the local authority until the five-year period has expired.

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Guidance on councillor numbers

National Association of Local Councils (NALC)

NALC published guidance in 1988 on the suggested number of parish councillors to be allocated depending on the size of the population being represented.¹ NALC recommended a council of no more than the legal minimum of five members is inconveniently small and it considers the practical minimum should be seven. It considered local council business does not usually require a large body of councillors, and business convenience makes it appropriate to suggest the practical maximum should be 25. The point that “the conduct of parish council business does not usually require a large body of councillors” is reiterated by the government.²

Within those minimum and maximum limits, the following allocations were recommended by NALC:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	over 23,000	25
9,000	16		

However, in rural authorities with sparsity of population, even this table may not be appropriate.

¹ Paragraphs 154 and 155, [DCLG and LGBCE Guidance on community governance reviews](#); NALC, Circular 1126 / 1988

² Paragraph 157, [DCLG and LGBCE Guidance on community governance reviews](#)

Aston Business School

The Aston Business School also conducted research that was published in 1992 showing the then levels of representation.³ It is likely these levels have not greatly changed in the intervening years.

Electors	Councillors
< 500	5-8
501-2,500	6-12
2,501-10,000	9-16
10,001-20,000	13-27
> 20,000	13-31

³ Tricker, M. et.al., *Roles and Activities of Parish and Town Councils in England* (London, HMSO, 1993)

Winwick Parish - Management Committee 12 March 2024

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

Also In Attendance: Councillor A Griffiths

There was one member of the public in attendance.

WPMC 33 Apologies

There were no apologies for absence submitted.

WPMC 34 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 35 Minutes

In response to a question about Minute WPMC 28 - Action List (Development at Golborne Road), Councillor Herron reported that he not yet received any information from Paul McMahon in connection with a possible bid for s.106 funding. He undertook to chase up the matter.

Decision – That the Minutes of the meeting held on 9 January 2024 be agreed as a correct record.

WPMC 36 Action List

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

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

Regarding Action 1 – s106 Funding, the Chair indicate that he hoped to have some project information in time for the next meeting of the Council. Clare Hinkins, Operations and Finance Officer, added that she hoped to be able to obtain some quotes for the showers shortly. The Chair commented that there was a need to keep up momentum on this matter. Councillor Warnock-Smith asked if it would be possible to provide fully costed proposals in time for the next Council meeting. The Chair confirmed that speed was important, as there was only a 6 months' window to access the funding.

In respect of Action 2 – Electoral Arrangements, the Chair reported that he had spoken to Mick Styne, Association of Electoral Administrators (AEA) Consultant, at Warrington Borough Council. He had indicated that there would be 3 seats allocated to each parish ward, ie. 6 councillors overall, not

10.

Councillor Warnock-Smith commented that this appeared to be at odds with the Working Group recommendations, which had indicated that Winwick should have the 'same number of councillors'. Councillor Iddon expressed concern at the decision, which appeared not to have taken into account the Parish Council's long-held views that Local Government Boundary Commission for England had made an error in its allocation of seats at the previous boundary review and that a parity of seats across the two remaining wards following the recent Community Governance Review would not be representative of the numbers of residents in the Winwick ward. The Clerk reported that the Notice of Elections was due to be published this week, allowing no time to challenge this outcome. Councillor Griffiths confirmed that the notice had in fact been published on 11 March 2024. Councillor Iddon was strongly of the opinion that the new electoral arrangements would not work.

The Chair reminded members that the Council had discussed two different models as possible outcomes of the Review. However, both of these models had envisaged retaining 10 councillors for the area. Councillor McGinn asked if the Council had a right to complain and ask for a further Review. However, it was believed that any further changes could not be implemented for 4 years.

The following on-going matter was also raised:

Newsletter

The Chair indicated the following suggestions for inclusion in the next edition of the newsletter:

- precept information;
- beer festival dates;
- prevention of dog fouling; and
- local advertisements.

Mrs Hinkins undertook to chase up potential advertisers. She asked whether the newsletter should be distributed to Houghton Green. Members agreed that this would still be appropriate, particularly as there were potential customers for the Leisure Centre in the Cinnamon Brow area. Councillor McGinn indicated that he would be prepared to continue to deliver newsletters in that area, even after the boundary changes had taken place. Mrs Hinkins considered that it might be possible to split the newsletter, so that information on the Leisure Centre activities could be distributed separately from the general Paish information.

The Chair noted that the inclusion of information to discourage dog fouling would help to address the request made by a member of the public reported at the last Council meeting. It was acknowledged that the pavements close to the Playing Fields were covered in dog mess. Councillor Iddon commented

that the problem generally tended to worsen in winter, as irresponsible dog walkers were less conspicuous in the hours of darkness.

Bus Shelters

Councillor Griffiths confirmed that he had sent a photograph of the bus shelter referred to at the last Council meeting to the Operations and Finance Officer. Mrs Hinkins had not yet seen the communication, as she had been attending to a leak caused by water pooling on the Leisure Centre roof.

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

WPMC 37 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 January 2024. The Committee were now provided with a report which showed the financial position at the Leisure Centre for February 2024.

The February report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years and the details of actual income received. 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	9.69	10.66	8.26	6.54	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at February 2024, using the profile outlined above. February bar sales had

come in at £4.7k below target.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at February 2024, using the profile outlined above. This put the Centre at £13.1k below the target for the year to date. Realistically, the Centre would be unable to meet its year end target as it would need to make approximately £22k on bar sales in March to achieve this. Poor weather and associated low footfall were the main factors contributing to the downturn.

Councillor Iddon enquired why the bar takings for February were significantly below forecast. Mrs Hinkins responded that there had been no large evening party bookings, which had reduced the Saturday bar take, and the regular bar footfall had been impacted by rain. Friday to Saturday bar takings could be between £300 to £600 depending on the number of customers. If a party booking was also taking place the bar takings could be between £1,500 to £2,000. Bookings for March were also low, although April looked more promising. Councillor Warnock-Smith asked of there were any bookings over the Easter weekend. Mrs Hinkins indicated that none had been booked to date.

Councillor McGinn asked if room hire prices were published in the newsletter. However, this had not yet been tried. Mr Wharton, Leisure Centre Manager, indicated that room hire for Saturday evening cost £165, which was very competitive. Alternative venues included the Golf Club and Cinnamon Brow Farm Club. The latter was usually busy, but was a smaller venue. The Chair suggested that room hire details should be added to the newsletter and more use made of the Centre's Facebook page.

Councillor Iddon commented that Newton-le-Willows High Street appeared to be thriving, which gave rise to additional competition. Councillor Warnock-Smith noted that the Euros football was due to take place soon. The Chair indicated that this started on 14 June, with the first England match on 20 June 2024. Mr Wharton commented that all rooms could be used for these matches. Councillor Iddon indicated that it might be difficult to compete with the Mill House pub, which excelled in providing sports coverage.

Councillor Iddon asked how the recent Cliff Night had gone. Mrs Hinkins responded that the event (on the same night as the break-in) had been fairly successful, with 60 tickets sold. On reflection the event had probably been held a little too early in February to be a sell-out.

The Chair indicated that there was the charity quiz night in April to look forward to. Mrs Hinkins added that the Cheshire Majorettes event was due to be held on 28 April, with the local majorettes group event due to take place in May. Rooms had also been hired for the elections in May. There was a charge for use of the room for elections, but overall the Parish Council paid back more to the Borough Council in other elections costs.

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	4.69	6.82	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at February 2024, using the profile outlined above.

The table showed that room hires for February were £2.5k above target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at February 2024, using the profile outlined above. The position continued to show improvement and was now only £176.29 behind the year to date target. Income for March might also be boosted by anticipated bookings from bands.

Key Performance Indicators (Field Income)

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

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	2.45	0.00	6.26	5.87	3.42	0.00	2.35	1.96	0.98	74.36	0.98	1.37
Feet (£s)	156.8	0.00	400.6	375.7	219.2	0.00	150.3	125.24	62.6	4,759.3	62.6	87.7
Actual (£s)	440.0	492.5	85.00	315.0	320.0	190.0	80.0	70.00	0.00	4,230.0	0.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at February 2024, using the profile outlined above. The field hire was £62.62 behind the target for the month.

Football had been cancelled during February due to rain-soaked pitches. The teams would try to fit their matches into March, but there might be some overspill into April and May. Mr Wharton added that there were other bookings at that time, making it difficult to fit in any football matches. The Chair had previously spoken to Paul McMahon about the proposed pitch improvements. The pitches at the bottom of the field were particularly vulnerable to wet conditions. There was also a need to fill up the sand buckets to repair damage caused by rabbit holes.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at February 2024, using the profile outlined above. This showed the year to date figure below target by £89.93.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of February showed an average of 5.6 cups per day sold and income of £381.90. This was 11.2 cups per day less than the figure for last year. This was largely due to the persistent rain making the pitches unusable for the football teams.

Additional Income

- Insurance Income - £4,117.83

Updates on Repairs

Cost-saving light sensors were planned be installed in the Radley Suite kitchen and toilet areas. However, this project had been put on hold until the new financial year

Additional Items

(a) BT Bills

The Operations and Finance Officer had queried BT bills which appeared to indicate that the Centre was being overcharged. BT had now agreed to credit the Council for the overcharges.

(b) Credit Card Reader

The card reader contract had been finalised and would result in reduced fees being charged. There was a potential annual saving of around £1,154.40. The new handsets would cost slightly more, but the percentage for transaction charges was less. The money arrived in the Council's account within one day of the transaction taking place.

The old card reader contract would be terminated. A quote had been received from Barclaycard only after the new contract had been signed.

Payments

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

Payments Leisure Centre		
04Mar2024	£129.60	Clear Brew
04Mar2024	£1,100.22	T&JT Barton
27Feb2024	£44.40	Easyflow
26Feb2024	£240.00	Rapid secure
26Feb2024	£118.74	ST Helens MBC
26Feb2024	£1,113.31	T&JT Barton
26Feb2024	£304.10	Water Plus Limited
Payments Parish		
04Mar2024	£228.00	Protive security
04Mar2024	£293.04	Wicksteed Leisure
27Feb2024	£1,109.00	Winwick.org
26Feb2024	£270.00	Styles and co
Direct debits Leisure Centre		
29Feb2024	£863.00	WBC
20Feb2024	£1,897.08	BRITISH GAS
20Feb2024	£419.54	BAGNALL & MORRIS
Direct debits Parish		

The Chair queried the reason for a payment to St Helens Metropolitan Borough Council. Mrs Hinkins agreed to report this matter in Part 2 of the meeting.

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 January 2024.

WPMC 38 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 39 Community and Leisure Centre Update Report

(a) Debtors

Members considered a report on debtors, both private and public sector. One outstanding debt over 90 days had now been paid.

There were two debts for invoices in the range 30-89 days outstanding from a single organisation. A conversation had taken place yesterday with the debtor and payment was expected very shortly.

Decision – To note the report on debtors.

(b) Leisure Centre/Council Finances

Mrs Hinkins reported on the Council's cashflow position. At this time, an estimate of the Council's year end finances had not been prepared. However, the Council would need to ensure it had sufficient funds in place to last until mid-May when the Precept income was due to be received. In the interim, the Council would need to be careful around any expenditure and the timing of its payments to suppliers.

Councillor Griffiths enquired if there had been any further news from the Winwick Educational Foundation. The Chair and officers reported that any proceeds from the winding up of the charity were likely to take years to materialise.

Councillor McGinn asked about possible use of the Millennium Fund. The Clerk reported that this could be wound up or, with the approval of the trustees, could provide an interest free loan to the Council for a short period. Councillor Iddon suggested that if the fund was to be wound up, the money should be used for a specific project, or projects. It had been set up in good faith to make small educational or other grants using the interest from the capital at a time of high interested rates. Councillor Griffiths suggested that the Council draw up a list of projects that it wished to undertake to assist in programming and funding any works. Councillor McGinn considered that the existence of the fund should be better publicised if it were to be retained.

Decision – To note the report on finances.

(c) Access Road

Members were informed that a draft licence agreement had been received by the Chair of the Council in connection with use of the access road. Members noted the proposed increase in the annual charge. The Clerk undertook to send a copy of the existing agreement to the Chair of the Committee for comparison purposes. The matter had come to the fore as a result of the negotiations undertaken some time ago about the possible provision of land for a school car park. In the future, the Council might also wish to charge the school for use of the playing fields. Members and officers noted that it was be important to continue a dialogue with Warrington CE Educational Trust to ensure a positive outcome for all parties.

Decision – To note the report on the Access Road.

WPMC 40 Employee Matters

Decision – To note that the payment to St Helens MBC reported at Minute 37 – Payments, relates to a personal staffing matter.