

WINWICK

*Best Kept Village
in Cheshire – 2000*

C/o Winwick Community 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

19 March 2025

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Community Centre on Tuesday, 25 March 2025 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 25 February 2025.

- 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. **Parkside / Golborne Road / Peel Hall - Update on Major Developments**
11. **Review of Risk, Internal Controls, Financial Regulations 2024/25 and Appointment of Internal Auditor**
12. **Finance Officer's Report**
13. **Winwick Parish Bus Stops**
14. **Reports from Parish Council Committees**
 - Management Committee – 11 March 2025
15. **Ward Reports / Updates**
 - Peel Hall Ward
(Councillors A Griffiths, T Murray and M Steen)
 - Winwick Ward
(Councillors J Herron, E Lavender and S Mann)
16. **Date and Time of Next Meeting**
 - Tuesday 22 April 2025, at 7.30pm
17. **Chairman to move to Part 2**

Part 2

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

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

- (a) Debtors

Winwick Parish Council
Minutes of the Meeting held on 25 February 2025

Present: Councillors J Herron (Chair), A Griffiths, E Lavender and S Mann.

Also in attendance: PCSO Stephen Heaps and PCSO Michelle Jones

WPC.145 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor M Steen.

WPC.146 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.147 Minutes

Decision – That the Minutes of the Council Meeting held on 28 January 2025 be agreed and be signed by the Chair as a correct record.

WPC.148 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 there were number of outstanding matters. Completed actions now identified, denoted by a solid green bullet or reported verbally at the meeting, would be removed from the schedule when published for the next meeting.

No.	Issue	Action
1	3G Pitch	This matter was on hold pending the identification of suitable funding - Defer
2	Neighbourhood Plan	This would be a longer term piece of work. Some initial research had been carried out, but more time would be required to develop a formal report. Councillor Griffiths noted that this might help Winwick access funding from the Community Infrastructure Levy (CIL), however this system had not yet been implemented by Warrington Borough Council. He also noted that any Neighbourhood Plan must be compatible with the Borough's Local Plan and could not override its provisions. The Clerk undertook to devote some time to completing this task as a priority – Retain
3	Winwick Park Litter bin	Councillor Griffiths reported that a potential source of lower cost bins had been identified, but there remained a question about the ownership of the land if a non WBC approved bin was to be installed by the Parish Council. The Clerk was requested to ascertain who owned the land and if this was not owned by Winwick Parish Council to ask the Borough if the Parish could install a bin on that site.

		<p>Councillor Mann requested that permission also be sought for the siting of a green grit bin at that location.</p> <p>Retain - Clerk to seek necessary permissions.</p>
4	Standing Orders	<p>This would be a longer term piece of work, but the intention was to finish this in time for the Annual Council Meeting - Retain</p>
5	Tree Surgeons	<p>The Operations and Finance Officer had been actively seeking quotes, but no responses had yet been received. She undertook to make enquiries with a number of other firms - Retain</p>
6	Letter to PCC	<p>Councillor Mann would now undertake this action - Retain</p>
7	Paint or Replace patio bin	<p>Ms Hinkins noted that consideration would be given to replacing the bin at the same time as the purchase of the Winwick Park bin. Councillor Griffiths suggest that it might be worth buying 2 bins ahead of any decision about Winwick Park, as the bin could be deployed elsewhere or retained as a spare in case of damage - Retain</p>
8	John Parr Meadow	<p>Councillor Griffiths had visited the site recently. The land was not overgrown and no hogweed was visible. The intention was to organise a morning with volunteers to help tidy up the site and clean the signage. The site would also be measured up for wildflower planting. WBC carried out the rotovating and planting. The deadline for wildflower orders was 14 March 2025. Councillor Griffiths would attend this weekend to take the measurements. Councillor Mann added that he had suggested wildflower planting at two sites around the perimeter of Myddleton Lane Playing Fields - Retain</p>
9	Gardening / grounds maintenance	<p>Communications about the HM Thorn Cross Prison outreach programme had proved difficult, with one contact not responding and the other contact unaware of the details of the scheme. The Operations and Finance Officer was asked to continue to pursue this question with the prison, in so far as possible. Councillor Griffiths reported that the Community Payback Scheme was awaiting a suitable tradesman to become available within the scheme. He would continue to chase up this possibility - Retain</p>
10	Grass Verges	<p>The Clerk indicated that this had not yet been completed. Councillor Mann noted that WBC budget cuts might impact on the level of service provided regarding highways verges. Mrs Hinkins, Operations and Finance Officer, added that WBC charged the Parish for work on verges of the Council's land. The clerk undertook to write to WBC as a soon as possible - Retain</p>
11	Attendance of Bellway Homes	<p>Councillor Mann had written to Bellway Homes on 5 occasions to invite them to speak at the February Council meeting. However, they had not replied since their initial</p>

		offer to attend. The Council was keen to facilitate their engagement with the local community. Councillor Mann undertook to write to them again - Retain
12	Poppy sponsorship	The Parish Clerk at Croft had suggested that Councillor Mann should raise this matter with them via informal contacts. Councillor Mann was currently working on this action - Retain
13	Parish land details	The land which was the subject of this enquiry was now known to be common land - Delete
14	Community Payback Scheme	This matter should be merged with Action 9 above - Merge
15	Playground Equipment	Mrs Hinkins was awaiting a date from Wicksteed about the annual inspection report. She intended to accompany the safety inspector on the walkabout. She had also written to query the overlay at the swings site, as this did not appear to have been installed correctly. It might be necessary to remove some links from the swing chains to raise their height. Councillors and officers would repair the surface at the roundabout for the time being - Retain
16	Litter Picker Contract	The Clerk would carry out this action as soon as possible - Retain
17	Access Road	Councillor Herron reported that no progress had been made towards finalising an agreement. The matter would be debated further in Part 2 of the Agenda (Confidential Business) - Retain

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

WPC.149 Police / Community Issues

Peel Hall Ward

PCSO Michelle Jones was in attendance and outlined a number of incidents as follows:

- An abandoned and burnt-out car in Peel Hall Park;
- Parking issues on Mill Lane and Radley Lane – The Mill Lane scheme developers had promised to use the Plough pub car park, but the individual contractors had refused to leave their vehicles, tools and equipment in an isolated spot where they would not be visible from the construction site. This had led to residents' cars being displaced from their usual parking locations and relocating toward the junction. It was understood that this phase of the development would be completed in March. Parking advisory notes had been placed on all vehicles parked irresponsibly. Upon a second visit any vehicles that had been the subject of an earlier advisory note would then receive a Fixed Penalty Notice. Councillor Griffiths added that the developers were not permitted to park on Mill Lane under the Planning Conditions in force. The matter could be raised with Planning Enforcement officers. Councillor Mann commented that he had met recently with Vistry Group representatives (Peel

Hall developers) who had indicated that their site main entrance would be opposite that of the Mill Lane development, potentially causing further congestion. They would also not be permitted to park in that vicinity. However, they would need some flexibility around parking in order first to build their compound to allow off-street parking;

- Reports of speeding near Mill Lane.

PCSO Jones reported that lots of complaints were referenced by residents on the Police Facebook page, but these could not be recorded as incidents. The proper route for logging incidents was via the Police website or by telephoning 101.

Councillor Mann reported that the Speed Indicator Device (SID) would be deployed in the Peel Hall ward from next Monday. It would be located close to the Houghton Green sign on Mill Lane to monitor northbound traffic. However, it was noted that the eastern side of the road was in Poulton-with-Fearnhead, meaning that monitoring of southbound traffic could only be carried out with permission from that Parish Council.

Council Lavender enquired if the SID data could be published. PCSO Heaps responded that this was possible as no personal information was captured. Average speeds and the top speed would be suitable for publication. PCSO Jones advised that sometimes the publication of speed data attracted negative comments on social media.

Winwick Ward

A written update from PCSO Stephen Heaps for January to February 2025 was considered as follows:

- Reported burglaries – 0
- Reported criminal damage – 3
- Reported theft of motor vehicles - 1

Points of Note

- Letter left on windscreens on Rectory Lane making people aware of the access only and the repercussions of continuing to park on the road;
- Hollins Lane/Drive ongoing attention to reports of poor parking in this area;
- Attention paid to the Falcondale Road area due to poor parking;
- Internet safety talk given to the Key Stage 1 (KS1) children at Winwick Primary School. PCSO Heaps had also been booked into to talk to KS2 children; and
- Street of the week Browning Drive.

Speed Enforcement Carried Out

- Hollins Lane.

Other Matters

- Lorry enforcement had been carried out on Golborne Road, however, all vehicles that had entered the area had reasons access to the area.

PCSO Heaps made some further comment on the above report as follows:

- Some negative feedback had been received about the parking notices attached to vehicles on Rectory Lane from the business in the Rectory, as maintenance work was underway on their car park at the time of the exercise. However, the majority of vehicles on Rectory Lane were believed to be participating in Liverpool or Manchester park and ride/car sharing arrangements. A note was taken of the registration numbers of any vehicles in receipt of a letter to enable future follow up action;
- Attention to parking issues was rotated using a 'street of the week' system.
- Clarification was awaited about which organisation had responsibility for enforcement in connection with Red Routes

Councillor Lavender commented that the Car Boot sale was about to recommence and might give rise to traffic and parking issues. She also reported that a barrier on Winwick Park might be an obstruction to a fire engine. PCSO Heaps responded that the barrier had been installed to deter unauthorised traveller encampments.

Councilor Mann reported that there had been some further occurrences of off-road bikes at 'Magic Lake' (Houghton Green Pool). PCSO Heaps responded that the Police were aware of these incidents and the perpetrators had been tackled. However, residents needed to telephone immediately upon the problem occurring. PCSO Jones reported that some bikes had already been seized. Councilor Mann indicated that the Magic Lake bikes generally came from vans parked in Croft. A resident also reported that there were bike tyre tracks in Peel Hall Park, but the riders had usually moved on before any photographs of them could be taken. PCSO Jones added that the Police would not pursue the riders, but would take photographic evidence to allow the matter to be followed up.

A member of the public referred to speeding on Waterworks Lane and asked if speed enforcement could be carried out early in the morning (4am – 5am), as issues had been identified at that time of day.

Both PCSOs publicised their up-coming surgeries and the Council undertook to publish details via its social media feeds. PCSO Jones mentioned Cheshire Community Alerts, which provided news and appeals, local crime information and crime prevention advice. She also referred to the Residents' Voice questionnaire.

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

The PCSOs retired from the meeting at this point.

WPC.150 Question Time for Electors

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

Peel Hall Park

A member of the public referred to a number of matters regarding Peel Hall Park

- Regarding the burnt-out car mentioned by PCSO Jones at Minute 149 above, although the car had now been recovered, there was a large amount of detritus and oil still present at the site, which was an environmental hazard;
- The lake in the centre of the park frequently flooded after heavy rainfall making the paths impassable; and
- Brambles around the pathways were in need of cutting back.

A second resident noted that the Borough Council had declined to site any more bins in the park. She also indicated that the community had been advised to set up a 'Friends of' group in order to drive forward improvements to the park. Advice was requested about how to set up such a group. In addition, she reported that a tree had fallen across a path some time ago. The Borough Council had reopened the walkway very quickly, but had not removed the remaining piece of the fallen trunk.

Response: Mrs Hinkins advised the first resident to send some photographs of the issues to enable her to raise the matters with Warrington Borough Council who were responsible for this park. Councillor Mann indicated that the new bins were unlikely to be available, noting that the bin outside the Swan pub had recently been removed. Warrington Borough Council had initially denied responsibility for this, but had later confirmed that they had removed it. The Clerk added that establishment of a Friends of Group might provide access to government funding and matched funding from the Borough Council. Councillor Griffiths advised that an association was relatively straightforward to set up, but if funding was involved there would need to be a constitution and managing committee, etc. He would check to see if any links were available to advice and undertook to send this to the resident concerned. The Council could raise any maintenance issues with the Borough Council, but could not carry out any works on their land. He invited residents to let the Council know when issues arose in Peel Hall ward and undertook to contact Ian Brackenberry about the detritus from the abandoned vehicle.

Traveller's Rest Stone

A resident enquired if any progress had been made in re-siting the traveller's rest stone at Swan Green following the road traffic incident. He asked whether funding could be obtained from the Golborne Lane developer. He expressed concern that the monument could be de-listed if it was not reinstated in its original position.

Response: The Chair reminded members that moving the stone had been discussed previously, but the Council was uncertain about the structural integrity of the stone following the collision and did not wish to cause further damage inadvertently. Councillor Griffiths noted that the Council did not know the registration number of the vehicle involved, so was unable to pursue a claim for compensation. It might now be appropriate to take specialist advice. Stuart Mallett operated a local company Mallett Stonemasonry Ltd, which provided masonry services across the North West.

Battle of Winwick Pass – Information Board

The above resident asked whether any information had been received by the Parish Council about the provision of an information board regarding the Battle of Winwick Pass to be funded by the Golborne Road developers, which formed part of the planning consent.

Response: Members confirmed that no communications had been received on this matter.

Proposed Anaerobic Digestion Facility

A member of the public asked if the MP was due to take part in the visit to a comparable Anaerobic Digestion (AD) facility to that proposed on land close to the M6.

Response: Councillor Mann confirmed that the Parish Council had invited Charlotte Nichols MP to attend the visit. It was likely that the Council would visit sites either at North London or at St Albans. Most other sites were based in former quarries or near landfill sites and could claim that odours emanated from sources other than the facility itself. Generally, these types of facilities attracted complaints about odours and seagulls. It was understood that the food was the source of smells, rather than the methane produced.

Strategic Rail Freight Interchange

The same member of public as above enquired if the MP was aware of the meeting due to be held at the Community Centre on Friday 28 February 2025 about the proposed Strategic Rail Freight Interchange (SRFI) at Newton-le-Willows.

Response: Councillor Mann indicated that the event had been widely advertised. Councillor Griffiths suggested that Junctions 22 (M6) and 9(M62) would bear the brunt of increased traffic flow to the proposed AD and SRGI developments. In respect of the SRFI the trucks were likely to operate within a 20-30 mile radius. However, this did mean that individual items could be delivered to warehouses on the same site. The facility would operate as a national to regional distribution hub. Councillor Mann noted that Phase 3 of the Parkside scheme would be developed for some other commercial use, even if the SRFI was not approved. It was also highly likely that there would be some further development on the land adjacent to Parkside, in Wigan. Councillor Griffiths commented that Tritax Big Box did not currently own the site in Wigan, which comprised Lowton Airfield and various farms.

WPC.151 **Written Motions Received**

There were no written motions submitted on this occasion.

WPC.152 **Correspondence**

The following items were reported:

Agenda Item 3

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 24/01/25(x2), 30/01/25, 05/02/25, 11/02/25, 13/02/25, 14/02/25 and 19/02/25
2. E-mails from Sharon Angus-Crawshaw and Jackie Weaver, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 27 January and 3, 10 and 17 February 2025 – 27/01/25, 03/02/25, 06/02/25, 07/02/25, 10/02/25 and 17/02/25
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 Thursday, 30 January 2025 and an emergency traffic notice published on 5 February 2025 – 29/01/25 and 05/02/25
4. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, requesting an update for the Parish Council contact and meeting information for publication on that Council's website – 28/01/25
5. E-mail from Helen Buckley, Clerk & Responsible Financial Officer, Croft Parish Council, enquiring about the possibility of combined meeting between both parish councils to discuss the proposed Anaerobic Digestion plant – 29/01/25
6. E-mail from Louis Banks, Environmental Crime Enforcement, Warrington Borough Council notifying the Council of the availability for delivery of the 'Leave only Pawprints' posters and banners. These had now been received by Cllr Griffiths - 30/01/25
7. E-mail from a resident, DL, requesting a meeting with the Chair of the Council and/or one or more of the Winwick Ward councillors to discuss his concerns relating to green spaces at Hermitage Green. The focus of his concern related to outline proposals by a local historical society to erect a monument at Hermitage Green in connection with the Battle of Winwick Pass. A follow up website enquiry form had been received requesting the name and contact information of the Chair of the Council. Councillor Mann had subsequently discussed the issue with the resident concerned – 31/01/25 and 07/02/25
8. E-mail from GuardCheck (forwarded to the Council by a former councillor) seeking verification of the employment dates of a former employee of the Council for employment reference purposes – 31/01/25
9. Website enquiry form from John Griffiths, Hon Secretray, British Horology Institute (BHI) Merseyside Branch, seeking contact information for Winwick Community Centre to arrange a viewing to ascertain the suitability of the venue for their branch meetings. The enquirer also noted the broken link on the Council's website. Contact details were supplied – 04/02/25

10. Website enquiry form from Graeme Couttie, Know Your Customer (KYC) Analyst, Unity Bank, seeking up to date contact information for the Parish Council – 05/02/25
11. E-mail from Fergus Morris, Head of Education, Skills and Work, His Majesty's Prison (HMP) Thorn Cross, advising of his availability for a discussion with the Council's Operations and Finance Officer about their Community Engagement programme – 07/02/25
12. E-mail from Cllr Mann enclosing a copy of correspondence from John Davies, Transport Planning & Strategy Manager, Warrington Borough Council, providing an update on the Levelling Up Fund (LUF) schemes approved in the Winwick area, comprising an upgrade of the off-highway route alongside the A49 between Cromwell Avenue and Winwick to provide an improved walking and cycling route. A follow up e-mail was sent directly to the Clerk from Mr Davies providing similar details of the scheme and its progress – 03/02/25 and 07/02/25
13. E-mail from Siobhan Carr, Caseworker for Charlotte Nichols MP, Warrington North, seeking information on behalf of a constituent about the increase to the Parish's element of the Council Tax 2025/26. The MP is happy await a copy of the general response being drafted for the Council Tax demand and Parish newsletter – 12/02/25
14. Website enquiry form from Kaleigh Watterson, Journalist, BBC, submitting a Freedom of Information Request about the staffing establishment of the Council, job titles and total salary costs for the years 2019/20 to 2023/24. A response will be required by 13/03/25 – 13/02/25
15. Website enquiry form from a resident, LK, requesting information about the date of the next Parish Council meeting and whether the meeting is open to the public – 13/02/25
16. E-mail from Joan Hughes, Croft Litter Network, requesting information about the manufacturer, website and price of the dog waste bag dispensers located in the Parish – 13/02/25
17. E-mail sent on behalf of Prof. Steven Broomhead, Chief Executive, Warrington Borough Council, seeking views and suggestions as it develops its next Corporate Strategy for the borough for the period 2025-2029 – 13/02/25
18. Website enquiry form from a resident, LD, expressing concerns about the Peel Hall development and highlighting particular concerns in respect of drainage, sewerage and traffic issues – 15/02/25
19. E-mail from Ron Bailey, UK Parliament, seeking support for a campaign regarding the safety of lithium-ion batteries, which is being led by the charity Electrical Safety First – 16/02/25

20. Website enquiry form from a resident, NW, asking the Parish Council to contact Warrington Borough Council to insist that tree feeling work at Peel Hall is rescheduled to take place between October and January in order to comply with legislation around nesting birds – 16/02/235
21. E-mail from Kevin McCready, Area Manager, Warrington Borough Council, asking if the Council wishes to purchase wildflowers for 2025/26, at £0.98 per m², including seed supply, cultivation, sowing, rolling, and end of season cut. A response is required by no later than 14/03/25 – 19/02/25
22. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs – signs and notice boards
 - Clear Councils Insurance – risk management webinar
 - Go Compare – guidance on flood risk management
 - Futurform – customised entrance hall mats
 - Kompan – Outdoor play and fitness equipment
 - London Hearts - Defibrillators
 - Pure Leapfrog - Carbon Literacy Training
 - Recycle Proline Ltd – car park based clothing bank
 - Silver-time Legal - estate planning seminar
 - Wefindanylearner – training courses

In respect of Item 5 – Meeting with Croft parish councillors, Councillor Griffiths reported that he had recently attended a meeting in Croft. It might be difficult to agree a date for a business meeting, as that Council also met on Tuesdays. However, the intention was to arrange for this to take place during March.

In connection with Item 13 – Council Tax Information, the Clerk commented that the MP's office had agreed to await the Council's formal Precept statement or information leaflet to be provided within the Council Tax bills.

Regarding Item 14 – Freedom of Information request on staffing, the Clerk indicated that from time to time journalists submitted FOI requests across all local authorities to provide information for news articles. It was likely that this was the purpose of the enquiry.

In respect of Item 16 - Dog Waste Bag Dispensers, Members reported that the dispensers had been purchased by winwick.org from Amazon. The Operations and Finance Officer would have the necessary details and could reply. Councillor Lavender noted that Croft Playing Fields was fenced off and that dog owners might be travelling to Winwick to exercise their pets. She had asked dog wardens to sanitise the path near the children's play area. Councillor Mann commented that the parish had done much to encourage dog owners to pick up dog waste. The Chair added that this continued to be an issue throughout the village. Enforcement of a rule to keep dogs on leads on parish land might encourage more owners to pick up dog waste. Alternatively, a separate dog exercise area could be provided. Mrs

Hinkins commented that signs in Penketh advising that dogs should be kept on leads had not been well received by the public.

A member of the public asked if the waste bag dispensers could be installed in Peel Hall Park too. The dispensers cost around £25. Councillor Griffiths agreed to instal some dispensers at the weekend.

In connection with Item 20 – Tree Felling, Councillor Griffiths commented that the developer did have permission to remove trees, however, this did need to be supervised to ensure compliance with the Countryside Act requirements. A member of the public indicated that she believed that the felling had now taken place.

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

WPC.153 Planning Matters

The following planning matters were reported:

General Correspondence

1. E-mail dated 27/01/25 from Tritax Big Box Developments Ltd in connection with the Intermodal Logistics Park North (ILP North) consultation taking place from 27 January to 21 March 2025. The e-mail included information about the company, an overview of the project and next steps including public engagement events and a webinar for parish councils.

Domestic Planning Applications

2. Application No: 2025/00130/FULH - Full Planning - Householder (Householder Development)
Location: 28 Waterworks Lane, Winwick, Warrington, WA2 8LL
Proposal: Garage conversion, front and rear extensions including Internal / external remodelling

Non-Domestic Planning Applications

3. Application No: 2025/00100/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 Conditions 49(Biodiversity Offsetting Scheme) on application 2016/28492 Appeal APP/M0655/W/17/3178530 (Residential led mixed use development)
4. Application No: 2025/00205/DISCON - Discharge of Condition
Location: Vacant Land at the End of Mill Lane, Warrington, WA2 0SU
Proposal: Discharge of condition 11 (Remediation and Verification, contamination and long term monitoring and maintenance) on previously approved application 2021/39462 (Residential development)

Regarding Issue 1 above – SRFI, the Clerk asked if councillor wished to participate in the webinar planned by developers Tritax Big Box. Councillor Mann indicated that this would not be necessary, as the in-person event was due to be held this Friday at the Community Centre.

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

WPC.154 Parkside / Golborne Road / Peel Hall – Update on Developments

Parkside

Councillor Mann reported that he had spoken to Steven Broomhead, Chief Executive, Warrington Borough Council. He had been in touch with St Helens Council to reiterate Winwick's concerns that the traffic conditions needed to be retained. All local councillors, National Highways and Warrington Borough Council's Highways Team all wanted the traffic conditions to be retained. There were four traffic schemes included within the planning approval. Completion of a number of those schemes was integral to planning permissions granted for other developments in the area. The matter had been raised with the MP also.

Intermodal Logistics Park North

Councillor Mann indicated that as part of this development it might be possible to obtain Automatic Number Plate Recognition (ANPR) technology in Warrington to monitor unlawful HGV movements. The developer, Tritax Big Box, could potentially be required to fund this work. The MP had also been informed of this proposal. The opening of the link road was now awaited.

Peel Hall

Councillor Mann indicated that he had met with representatives of Vistry last week and an open and productive discussion had taken place. The developer understood that the project was not widely supported, but had been forthright in explaining what was taking place. Vistry had also met separately with Poplars and Hulme Borough Councillors on 5 February, and those councillors had offered to distribute information leaflets, but then had not done so. Councillor Mann had now picked up those leaflets and had circulated them. He had informed Vistry that Winwick Council would be happy to work with them to communicate with residents.

A resident commented that there would be lots of traffic on Mill Lane due to the two simultaneous developments in that area. The replacement football fields would need to be constructed soon.

Golborne Road

Councillor Mann reported that Bellway Homes had used the wrong entrance to move their heavy equipment onto the site. A wall had been knocked down to facilitate this move. The Planning Enforcement Team had intervened to prevent further

infringements. A lot of residents had been affected by this action. It might be useful to encourage Bellway to object to the proposed Anaerobic Digestion facility.

Decision – To note the updates on major developments.

WPC.155 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 2024/25

Members considered a summary of profit and loss against the Council's Budget for the year to date for both the Community Centre and Parish Council as at 31 January 2024.

In January £20.1k of income had been received through the Community Centre. The Centre was showing a £4k profit for January, which was currently a £18.8k loss on the year to date. February sales were likely to be low, as in previous years. Overall, the figures were slightly worse than in the previous year, but additional staff training and sick pay had been required for this year. The Chair commented that £19k seemed to be about right for the annual cost of running a Community Centre.

A table was provided which showed the continuing savings across electricity, gas usage and trade waste. The Operations and Finance Manager had been able to reduce the level of direct debit payments as a result.

There had been £12.8k of Parish expenditure against the precept in January, with the annual insurance bill making up £2.9k of this total. Year to date expenditure was £125.9k. It was hoped that some of the additional housing would be finished during the summer which would have the effect of increasing the Council Tax Base for 2026/27.

Councillor Griffiths reported that a marketing plan was now in place for the Community Centre, costs were being kept low and money was being spent where it would make the most impact. In general, the facilities had been improved.

Additional Items

1) Playground Repairs

Wicksteed's quote for the repairs to the play area flooring was £1,924 to cut out and fill the spot on the roundabout floor and the small corner on the swings. After discussion with Councillors Herron and Griffiths, it had been decided to repair the floor in-house for £100 plus VAT for the interim, with a view to finding grants to have play ground upgrades implemented.

As the weather improved some touching up of paint on some of the playground items and the entrance fencing would be required. Benches would also be varnished.

2) Wildflowers

The cost for wildflowers included seeds, cultivation, sowing, rolling and end of season cutting.

Councillor Mann had suggested 2 areas on the playing fields and photographs were provided in the report. The works were costed out as follows:

- Rectangular area near playground – approximately 39 m² - Cost of £37.05
- Triangular area near entrance – approximately 40m² - Cost of £38

The figures were based on last year's price of £0.95 per m2.

3) Payzone

This service was being well used with around £481 being spent so far. It was understood that Thoroughgoods shop were directing phone top-up customers to the Community Centre, but this had not yet translated into new footfall.

Payments made since the report for the Management Committee on 11 February 2025

Payments Leisure Centre		
17Feb2025	£606.71	T&JT Barton
17Feb2025	£108.00	Maxigiene
11Feb2025	£66.00	Easyflow
11Feb2025	£104.00	IBA Electrical
11Feb2025	£237.46	A Griffiths
10Feb2025	£129.60	Clear Brew
10Feb2025	£1,143.96	T&JT Barton
10Feb2025	£297.09	Water Plus Limited
Payments Parish		
17Feb2025	£2,965.74	Chsh. Pension Fund
17Feb2025	£195.00	Gardenia Gardens
10Feb2025	£3,356.11	HMRC Cumbernauld
Direct debits Leisure Centre		
10Feb2025	£713.00	SCOTTISHPOWER
05Feb2025	£283.06	TNT SPORTS
Direct debits Parish		
17Feb2025	£249.10	LLOYDS BANK PLC
17Feb2025	£40.73	PAYZONE
12Feb2025	£1,219.45	HMRC VAT
11Feb2025	£30.00	PAYZONE
05Feb2025	£39.60	XERO UK LTD

Decision – To note the Finance Officer’s update report, including the Budget Review 2024/25, additional items and payments made.

WPC.156 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 11 February 2025 were provided. Matters discussed had included the marketing plan and an update to the Council’s website.

Decision – To note the minutes of the Management Committee of 11 February 2025.

WPC.157 Ward Reports / Updates

Peel Hall Ward

Councillor Griffiths reported that he would update residents about the tree felling matter and parking issues on Mill Lane. A large number of residents in the area were only now becoming aware of the Peel Hall development.

Winwick Ward

There were no matters to report on this occasion.

Decision - To note the ward updates provided.

WPC.158 Date and Time of Next Meeting

Decision – To note the date of the next meeting on Tuesday 25 March 2025 at 7.30pm.

WPC.159 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.160 Finance Officer’s / Clerk’s Report - Confidential Matters

(a) Access Road

The Chair reported that the matter of the agreement with Winwick CE Primary School regarding the access road was on-going. Councillor Griffiths suggested obtaining professional legal advice. The Clerk indicated that the Council had previously used Stephenson’s Solicitors to deal with its land registration matter.

(b) Complaint






The Chair passed a formal complaint to the Clerk which he had received from the individual mentioned at Item 7 of Minute 152. The Clerk undertook to draft a reply as soon as possible.

(c) Refusal to Serve Drinks






Councilor Mann recounted an incident where a member of staff had refused to serve one individual. Mrs Hinkins reported that the person was attempting to buy a drink for someone who was barred from the Centre and that this was the correct response.

Normally, a barring was only imposed for a few months, then lifted. In this case, the individual had received a lifetime ban.






WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2024/25

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 (in discussion with Winwick Athletic FC).	WPC.108(3) WPC.36(a)(2)	23/11/21 25/06/24	Councillor Herron	-	-	Councillor Herron has provided regular updates. The matter is on hold pending the identification of suitable funding	
2	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.	
3	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. Clerk to seek permission for installation of a non-standard bin at lower cost	
4	To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as possible.	WPC.6(1)	14/05/24	Clerk	-	-	In progress. The core document has now been prepared, but further work is required to refine those sections where there are local choice options available. A full report will be provided in the near future.	
5	To request the Operations and Finance Officer to ask the tree surgeons to quote for trimming the trees overhanging the entrance	WPC.23(5)	25/06/24	Operations and Finance Officer	-	-	The matter was being progressed and would include consideration of the overhanging trees reported recently by residents on Faringdon Road	







Agenda Item 4

	way park bench in November.							
6	To request the Clerk to write to the new Police and Crime Commissioner for Cheshire, to invite him to a future meeting of the Council.	WPC.24(2)	25/06/24	(reallocated) Councillor Mann	-	-	Councillor Mann met with the Deputy Police and Crime Commission (PCC), Gemma Southern, in December 2024. Clerk to write to the PCC	
7	To approve the spray painting of the patio bin in black, to move the existing ashtray to the corner of the Countryside Suite and to remind staff to sweep the patio each day.	WPC.29(5)	25/06/24	Operations and Finance Officer	-	-	In progress. Re-painting is dependent on the weather. Consideration will be given to replacing the bin at the same time as the purchase of the Winwick Park bin	
8	To approve a site visit by the Vice-Chair to John Parr Meadow and to request that he contact Ste Dodd (Peel Hall Conservation Group) about future maintenance of the site.	WPC.44(3)	23/07/24	Councillor Griffiths	-	-	Councillor Griffiths had visited the site recently. The land was not overgrown and no knotweed was visible. There was scope to plant wildflowers at this location.	
9	To agree to look into the development of a rationalised core specification for gardening and grounds maintenance provision, including consideration of what enhancements might be delivered via volunteers.	WPC.59	23/07/24	All councillors and Operations and Finance Officer	-	-	Further discussion on rationalising the gardening provision might include use of the Community Payback Scheme or HM Thorn Cross Prison outreach programme.	
	That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with assistance for litter picking.	WPC.98(2)	22/10/24	Councillor Griffiths			Start up and progress would continue to be monitored	
10	That the Clerk be requested to write to Warrington Borough Council to ask if the	WPC.67(2)	24/09/24	(reallocated) Operations and Finance	-	-	In progress	

Agenda Item 4

	verges on the highway could be cut more frequently.			Officer				
11	To request that the Clerk write to Bellway Homes to ask for a representative to attend the next Council meeting.	WPC.68(2)	24/09/24	Clerk	-	-	The Council has subsequently determined that this should be rescheduled to take place in the New Year.	
12	To request the Clerk to write to Croft Parish Council to enquire about their scheme for including sponsors names on lamppost poppies.	WPC.70(4)	24/09/24	(reallocated) Operations and Finance Officer	-	-	In progress. Councillor Mann to discuss this with his contacts in Croft	
13	To request the Clerk to add playground equipment repair to the Action list.	WPC 11(2)	26/11/24	Clerk	-	-	Monitoring of playground equipment repairs and maintenance is now included in the Action List. The annual inspection was now due. The Operations and Finance Officer had been in touch with Wicksteed	
14	To request that the Clerk write to Burtonwood with Westbrook Parsh Council to seek a commitment regarding the continuation of the litter picker contract into 2025/26.	WPC.123(b)(2)	26/11/24	Clerk	-	-	Not yet commenced	
15	To authorise the Chair, Vice-Chair and Operations and Finance Officer to meet with representatives of Winwick CE Primary School to seek to resolve the access arrangements.	144(c)	28/01/25	Chair, Vice Chair and Operations and Finance Officer	-	-	A verbal update may be provided.	

Progress Legend

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

Winwick Parish Council

Correspondence since 25 February 2025
(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 – 05/03/25 and 10/03/25
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 24 February and 3, 10 and 17 March 2025 – 24/02/25, 03/03/25, 06/03/25, 07/03/25, 10/03/24 and 17/03/24
3. Outlook calendar alert and flyer from Torus about the Grasmere Avenue and Greenwood Crescent Community Impact Day on Wednesday 9 April 2025 between 10am and 2pm – 01/03/25
4. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Clear Councils Insurance – insurance
 - Just Face Painting Cheshire – children’s events
 - Sutcliffe Play - Outdoor play equipment
 - Wefindanylearner – training courses

Up to date as at 25/03/25

Winwick Parish Council

Planning Matters since 25 February 2025

General Correspondence (2)

1. E-mail dated 25/02/25 from Cavendish Consulting providing a reminder of the Tritax Big Box webinar for parish councils, due to be held on Monday 3 March from 6:30pm-8:00pm, in connection with the Intermodal Logistics Park North (ILP North) development.
2. Various correspondence between Winwick PC, Croft and Culcheth & Glazebury PCs and Lowton East Neighbourhood Development Forum (LENDF) about a private meeting at 6pm on Tuesday 25 March 2025 at Winwick Community Centre to discuss the proposed Biogas and Rail Freight Interchange developments.

Domestic Planning Applications (2)

3. Application No: 2025/00229/FULH - Full Planning - Householder (Householder Development)
Location: 195 Myddleton Lane, Winwick, Warrington, WA2 0RL
Proposal: Two-storey side and rear extension and single storey front extension with associated works.
4. Application No: 2025/00336/FULH - Full Planning - Householder (Householder Development)
Location: Highfield Farm Waterworks Lane, Winwick, Warrington, WA2 8TB
Proposal: Erect a double storey extension to the side, going over the garage, and single storey wrap around extension to the rear and down the side and new porch

Non-Domestic Planning Applications (0)

NIL

Up to date as at 25/03/25

WINWICK PARISH COUNCIL MEETING – 25 MARCH 2025

REVIEW OF RISK, INTERNAL CONTROLS AND FINANCIAL REGULATIONS

1. SCOPE OF RESPONSIBILITY

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

Internal control is designed to reduce financial risk to the Council.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chair signs the last page of the minutes and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting (or earlier). The same meeting of the Council approves the level of precept for the following financial year.

The Council receives a monthly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations. The Chair will sign the minutes to confirm that the Financial Statement as circulated to members at the meeting has been agreed.

Three signatories in total must sign all cheques. A list of payments with consecutive cheque numbers is circulated to all members each month with the minutes. The signatories will ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council. Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

Each quarter, the Chair shall sign the bank reconciliation and bank statement as evidence of all transactions having been recorded in the accounts.

3.2 Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and RFO also ensure that the Council's procedures, control systems and policies are maintained.

The duties of the Clerk and RFO are laid down in Job Descriptions.

The RFO submits all the requested information to the External Auditor by the required date.

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating to the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, public notices, Fixed Asset Register, risk assessments, accounts and supporting information).

3.3 Internal Auditor

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually, and the Council

agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work (and the charge) of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor will inspect the accounts at the year-end (where possible, prior to completion of the Annual Return Sections 1 and 2) and will complete page 3 of the Annual Return.

The Internal Auditor will write a separate report to the Council (a copy of which is sent to the Chair) detailing any findings they might have, as appropriate.

The report of the Internal Auditor is copied to all members of the Council and considered as an agenda item at the next meeting. Recommendations from the report will be recorded in the minutes.

The Responsible Finance Officer will agree a programme of dates with the Council's current auditors, Styles, for work to audit the Council's accounts for 2024/25, which will take place during the early part of 2025/26. **Accordingly, the Council is being requested to confirm the appointment of Styles as the Council's internal auditor for the completion of the accounting statements 2024/25 and to appoint them for all other matters for the duration of 2025/26.**

3.4 External Audit:

The Council's External Auditors, currently PKF Littlejohn LLP, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA), submit an External Auditor's Report, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

Accounts & Audit Regulations 2015 requires an annual review of the effectiveness of our overall system of internal control.

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control in each financial year, to be carried out before completion of the Annual Governance Statement. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by

- Full Council - identification of new activities
- Clerk to the Council and RFO who have responsibility for the development and maintenance of the internal control environment and managing risks - risks identified
- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to the page 3 Report in the Annual Return.) - action arising from reports
- The Council's External Auditors, who make the final check using the Annual Governance and Accountability Return, a suite of forms completed and signed by the Responsible Financial Officer, the Clerk, the Chair and the Internal Auditor. The External Auditor issues an annual audit certificate - action arising from Audit Report.

A Statement of Internal Control, which summarises the present arrangements, is attached at Appendix 1, although its publication is no longer a statutory requirement.

5. FINANCIAL RISK ARISING FROM HEALTH AND SAFETY ISSUES

The Parish Council is responsible for putting in place arrangements for the management of health and safety risks and reviewing them at least annually. Notwithstanding the imperative of eliminating or significantly reducing the risk of harm to staff and members of the public, the Council also seeks to minimise its exposure to the potential financial liabilities arising from accidents and injuries.

The Council uses an external consultant to annually review and assess risks throughout all areas and provide a detailed report through the Centre Manager and ultimately the Parish Council. Regular Legionella risk monitoring is performed by an independent source. The Centre Manager performs risk assessments for any new type of event held at the Leisure Centre.

The Council uses an external consultant to carry out an annual inspection of its playground equipment and to make recommendations for repairs and maintenance. The Leisure Centre Manager undertakes a weekly visual inspection of the equipment to identify any issues of concern and will take any necessary remedial action.

The Council has in place appropriate insurance arrangements including, but not limited to, Employers' Liability and Public Liability cover.

6. BUSINESS RISK

The Council will carry out an assessment of business risk prior to any significant policy decision being made, any significant expenditure being undertaken, any large project being commissioned or any major contract or financial arrangement being entered into. The assessment will take account of any threats to the Council's finances and long-term stability and describe how any such risk will be mitigated.

7. REVIEW OF FINANCIAL REGULATIONS.

The Financial Regulations were last reviewed in February 2024 and are attached at Appendix 2.

A summary of the Procedures for Contracts is attached at Appendix 3.

**Clare Hinkins, Operations and Finance Officer (RFO) / Julian Joinson,
Clerk
17 March 2025**

STATEMENT OF INTERNAL CONTROL

Winwick Parish Council reviews annually the effectiveness of its system of internal control.

In order to manage its risks, the Council has adopted the following arrangements:

1. Internal audit services are provided by Styles in accordance with terms of reference and an audit plan agreed by the Council. The effectiveness of the system of internal audit is reviewed annually and the findings of that review considered by the Parish Council.
2. BM Stock-taking Services undertake a quarterly appraisal of the operation of the licensed bar at Winwick Leisure Centre. Weekly stock checks are undertaken by the RFO and Leisure Centre Manager.
3. Financial Regulations are in force and are reviewed annually. These cover the whole conduct of the transactions of the Council, including the authorisation of expenditure, the control of income, the security of stores and equipment, accounting, audit and banking arrangements, and the payment of salaries, wages and accounts.
4. Internal check, via the separation of duties between different members of staff, is applied as far as is practicable.
5. Risk assessments are reviewed annually.
6. Insurances arranged through Zurich Insurance cover the following risks: material damage, theft, loss of money, personal accident, employers' liability, public indemnity, legal expenses, business interruption and fidelity guarantee.
7. Budget monitoring reports and bank reconciliations are examined quarterly by the Parish Council.
8. The accounts and supporting records of the Council are made available for public inspection for a period of 30 working days in each year.

Winwick Parish Council
17 March 2025

WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Clerk), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations. Photographs of before and after repairs are also required.
- 3.4 In the case of minor urgent repairs/ purchases the RFO can incur up to £300 of expenditure on behalf of the Parish. Any expenditure of this nature will be reported to the next appropriate meeting of the Council.
- 3.5 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.6 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council.
- 5.4 Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

6. PAYMENTS OF ACCOUNTS

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After

the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of staff/councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.
- 7.4 The RFO will be responsible for processing the payment of any staff and employer contributions required by the Cheshire Pension Fund and for the automatic enrolment of eligible new staff and, for staff who have opted out, their re-enrolment every 3 years thereafter

8. LOANS AND INVESTMENTS

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if existing) and be approved by the Council.

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be

responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. Weekly bar returns are to be submitted to the Management Committee on a monthly basis.

- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO. Where required the Manager and RFO will ensure that purchase order numbers are obtained.
- 9.3 All credit customer invoices will come due 30 days from the date of the invoice, should these accounts remain unpaid the following steps will be followed:
- i) At 30 days a reminder letter/ email will be issued
 - ii) At 45 days a letter/ email will be issued informing the customer of the intention to apply interest charges.
 - iii) At 60 days interest charges to be calculated and an email/letter will be issued to the customer with a copy of the interest invoice.
 - iv) If invoice remains unpaid at 75 days Councillors will be notified to decide further action to be taken on client account (whether that be employing a debt chasing agency, putting usage on hold, requiring payment up front of usage, etc)
- Credit accounts are to be reported to Full Council at all stages of recovery.
- 9.4 The Council will review all fees and charges annually, following a report by the RFO.
- 9.5 Any bad debts shall be reported to the Council.
- 9.6 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. ORDERS FOR WORK, GOODS OR SERVICES

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (e.g. petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
- (i) the supply of gas, electricity, water, sewerage and telephone services
 - (ii) specialist services such as are provided by solicitors, accountants and surveyors
 - (iii) repairs to, or parts for, existing machinery or equipment or plant
 - (iv) extensions to existing contracts
 - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the RFO/ Clerk shall invite tenders from at least three firms.

- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works.
- 11.4 For expenditure of £2000 or less, the Chairperson, RFO & Clerk shall have executive power.
- 11.5 The Council shall not be obliged to accept the lowest or any tender.

12. STORES AND EQUIPMENT

- 12.1 The Leisure Centre manager shall be responsible for the care and custody of stores and equipment held in the Leisure Centre.
- 12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.
- 12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.
- 12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

13. PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.
- 13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

14. INSURANCE

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.
- 14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15. VALUE ADDED TAX

- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

16. REVIEW OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Council to review these Regulations biennially.

March 2025

5. ROUTINE LEISURE CENTRE/BAR SUPPLIES AND SERVICES			
Bar supplies	Unlimited	Preferred Supplier	Bar Manager
Sundries	Up to £50	Preferred Supplier	Bar Manager
Key Holding Contract	Up to £500	Preferred Supplier	RFO and 2 Members of the Management Committee