

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
Julian Joinson
Tel: 07818 066549

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

14 June 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, 25 June 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 Annual Meeting of the Council held on 14 May 2024.

- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**
- 6. Written Motions Received**

- 7. Police / Community Issues**
- 8. Correspondence**
- 9. Planning Matters**
- 10. Finance Officer's Report**
- 11. Annual Internal Audit Report 2023/24**
- 12. Location and Rotation of Speed Indicator Device**
- 13. Ward Reports / Updates**
 - Peel Hall Ward
(Councillors A Griffiths, T Murray and M Steen)
 - Winwick Ward
(Councillors J Herron, E Lavender and S Mann)
- 14. Appointment of Representative to Winwick Educational Foundation**
- 15. Date and Time of Next Meeting**
 - Tuesday 23 July 2024, at 7,00pm
- 16. 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.

- 17. Finance Officer's / Clerk's Report – Confidential Matters**

Winwick Parish Council
Minutes of the Annual Meeting held on 14 May 2024

Present: Councillors J Herron (Chair), E Lavender, S Mann, T Murray and M Steen

WPC.1 Election of Chair

Nominations were sought for the Chair for 2024/25. The nomination of Councillor James Herron was moved and seconded. No alternative nomination was received.

Decision – That Councillor J Herron be appointed Chair of the Parish Council for the Municipal Year 2024/25.

Councillor Herron thereupon signed the declaration of acceptance of office of chairman, then took the Chair.

WPC.2 Election of Vice-Chair

Nominations were sought for the position of Vice-Chair for 2024/25. The nomination of Councillor Andy Griffiths was moved and seconded in his absence. No alternative nomination was received.

Decision – That Councillor A Griffiths be appointed Vice-Chair of the Parish Council for the Municipal Year 2024/25.

WPC.3 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor A Griffiths.

WPC.4 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.5 Re-adoption of Winwick Parish Council Code of Conduct

Members were informed that a revised Model Code of Conduct had been published by the Local Government Association in 2020. Warrington Borough Council had subsequently updated its own Code in the light of these changes. This Council had received a report in 2023 setting out the advantages and disadvantages of adopting the revised Model Code. At that time, Members had determined not to change the existing Code, as it was considered to be simpler to understand and proportionate.

Members were invited to readopt the existing Code as attached

Decision – That the existing Code of Conduct be re-adopted.

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

Members were reminded that the Parish Council had previously adopted numerous governance and operational procedures. It remained good practice to review the policies on an annual basis. Key governance documents comprised the following:

- Standing Orders;
- Scheme of Delegation to Officers;
- Complaints Procedure;
- CCTV Policy and Leisure Centre Operational CCTV Policy;
- National Training Strategy for Town and Parish Councils – Being a Good Employer;
- ACAS Discipline and Grievances at Work Guide;
- Warrington Borough Council Discipline Policy (to provide detail and context in support of the ACAS document, as appropriate);
- Data Protection Policy; and
- Privacy Notice.

A folder containing the relevant policies was available at the meeting.

Members were informed that the Council currently operated under the National Association of Local Councils (NALC) Standing Orders – 2010 edition – which had been adopted on 24 September 2013 and last re-adopted on 23 May 2023. However, sections of that document in relation to the ‘power of wellbeing’ and contracts were now out of date.

A revised edition had been published by NALC in 2013, in their booklet ‘Local Councils Explained’ and had been revised again in April 2018. The Council, at its meeting on 23 April 2019, had recommended that the latest version be purchased and adopted by the Council. The Model Standing Orders included a number of sections which were subject to local choice. These would be populated in line with the terms of the existing Standing Orders, in so far as was possible. Where there was ambiguity, it was recommended that this be delegated to the Clerk to complete the document, in consultation with the Chair, and to report back on the final draft at a future meeting of the Council. The existing Standing Orders should remain in place until this was completed.

The Council was invited to re-adopt the documents described in the report.

Councillor Mann asked if a copy of the documents could be placed on deposit at the Leisure Centre for Members to view.

Decision -

- (1) 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.
- (2) To note and re-adopt the following policy documents:

- National Association Local Councils Standing Orders: 2010 Edition – as adopted on 24 September 2013 and last re-adopted on 23 May 2023, until the implementation of the 2018 Edition at (1) above.
 - Scheme of Delegation to Officers, as re-adopted on 23 May 2023.
 - Complaints Procedure – as re-adopted 23 May 2023.
 - CCTV Policy – as re-adopted on 23 May 2023.
 - Leisure Centre Operational CCTV Policy – Implemented by Leisure Centre Manager on 4 April 2015, endorsed by the Council on 17 May 2016 and re-adopted on 23 May 2023.
 - National Association of Local Councils 'Being a Good Employer Guide' – as re-adopted on 23 May 2023.
 - ACAS Procedures for dealing with employee discipline and grievance matters – as re-adopted on 23 May 2023.
 - Warrington Borough Council discipline policy – as readopted on 23 May 2023
 - Data Protection Policy – as adopted on 23 May 2023
 - Privacy Notice – as adopted on 23 May 2023.
- (3) To request that the Clerk provide a folder of the various policy documents on deposit at Winwick Leisure Centre.

WPC.7 Appointments to Committees and Sub-Groups

Members were asked to consider re-establishing a number of Committees and Sub-Groups and also to consider the appointments to those bodies.

There was a presumption that, where possible, Committees would include the Chair and / or Vice-Chair, as appropriate. The frequency of meetings and terms of reference for each Committee would normally be agreed at the first meeting of each Committee.

Meetings of the Management Committee were currently scheduled to take place on alternate months, arranged on the second Tuesday of the month. Members considered that the frequency of meetings should be increased to every month (excluding August and December) until the Centre's financial position had stabilised.

The Grievance and Staffing Appeals Committees would normally be chaired by the Chair and Deputy Chair of the Council respectively to ensure that any evidence would be considered afresh.

The Housing and Development Group had been established to look at large scale developments in the area, but had not in fact met as, in practice, these matters had been discussed at full Council meetings. The advantage of retaining the Working Group was that Members could discuss issues quickly and informally before presenting the Council's views in the public arena.

Councillor Mann asked of the Council could set up other committees and working groups, as necessary. Julian Joinson, Clerk, indicated that this was within its powers.

Decision –

- (1) To re-establish the following Committees/Sub-Groups for 2024/25 with the Terms of Reference as set out in the detailed report:-
 - Management Committee (all 6 Members);
 - Grievance Committee (3 selected from all 6 Members);
 - Staffing Appeals Committee (3 selected from all 6 Members);
 - Housing and Development Group (all 6 Members).
- (2) To authorise the Clerk to select appointees to individual meetings of the Grievance and Staffing Appeals Committees, as necessary, in accordance with the recommendations in the report and following consultation with the Chair of the Council.
- (3) To hold the next meeting of the Management Committee on Tuesday 11 June at 7.30pm in the Leisure Centre and on successive second Tuesdays of the month (except August and December) until further notice.
- (4) To agree to Councillor M Steen being appointed as Chair of the Housing and Development Group, but not to set a programme of meeting dates at this time until Members had had an opportunity to assess the Council's priorities.

WPC.8 Appointments to Outside Bodies and Other Positions of Responsibility

Members were asked to consider the appointment of persons to serve on behalf of the Parish Council on a number of outside bodies or in other positions of responsibility.

Rights of Way Forum

One representative was required from the Parish Council. Councillor Andy Griffiths had been appointed to undertake this role on 27 February 2024 and it was understood that he would wish to continue in that position.

Millennium Fund Trustees

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

existing Trustees had not sought re-election and, accordingly, three new councillors should be appointed.

The original community representative had resigned as a Trustee with effect from 28 June 2022. This seat had then filled by Councillor Griffiths prior to his appointment as a councillor. Accordingly, a new community representative should now be sought. Councillor Mann indicated that the first task of the new trustees should be to understand the purpose of the fund.

Winwick Educational Foundation

One representative was required from the Parish Council. The Parish Council at its meeting on 23 May 2023 had agreed to endorse the on-going appointment of (former councillor) Mr Mike Matthews to this role, in view of his knowledge and experience of the Foundation's circumstances. Mr Matthews had earlier today indicated that he would be happy to continue in this role.

Decision –

- (1) To reappoint Councillor Griffiths to the Public Rights of Way Forum.
- (2) In respect of the Millennium Fund:
 - (a) to appoint Councillors Griffiths, Murray and Mann as the Council's trustees until May 2028;
 - (b) to request the Clerk to place an advertisement on the Council's website for a community representative trustee.
- (3) To defer the appointment of a representative to the Winwick Educational Foundation until the next meeting of the Council.

WPC.9 **Minutes**

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

WPC.10 **Updates on Issues from Previous Meetings**

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions had been completed or were progressing, although a small number of outstanding matters still remained.

On the matter of Action 5 – Myddleton Lane Traffic Management Scheme, Mrs Hinkins undertook to follow up this matter with (former councillor) Cathy Mithchell. The Chair indicated that an agreed scheme would need to be in place should sufficient funding be available to go ahead with the project. The Clerk reminded Members that Warrington Borough Council officers had been reluctant to carry out further public consultation due to the risk of raising expectations of an early start date.

In respect of Action 9 – Definitive Map, the Clerk reported that the Public Rights of Way Officer had previously indicated that existing rights of way were shown on the Borough Council's interactive mapping system, which was accessible to the public. The resident who had raised this matter was seeking visual information for lecterns to display footpath routes. In general, it was felt that a simplified or stylised drawing of individual routes might be easier for walkers to understand.

In connection with Action 12 – Golborne Road Housing Development, the Clerk confirmed that he had now written to Belway Homes to put on record the Council's intention to apply to make use of s.106 monies. Councillor Steen commented that there might have been a change of developer for the Golborne Road housing site. Any s.106 agreement needed to be signed by the developer.

Regarding Action 17 – s.106 Process – the Clerk read aloud a response from Niki Gallagher, Development Manager, Warrington Borough Council, which stated the following:

“There is no funding bid process for S106 money. The Council need to identify relevant sites in accordance with criteria and is able to pool resources if available.

Your suggestions should be sent to devcontrol (copied) for the attention of Liz Snead – we will keep this on file for future consideration – and Dave Cotterill, who oversees planning consultation on these matters from the Council's parks and playspace perspective. No decision is imminent on the use of funding at this time however.”

Councillor Mann considered that the reply was at odds with the discussion which had taken place at the Development Management Committee, which had outlined the s106 funds being sought and had highlighted Winwick Leisure Centre as a potential recipient of funding. However, he noted that those discussions had not been formally minuted by the Borough Council. Councillor Mann suggested that the response be forwarded to him and other ward councillors for the Borough, so that they might pursue the matter further. He also suggested that any communications should include the Council's views on developments at Peel Hall and Mill Lane. The Council's position could be discussed further by the Housing and Development Group.

In respect of Action 20 – Grass Cutting, Mrs Hinkins confirmed that the advisory letter would be sent out shortly.

On a general point, Members asked if it would be possible to project the Agenda content onto a screen in the Countryside Suite, so that Members of the public in attendance could view the details of the items being discussed. This should improve access to information by the public at meetings. Officers agreed to look into this possibility. The Chair noted that full Agendas were available on-line, so this should be relatively straightforward. Councillor Mann would contact Mrs Hinkins direct to discuss any practicalities, including the room layout.

The Chair informed councillors that he had now received a quote for the work to install solar panels on the Leisure Centre roof.

Councillor Lavender asked about the introduction of a 20mph limit on Golborne Road. Councillor Mann undertook to take up this matter in his capacity as a Borough Councillor.

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

WPC.11 Question Time for Electors

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

Golborne Road Housing Development

A resident also raised the question as to whether Belway Homes had withdrawn from the development at Golborne Road and queried whether a new developer was now negotiating with the land owner.

Response: The Council would request the Clerk to write to Warrington Borough Council to enquire if here had been any changes to the developer.

St Oswalds CE Church Steps

A member of the public asked about maintenance of the steps at the Parish Church.

Response: Councillor Mann indicated that this was a Borough Council matter as the land was a closed church yard falling within their remit. He had already raised the issue with Ian Brackenbury, Operations and Commercial Services Manager, Warrington Borough Council.

Parish Notice Boards

A resident asked if the parish notice boards could be kept more up to date. In particular the information on the board at Winwick Park was not current.

Response: The Chair indicated that he had updated some of the information only last week. Members noted that there were 4 notice boards to maintain. 3 were in the Winwick ward and 1 was in the Peel Hall ward. Mrs Hinkins reported that the Exercise of Public Rights Notice (regarding the audit of accounts) was on display in all parish notice boards, although the notice took up a considerable amount of space. The accounts section was not posted in all notice boards, but information was provided on where it could be viewed. The Chair added that efforts would be made to keep the notice boards more up to date.

Quiz Night

A member of the public reminded the Council of the date for the next quiz night, which would be held on Thursday 6 June 2024. He invited all councillors to support the quiz by participating.

Coping Stone Thieves

A resident noted that Cheshire Constabulary had caught the coping stone thieves in Tarporley thanks to intelligence provided by the public. He asked if the stones would be repatriated. It was proposed that the Council write to the Rural Crime Unit to thank them and to invite them to attend future Council meetings on an annual basis.

Response: Councillor Lavender indicated that geologists were examining the recovered stones to determine which sites they were likely to have been stolen from. The Police would then follow up the return of stolen items.

Quickthorn Hedges

A member of the public noted that there had been discussion previously about planting wildflowers. He asked in the Council might consider planting quickthorn around the perimeter of the Myddleton Lane Playing Fields to improve security.

Response: The Chair indicated that he had looked into the possibility of obtaining grant funding for planting. Councillor Murray suggested contacting the Woodland Trust for advice. The Chair undertook to write to the Woodland Trust on this matter. In response to a further question, Councillor Mann indicated that he did not believe that the Mersey Forest included the Winwick area.

Speedwatch

Councillor Mann requested monthly updates on the Speedwatch data. Councillor Lavender reported that PCSO Riger Stevens had confirmed that he was unable to carry out TruCam surveillance on Waterworks Lane because of the angle of the road.

Walkway/Cycleways arising from Parkside Development

A resident asked about details of the walkway and cycleways planned on the new link road arising from the Parkside development.

Response: Councillor Mann indicated that the link road had been approved following agreement with Warrington Borough Council. However, there was a query as to how useful the cycleway would be in this location.

Decision –

- (1) To note the questions raised by residents and responses provided.
- (2) To request the Clerk to write to Warrington Borough Council to enquire if there had been any changes to the developer connected to the proposed housing at Golborne Road.
- (3) To request the Chair to write to PCSO Roger Stevens and the Rural Crime Unit to thank them for their work to apprehend the coping stone thieves and to invite the Rural Crime Unit to attend a future Council

meeting.

WPC.12 Police / Community Issues

A written update had been provided by PCSO Roger Stevens in respect of the Winwick Ward.

Winwick Ward

A summary of incidents was as follows:

Reported burglaries	0
Reported shoplifting	4
Reported Theft from Motor Vehicle	0

The following was also reported:

Points of Note

Regarding the theft of coping stones from the Winwick Park estate, after a member of the public had reported the suspicious behaviour of two people interfering with the wall. Some investigation work had quickly been done by both Beat Team and Roads Crime Unit. The vehicle that the suspicious people where driving was found at a reclamation yard and two people had been arrested by the Rural Crime Team. 700kg of coping stone had been recovered and the geologist would investigate what walls it had been taken from.

Burtonwood Primary School had a severe parking issue on both Green Lane and Phipps Lane that PC Cotterill and PCSO Stevens were looking to address this. Officers had been issuing advice, but intend to start issuing fines to cars parked on the clearway during the hours stated on the clearway signage.

Speed Enforcement Carried Out

Speed enforcement had been carried out Lumber Lane on two occasions with three vehicles travelling above the prescribed speed limit.

Speed enforcement had also been carried out on Hollins Lane with twenty-two vehicles travelling above the prescribed speed limit.

Community Involvement

Weekly police surgeries had been carried out both in the daytime and evening.

Peel Hall Ward

There was no report from newly appointed PCSO Phil Redshaw on this occasion.

Councillor Mann indicated that it would be useful to obtain update reports from the Poplars and Hulme Beat Team. He undertook to send the PCSO's contact details to

the Clerk to enable reminders to be sent prior to each meeting. Mr Joinson indicated that reports had been submitted from both areas in the past, but contact was occasionally lost as Police personnel were redeployed. Members confirmed that they were happy to receive Beat-wide reports, which covered areas outside Winwick Parish.

Councillor Mann noted that off-road bikers remained an issue in the area. Councillor Lavender undertook to take the lead on inviting reports from Neighbourhood Policing officers for each meeting.

Decision – To note comments on Police and community issues.

WPC.13 Correspondence

The following items were reported:-

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 24/04/24, 25/04/24, 29/04/24, 09/05/24(x2) and 10/05/24
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 29 April and 6 and 13 May 2024 – 29/04/24, 06/05/24 and 13/05/24
3. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursdays, 2 and 9 May 2024 – 30/04/24 and 07/05/24
4. E-mail from a resident, MB, seeking to obtain a copy of any documentation relating to the drainage tank on Myddleton Lane Playing Fields adjacent to properties on Falcondale Road – 26/04/24
5. E-mail from PCSO Roger Stevens requesting regular data downloads from the mobile speed indicator device (SID) to enable him to build the case for a code for Myddleton Lane - 26/04/24
6. E-mail from PCSO Roger Stevens about Police action in relation to the theft of coping stones in Winwick. The owners of the wall had not reported the matter yet to the Police, but the PCSO was pursuing this with the assumed owner. The matter had also been reported to the Rural Crime Team who dealt with heritage crime. The PCSO would keep the Council updated as to progress in his monthly reports (Minutes 11 and 12 above refer) – 30/04/24
7. E-mail reminder from Elis Smits, Local Nature Recovery Strategy Program Officer, Cheshire West and Chester Council, about the nature recovery priority workshops being held in connection with the creation of a Local Nature Recovery Strategy to help set targets for biodiversity over the next 10 years – 30/04/24

8. Request from the Michelle Harper, Clerk to Danbury Parish Council, Essex, to complete a survey on local council-run businesses in connection with a dissertation for her degree course – 01/05/24
9. E-mails from a resident in Burtonwood, JW, about damage allegedly caused to his vehicle in connection with the Council's litter picker service. The matter would be referred to the Council's insurers - 05/05/24 and 08/05/24
10. Freedom of Information request from a resident, AH, seeking information about the last time that the Leisure Centre had returned a net annual profit after costs of sales and operational costs. (A reply had been sent). – 05/05/24
11. E-mail from Sam Baxter, Principal Engagement Officer, Office of the Police and Crime Commissioner for Cheshire, asking that posters displaying details of former Commissioner John Dwyer be removed, following the election of Dan Price as PCC on 2 May 2024 – 08/05/24
12. 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
 - Futurform – picnic benches
 - London Hearts – defibrillators
 - MakeMeSomethingSpecial – engraved benches, signs and notice boards
 - Wefindanylearner – training courses
13. E-mail from a resident, RC, about the increase in Council Tax seeking clarification about the reason for the increase and why this was not limited to 5% as per the Borough Council's increase. (The e-mail was read out at the meeting as per the resident's request) – 13/05/24

In connection with Item 9 it was noted that vehicles were often double parked at this location making it tricky for larger vehicles to pass. The driver of the Council's litter vehicle had clipped the rear of a vehicle when passing. Mrs Hinkins reminded Members that the litter picker was employed by Winwick Parish Council, but that Burtonwood and Westbrook Parish Council paid Winwick for his time under a service level agreement. She added that she was currently reviewing the route and frequency of checking of areas. The Chair added that a meeting had taken place recently to discuss the best use of the employee's time.

Regarding Item 13, Members asked the Clerk to use the information as set out in the recent parish newsletter as the basis for the response.

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

WPC.14 Planning Matters

General Correspondence

1. E-mail from Warrington Borough Conci about the re-opening of a focused consultation as a result of further proposed changes to the education requirements of the Planning Obligations Supplementary Planning Document (SPD) following representations received from the Department for Education (DfE). The new consultation would run from Friday 10 May 2024 to 5pm on Friday 7 June 2024. – 10/05/24
2. E-mail from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, about a modification to the Council's Constitution to clarify that a definitive view on whether a Parish or Town Council wished to support or object a proposal would need to be given along with relevant planning reasons within 21 days in order for it to trigger call-in of a matter before the Development Management Committee - 14/05/24

Domestic Planning Applications

3. Application reference: 2024/00593/CLDP - Section 192 Certificate
Location: Stonecroft Newton Road, Winwick, Warrington, WA2 8SA
Proposal: Proposed change of use of garage to home gym and installation of electric gate and pillars

Non-Domestic Planning Applications

Nil

Decision – To note the planning matters submitted to the Parish Council.

WPC.15 Finance Officer's Report

Members considered a number of reports of Clare Hinkins, Operations and Finance Officer, on financial and operational issues, set out below. Ms Jones was in attendance at the meeting to speak to the reports.

A. *Main Finance Report*

Budget Review 2024/25

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council as at 30 April 2024.

In April the Leisure Centre had generated £15.2k of income. This put the Centre at a loss of £4.9k for April. Some savings had started to materialise (electricity had reduced to £594.17) and some were yet to commence (gas use would reduce from May onwards and from July the rates on the standing charge and unit cost would also reduce.

There had been £10.8k of expenditure against the precept in April with some bills unaccounted for, as the report had been issued earlier in the month than usual.

Councillors were advised that the Council had received approximately £7.5 more precept from Warrington Borough Council than had been requested. It was believed that this was a calculation error on the part of the Borough Council. The money would be set aside as it was envisaged that the Borough might seek to recover it once the reason for the overpayment had been ascertained.

Additional Items

1) Trade Waste Items

Confirmation had been received from the current supplier that the Centre could exit the contract either in October 2024 when it ended or terminate early on 1 June 2024 with a buy out fee of £480.24. Confirmation had also been sought as to whether the proposed new supplier (Gaskells) would cover the buy out cost. If not the Centre would still make an approximate saving of £375 on the period.

Councillor Mann indicated that he would seek a discussion at a future meeting about fencing off the bins. The area was currently unsightly and masking the bins would improve the overall appearance of the exterior of the Centre. The kitchen door was a fire door so could not be obstructed. However, the bins would need to be located outside of the car park barrier to enable access out of hours.

Councillor Lavender also raised the issue of the playgroup area which looked untidy. Mrs Hinkins indicated that the items belonged to the playgroup, but they did wish to keep some of them. The Leisure Centre Manager had requested that the playgroup operators move any equipment no longer required. The playgroup was still being invoiced for use of the accommodation and were on site 3 days per week.

2) S.106 Funding Options

Information was still being compiled. Funding request models were now available for the following schemes:

- Improvement to the play areas, including the addition of 3 pieces of adult exercise equipment.

Quotes were being sought for the following project:

- Retrofitting of the shower rooms. However, it was proving difficult to obtain a quote for this work.

Payments made since the Council meeting on 23 April 2024

Payments Leisure Centre		
03May2024	£1,651.65	T&JT Barton
03May2024	£295.90	Water Plus Limited
29April 2024	£125.24	St Helens MBC

29April 2024	£135.00	Winwick.org
29April 2024	£1,913.77	T&JT Barton
23April 2024	£66.60	Easyflow
22April 2024	£129.60	Clear Brew
22April 2024	£884.20	T&JT Barton
Payments Parish		
23April 2024	£270.00	Styles and Co
22April 2024	£3,369.30	Chsh. Pension Fund
Direct Debits Leisure Centre		
30Apr2024	£861.25	WBC
22Apr2024	£339.50	BAGNALL & MORRIS
19Apr2024	£1,337.16	BRITISH GAS
16Apr2024	£28.79	BT GROUP PLC
Direct Debits Parish		
07May2024	£36.00	XERO UK LTD
19Apr2024	£146.36	WORLDPAY
16Apr2024	£114.15"	LLOYDS BANK PLC

B. Leisure Centre Performance Report for April 2024

The Committee were provided with a report which showed the financial position at the Leisure Centre for April 2024. The report would normally have been presented to the Management Committee, but no meeting was planned in May due to the local elections.

The April 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. Bar sales and field Income targets for 2024/25 had been increased from the 2023/24 levels.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales for 2024/25 was £146,000 (up from £135,800 in 2023/24). This had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2024/25 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 (%)	8.52	8.92	8.50	11.27	7.64	9.87	8.85	8.12	8.18	6.75	6.88	6.50
Budget (£1,000s)	12.44	13.02	12.40	16.46	11.16	14.41	12.92	11.85	11.95	9.85	10.04	9.48
Actual (£1,000s)	10.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at April 2024, using the profile outlined above. April bar sales had come in at £2.2k below target. The loss of the Majorettes day had impacted on this month’s earning potential (estimated at £1.5k income loss) and the adverse weather conditions had meant that some nights had underperformed.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at April 2024, using the profile outlined above. At month 1, the significance of this graph was limited, but as the year progressed it would show the trajectory of sales against the overall target.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees for 2024/25 were £60,000 (as in 2023/24), including buffet sales. These had been split across the relevant months by percentage. 2024/25 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 (%)	7.54	10.50	10.32	8.49	5.28	6.92	8.46	9.98	6.92	7.97	9.46	8.15
Budget (£1,000s)	4.53	6.30	6.19	5.09	3.17	4.15	5.08	5.99	4.15	4.78	5.68	4.89
Actual (£1,000s)	4.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Room Lettings Monthly

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

The table showed that room hires for April were £66.67k below target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at April 2024, using the profile outlined above. At month 1, the significance of this graph was limited, but as the year progressed it would show the trajectory of lettings income against the overall target.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees for 2024/25 was £9,000 (up from £6,400 in 2023/24). This had been split across the relevant months by the

expected percentage. 2024/25 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 (%)	4.94	4.31	3.54	5.38	4.33	1.66	1.75	1.49	0.44	70.21	0.44	1.53
Feet (£s)	444.6	387.5	318.7	483.9	389.5	149.5	157.4	133.8	39.34	6,318.7	39.34	137.7
Actual (£s)	187.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at April 2024, using the profile outlined above. The field hire was £257.00 behind the target for the month. This was due to the Centre having to cancel the Majorettes due to adverse weather conditions (£300 income lost plus bar sales)

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at April 2024, using the profile outlined above. At month 1, the significance of this graph was limited, but as the year progressed it would show the trajectory of field income against the overall target.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of April showed an average of 7.9 cups per day sold and income of £584.20.

Additional Income

- Buffet Sales - £323.00

Updates on Repairs

There were no matters to report on this occasion.

Additional Items

(a) Events

The following events were due to take place in May.

- 18 May 2024 – Winwick Athletic Fundraiser
- 26 May 2024 – Majorettes

It was unlikely that these events would be disrupted by the weather. The majorettes were not the same group that previously had its event postponed due to the

waterlogged field. As highlighted previously, the postponement had resulted in the loss of around £1.5k from the bar sales and fields letting.

Payments

The list of payments was included within the Main Finance Report at Section A above.

C. Tasks and Projects

A schedule was provided setting recurring maintenance tasks and minor improvement works, including timescales, together with a list of major projects planned.

D. Speed Indicator Device (SID) Update

Members received a report on the operation of the Speed Indicator Device (SID).

The SID traffic monitor was currently deployed to the east of the bridge tracking vehicles heading onto the Myddleton Lane bridge.

The recent deployment for Myddleton Lane school towards the bridge had provided the following statistics. The deployment had seen a total of 387,402 cars over the 99 day period (15/01/24 – 22/04/24). This equated to approximately 3,913 cars per day utilising this route. The fastest cars travelling this route were in the 60mph range. The percentage breakdown of speed was as set out below:

	Under 20	20	30	40	50	60	70	80	90
00:00-24:00	5.05%	18.21%	64.06%	12.24%	0.42%	0.02%	0.00%	0.00%	0.00%

E. Leisure Centre Overview Report

Members considered a report which set out the background to the operation of the Leisure Centre, including the following:

- Recent financial history;
- Challenges encountered; and
- Areas suggested for improvement.

F. Parish Council Overview Report

Members considered a report which set out the background overarching Parish Council matters, including the following:

- Achievements over the previous 4 years;
- On-going projects requiring completion; and
- Major and minor improvement works.

Decision – To note the Finance Officer’s Main Update Report (including the Budget Review 2024/25, Update Items and Payments Made), the Leisure Centre Performance Report for April 2024, the Schedule of Tasks and Projects, the Speed Indicator Device Update, the Leisure Centre Overview Report and the Parish Council Overview Report.

WPC.16 Ward Reports / Updates

Peel Hall Ward

Councillor Steen raised the matter of the Peel Hall housing development. She indicated that progress had stalled following concerns raised by United Utilities (UU) and by National Highways. It was understood that UU were unhappy with the draining proposals for the first 400 homes and would wish to see a site-wide drainage strategy. More information should be available for discussion at the June meeting of the Council. She was due to contact Wendy Johnson-Taylor, of the Save Peel Hall group shortly.

Councillor Mann indicated that he would write to Warrington Borough Council to request that they move the weight restriction sign further along the road past the Mill House pub. Councillor Mann indicated that he would speak to Councillor Nathan Sudworth (Poplars & Hulme Ward) later in the week.

Winwick Ward

Councillor Lavender reported that a pedestrian had tripped over a manhole cover walking into the village. Two passing cars had stopped to help her. There was a large raised lip at the edge of the manhole cover. The matter had now been reported to Warrington Borough Council.

Councillor Mann indicated that loose stone chippings outside 25 – 35 Myddleton Lane had been reported. An unsafe and insecure electricity substation adjacent to 69 – 71 Myddleton Lane had also been reported. In addition, he had submitted comments in support of the Newton Road red route and no U-turn proposals.

Councillor Mann enquired if the Clerk normally received notification of licensing applications from the Borough Council. Mr Joinson indicated that licensing applications were not copied to the Council. Councillor Mann reported that the car boot sale organisers had applied for a licence for a fast food vehicle.

Councillor Mann had raised the matter of grass cutting in Winwick, but the Borough Council had responded that this was a low priority. A dead tree had also been reported. There was no funding available for landscaping. A request had been made to widen the pavement over Myddleton Lane bridge. The footpath works at Hermitage Green would have limited impact on the green space as the path would be less than 1m wide. Councillor Lavender added that the pavement between Gerosa Avenue and the Parkside Roundabout was too narrow. Councillor Mann responded that a request could be logged to clear away encroaching hedges, but that a request to widen the pavement would be more difficult to realise.

The Chair enquired if the Council was being asked to object to the licensing of a fast food truck at the car boot sale site, on the grounds of increased litter. Councillor Mann confirmed that he would respond.

A resident noted that (former) Councillor Cathy Mitchell had served on the Parkside Forum and that it would be useful to appoint a replacement. Councillor Mann confirmed that resident George Melvin had written to the relevant body to ask if Councillor Mann could attend instead.

The Chair reminded all that a Temporary Events Notice (TEN) might be required for the Beer Festival if activities outside of the existing licence were proposed. Councillor Lavender indicated that the festival was due to be held on 21-22 June and would include outdoor music, which was not covered by the premises licence.

The Chair reported that it was proposed to touch up paintwork in the Main Hall. Councillor Murray indicated that she had access to free paint which could be used for this purpose. The Chair suggested that a white and green colour scheme be applied. The work could potentially be completed before 30 May 2024, as the last booking was at 6.30pm on Wednesday followed by a Beer Festival planning meeting on Thursday. Mrs Hinkins advised that grey paint should not be used and that redecoration should not remove any existing wallpaper.

Decision – To note that ward updates provided.

WPC.17 Schedule of Meetings 2024/25 and Date and Time of Next Meeting

A schedule of meetings for 2024/25 was considered.

Decision – To approve the formal schedule of Council meetings for 2024/25, subject to the decision taken at Minute 7(3) above to reintroduce monthly meetings of the Management Committee, and to note that the next meeting of the Council will take place on Tuesday 25 June 2024 at 7.30pm.

WPC.18 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.19 Finance Officer's Report - Confidential Matters

a) Debtors

Members considered a report of the Operations and Finance Officer on debtors. There were no outstanding debts over 90 days old indicated. There was one outstanding debt listed at 30-89 days. However, the hirer normally paid on a termly basis. A discussion took place about the potential long-term future of that business.

Members queried whether a more cost-effective use could be made of the Radley Suite and considered the notice requirements regarding the current hirer

Members also discussed the development of improved marketing arrangements for the Leisure Centre. It was noted that that lessons could be learned from the operation of Burtonwood Community Centre. Councillor Murray undertook to provide some information on typical activities in Burtonwood.

Councillor Mann suggested an improved on-line presence for the Leisure Centre, including a dedicated website and the use of on-line booking software. Mrs Hinkins undertook to look into this matter. Councillor Mann also suggested that the Parish Council should develop a Facebook page to improve its accessibility. It was suggested that Councillor Griffiths might be willing to look into setting up a Parish Council Facebook page. A Winwick webpage was currently under development. Councillor Murray added that it would be useful for all councillors to have a dedicated Parish Council e-mail addresses.

It was also suggested the Councillor Griffiths might be willing to look at concepts for a refresh of the main Parish Council website. The Lymm Parish Council website was cited as a good example. Any new website would also need to include improved information relating to Peel Hall, to improve engagement with residents in that ward. Local businesses should also be encouraged to use the Council's social media.

Mrs Hinkins commented that marketing issues would normally be discussed at the Management Committee.

Decision – To note the report on Debtors and the discussion on marketing and website/social media development.

(b) Winwick Educational Foundation

Members were reminded that the Foundation was intending to wind up. However, it did have assets which it would need to dispose of in accordance with the rules regarding charities.

A further discussion on this could be held when the Council's representative, Mr Matthews, was in attendance.

Decision – To note the position regarding the Winwick Educational Foundation.

(c) Payzone

Councillor Lavender asked if the Council could set up a Payzone bill payments service, with the installation of a terminal at the Leisure Centre. Mrs Hinkins undertook to look into the matter to see if it was viable.

The Chair added that it might be possible to suggest potential locations in Peel Hall.

Decision – To request the Operations and Finance Officer to look into the possible establishment of Payzone services at the Leisure Centre.

(d) Parcel/Amazon Lockers

Councillor Mann suggested that the Council look into the provision of parcel lockers where on-line purchases could be dropped off and collected. Mrs Hinkins indicated that the matter could be discussed at the Management Committee.

Decision – To note the suggestion to provide parcel lockers at the Leisure Centre.