



16 July 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, 22 July 2025 at 7.30pm.

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 24 June 2025.

- 4. Attendance at Meetings**

To consider, as necessary, an extension to the permitted period of absence of a councillor from meetings for a defined period of time and for some specified reason.

Councillor Margaret Steen last attended a qualifying meeting on 11 February 2025 and no further meetings are planned until 9 September 2025.

S.85(1) of the Local Government Act 1972 states that "... if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority."

- 5. Updates on Issues from Previous Meetings**
- 6. Question Time for Electors**
- 7. Written Motions Received**
- 8. Police / Community Issues**
- 9. Correspondence**
- 10. Planning Matters**
- 11. Update on Major Planning Developments**
- 12. Finance Officer's Report**
- 13. Reports from Parish Council Committees**
 - Management Committee – 8 July 2025
- 14. Ward Reports / Updates**
 - Peel Hall Ward
(Councillors A Griffiths, T Murray and M Steen)
 - Winwick Ward
(Councillors J Herron, E Lavender and S Mann)
- 15. Date and Time of Next Meeting**
 - Tuesday, 23 September 2025, at 7.30pm
- 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.

CONFIDENTIAL MATTERS

- 17. Finance Officer's / Clerk's Report – Confidential Matters**
 - (a) Debtors

Winwick Parish Council
Minutes of the Meeting held on 24 June 2025

Present: Councillors J Herron (Vice-Chair in the Chair), E Lavender, S Mann and T Murray.

WPC.24 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors A Griffiths and M Steen.

WPC.25 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.26 Minutes

Decision – That the Minutes of the Annual Meeting of the Council held on 27 May 2025 be agreed and be signed by the Chair as a correct record.

WPC.27 Royal British Legion – Remembrance Day Poppy Appeal

Members received a brief presentation from Nigel Catlow, Penketh and Great Sankey Royal British Legion, seeking to engage with residents and businesses in Winwick, about where the RBL could place poppy trays in the run up to the annual Remembrance Day Poppy Appeal.

The branch had supported VE Day 80 celebrations and would provide similar support for VJ Day 80. There was an opportunity to engage with the younger generation, particularly as existing members were aging.

The intention was to identify potential sites for poppy trays and to understand what coverage there was currently in Winwick, so as not to duplicate effort. Any new volunteers would also be welcomed. RBL branches across Warrington had raised some £65k during the 2024 Poppy Appeal. Although remembrance often focused on WW1 and WW2, people affected by current conflicts also required the support of the RBL.

Councillors noted that the Community Centre, St Oswald's CE Church and Thoroughgoods shop already received a supply of poppies for sale. Councillor Lavender commented that it was difficult to recruit volunteers for many activities in the current climate.

Some suggestions for new sites included the farm shop, nursing homes and Bellway Homes sales office.

Mr Catlow enquired if there was a flag pole at the Community Centre. It was noted that the Centre did not have a flag pole, but that the church did.

Mr Catlow also reported that there would be an official launch of the Poppy Day

Appeal by Warrington Borough Council, which would be supported by the Mayor. He enquired if there were any cenotaphs or memorials in Winwick. It was reported that the Council usually ordered three wreaths for laying at the Warrington Cenotaph, by the Tommy on Swan Green and at St Oswald's Church. The Church also held a memorial service. Mrs Hinkins reminded Members that the deadline for ordering wreaths with a bespoke centre-piece had elapsed, but a locally crafted version could be produced.

Decision – To note the request for support and possible poppy tray locations from the Royal British Legion and to request the Clerk to circulate contact details for Nigel Catlow, as appropriate.

WPC.28 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.

A summary of the actions discussed is provided below:

No.	Issue	Action
1	3G Pitch	This matter remained on hold
2	Neghbourhood Plans	A deadline for production of this report had been set at the Annual Meeeting
3	Stading Orders	A deadline for updating this document had been set at the Annual Meeeting
4	Tree Surgeons	The Operations and Finance Officer noted that this work could not be undertaken until November. The Faringdon Road query would be added to the list of locations to investigate.
5	Letter to PCC	Councillor Mann had not yet heard from Dan Price, Police and Crime Commissioner for Cheshire.
6	Community Payback/HMP Thorn Cross Outreach	Community Payback required a suitable tradesman in the scheme to undertake any work. The contact for HMP Thorn Cross had been on leave, but Mrs Hinkins was chasing him up.
7	Attendance of Bellway Homes	Councillor Mann had written to Bellway Homes on numerous occasions to invite them to speak at a Council meeting. However, they had not replied since their initial offer to attend. The Clerk would now pursue this matter
8	Playground Equipment	The inspection by Wicksteed would take place on Friday 27 June 2025. Councillor Lavender commented that feedback had been received that the play equipment was not the best compared to newer sites. Mrs Hinkins reported that the equipment was serviceable, but required some renovation. Councillor Mann added that National Lottery grant might be available to purchase newer equipment. Mrs Hinkins responded that she was currently

		looking into a list of possible grant providers.
9	Access Road	<p>The Chair indicated that the solicitor's advice was that a letter should be sent to the land owners Warrington CE Educational Trust. Mrs Hinkins added that the solicitor had also advised that the lease agreement could not be tied to the agreement with Winiwck CE Primary School for use of the playing fields.</p> <p>The Chair undertook to circulate the solicitor's advice received so far to all councillors. Agreement was also given to proceed using the urgency powers, as appropriate.</p>
10	Traveller's Rest Stone	The stone mason had not yet reported on the most effective way to reinstate the stone.
11 - 15	Anaerobic Digestion Facility	<p>No formal planning application had yet been received. Winwick.org had now agreed to fund any banners/posters. The webpage had been updated. Councillor Mann would look into the proposed site visit to Oswestry. A public meeting would be arranged only following submission of the application. There was concern that the application might be lodged in August when there was no planned Council meeting. The normal time allowed by the planning authority for comments was 21 days.</p> <p>Councillor Mann noted that there were two e-mails from Helen Buckley, Clerk to Coft Parish Council, seeking support for further planning matters (Item 10 refers). The Clerk was requested to circulate these to all councillors. Mrs Hinkins sought further information about the cost of Winwick's contribution for the use of planning consultants, Blackfryers.</p>
16	Staff Key Duties	All Community Centre staff had received a copy of the job descriptions as a reminder. Mrs Hinkins was also updating the staff handbook.
17	Publication Scheme	The Clerk would update the document on the website as soon as possible.

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

WPC.29 Question Time for Electors

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

Battle of Winwick Pass Memorial

A Member of the public enquired if a date had been set for public consultation about the Battle of Winwick Pass memorial. More information should be available in September 2025.

Response: This meeting could be held immediately prior to the September Council meeting in the Main Hall, commencing at 7.00pm.

Newton Road Speed Limit

A resident reported an inaccurate statement in the minutes of the Council meeting held on 25 March 2025. Minute WPC.167 reported that the speed limit on Newton Road could not be changed as this was believed to be a trunk road. In fact, the route had ceased to be a trunk road with effect from 1 April 1978.

Response: The Clerk noted that an e-mail with the supporting evidence of the above had been received from the resident concerned and was reported elsewhere on the Agenda. Councillor Mann undertook to raise the speed limit concerns with Warrington Borough Council.

Bellway Homes - Information Boards

A member of the public noted the presence of information boards on the highway and on the Golborne Road site and queried whether appropriate public liability insurance was in place by the developer in the case of injury.

Response: Councillor Mann undertook to look into the question of insurance.

Traveller's Rest Stone

A resident asked if a plaque could be installed by the traveller's rest stone following its re-siting at Swan Green

Response: The Stonemason had not yet provided his advice on the settling of the stone, or the likely costs. As the registration number of the vehicle, which had caused the stone to become dislodged could not be ascertained the Council could make a claim for the works on its own insurance, but there might be a detriment to the cost of future insurance premiums.

Speeding and HGVs on Golborne Road

A member of the public suggested the installation of chicanes on Golborne Road and other HGV restricted routes to limit speeding and to deter unlawful access.

Response: Physical speed control measures could limit lawful access by farm vehicles to agricultural land. An alternative might be to seek to reduce speed limits. It was acknowledged that, since the opening of the Parkside Link Road, HGVs tended to use that route rather than Golborne Road and Hermitage Green Lane. Councillor Mann undertook to monitor the situation.

Speed Indicator Device (SID)

A resident asked whether the SID was only permitted to be deployed at a limited number of locations. He also asked where the data collected was sent to.

Response: The device could be used anywhere provided the that location was a safe and the device did not cause an obstruction. Discussions were continuing about possible future locations including at Southworth Cottages and on Newton Road. Mrs Hinkins undertook to send the SID data to Councillor Mann, who would then publish it on the Parsh Council Facebook page. It might also be possible to develop a page on the Council's main website in the future. Mrs Hinkins also reported that she retained the monitor's data records and that the formal data and technical graphs were supplied to the PCSO and the Borough Council's Traffic Management Team to support their evidence base.

Motorbikes

A member of the public reported lots of motorbike activity in the area. She asked whether trees could be planted on Parkside Link Road to deaden the noise.

Response: Members noted that this was an issue across the whole of Wininwck including on Hermitage Green Lane and at Magic Lake. Councillor Mann sought to clarify whether this nuisance was from road bike or off-road bikes. In any event this was a Police matter. Councillor Lavender encouraged the public to report any incidents on Residents Voice. Some 7 or 8 illegal off-road bikes had been witnessed recently outside Thoroughgoods shop. She would endeavour to obtain the CCTV footage. A further resident noted that tree planting on Parkside Link Road was a requirement within the approved plans to coincide with the building of the warehouses.

Decision – To note the questions raised by members of the public and responses given.

WPC.30 Written Motions Received

There were no written motions submitted on this occasion.

WPC.31 Police / Community Issues

There were no updates from PCSO Stephen Heaps (Winwick Ward) and PCSO Michelle Jones (Peel Hall Ward) on this occasion.

Councillor Lavender commented that the updates from PCSO Heaps often included information which related to Burtonwood. Julian Joinson, Clerk, indicated that PCSOs generally produced a single monthly update which covered the whole of their beat area for ease of administration.

Councillor Mann undertook to send a reminder to the PCSOs and Rural Inspector that regular updates should be provided.

WPC.32 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 – 30/05/25, 05/06/25, 06/06/25, 09/06/25 and 13/06/25
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news – 30/05/25 and 19/06/25
3. E-mail from Karina Jones, Fundraising Officer, Leukaemia & Myeloma Research UK, seeking support for the siting of clothing collection banks on suitable Parish sites. The matter was due to be discussed further at the next Management Committee meeting – 22/05/25
4. E-mail from Jake Percival, Stakeholder Engagement Officer, Pure Leapfrog, about a Carbon Literacy training online session spread across two separate half-day sessions on 24 June and 25 June (both dates from 09:30 - 13:30, Online) - 09/06/25
5. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about a Town and Police Clauses Act Notice regarding Warrington Walking Day which was due to take place on Friday 27 June 2025 - 19/06/25
6. E-mail from a resident, RW, commenting on an inaccurate statement set out at minute WPC, 167 of the Council meeting held on 25 March 2025. In respect of Newton Road, it was reported that the speed limit could not currently be changed as this was a 40mph trunk road. The resident pointed out that this route ceased to be a trunk road with effect from 1 April 1978. This should allow Warrington Borough Council to change the speed limit, if it so wished – 21/06/25
7. Website contact form submission from resident, MR, seeking information about the ownership of the alley to the rear of 66 Myddleton Lane and reporting obstructions caused by trees and foliage growth, as well as overhanging bushes and trees from people's gardens, causing health and safety issues – 09/06/25
8. Website contact form submission from resident, SR, on behalf of a resident, GS, on Faringdon Road, expressing concern about trees on Myddleton Lane Playing Fields overlapping her garden and potentially causing damage to her garden fence – 20/06/25
9. Website contact form submission from resident, DH, about the increased usage of Myddleton Lane Playing Fields for events and the associated noise. The resident had suggested measures to reduce the noise levels, including directing all speakers towards the Community Centre building and planting tall trees on the slope between the upper and lower fields – 01/06/25
10. Website contact form submission from resident, PK, seeking information about the transfer of ownership of the playing field between Radley Lane and Ballater Drive from Homes England to the Peel Hall developers – 05/06/25

11. E-mail from Rachel Sewell, NVT Practitioner, seeking permission to display a flyer with information about her holistic therapy business on parish notice boards – 03/06/25
12. E-mail from Jen Seed, Communications Officer, Office of the Police & Crime Commissioner, about the launch of the SWAP Summer Support Fund, which aims to support community groups, charities, social enterprises, and not-for-profit groups to deliver community led activities. Organisations could apply for grants of up to £2,000 to help deliver activities over a 6-8 week period in the summer. The deadline for applications was 20 June 2025 – 05/06/25
13. Email from Kirsten Riley, Senior Democratic Services Officer, Warrington Borough Council, inviting Parish Councillors to the Mayor's Civic Service 2025 on Sunday 22 June 2025 – 16/06/25
14. E-mail from Dr Graeme Moore, Graduate Development Programme Trainee, Warrington Borough Council, about a consultation on that Council's revised Street Trading Policy, which would run until 25 July 2025 - 19/06/25
15. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs – signs and notice boards
 - Cheshire Community Action - advice on community projects or initiatives
 - Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - ONH Planning – planning information and training
 - Playsound Services Ltd - outdoor play equipment
 - Severnside Defibs and Training Ltd – Defibrillators
 - Sutcliffe Play – outdoor play equipment
 - We find any Learner - training

In respect of Item 6 – Trunk Road Status, this matter had been discussed as at Minute WPC.29.

In connection with Item 7 – Alley to the rear of 66 Myddleton Lane, Councillor Mann noted that this matter had been raised last year too. The alleyway was not Warrington Borough Council land. Subject to no other owner being identified, the local residents would be free to cut back any overhanging bushes and trees themselves.

Regarding Item 8 – Overhanging trees on Myddleton Lane Playing Fields, these would be considered as discussed at Minute WPC.28

In respect of Item 9 – Playing Field Noise, a discussion had taken place with the resident concerned. Mrs Hinkins reported that there had been noise complaints from time to time to Warrington Borough Council and advice had been provided to the Community Centre Manager about the Centre or its hirer obtaining a Temporary Event Notice (TEN) for any outdoor activity which involved dancing or music. The

relevant notice would cost £21. It was understood that events which were wholly private did not require a TEN, but these would need to be closed to the general public. The Licensing Team were due to meet with the Centre Manager to discuss the detail of what permissions were required. Mrs Hinkins reported that Majorettes were daytime only events and the recent wedding music had ceased by 10.55pm. The Chair suggested that hirers should specify in writing when making a booking if the event was private or open to the public. Members discussed the forthcoming Autism Awareness booking, which in previous years had included an MC and amplified sound. Ten days notice would be required of the event. The Chair suggested that the Centre should apply for the notice on this occasion. The Clerk noted that an applicant could only submit a limit number of TENs in any 12 month period. Mrs Hinkins confirmed that there would be no speaker outside during the Beer Festival.

In connection with Item 10 – Land ownership in Peel Hall, the Council had no knowledge of the ownership of the site.

Regarding Item 11 – Notice Boards, there would be insufficient room to allow private flyers in the Council's general notice boards.

In respect of Item 12 – PCC grant funding, the deadline had now passed.

In connection with Item 13 – Councillor Mann had attended what was a very pleasant event.

Regarding Item 14 – Street Trading Policy Consultation, Councillor Mann reported that he had already replied to this.

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

WPC.33 Planning Matters

The following planning matters were reported:

General Correspondence

1. E-mail from Helen Buckley, Clerk & Responsible Financial Officer, Croft Parish Council, enquiring if this Council, and others, would wish to support them in commissioning Peter Black, Blackfryers Planning and Environmental Consultants, to respond to the adoption of the Holcroft Moss Planning Obligations Joint Supplementary Planning Document by local authorities across the Greater Manchester Combined Authority region – 28/05/25
2. E-mail from Helen Buckley, Clerk & Responsible Financial Officer, Croft Parish Council, enquiring if this Council, and others, would wish to support them in commissioning Peter Black, Blackfryers Planning and Environmental Consultants, to respond to the consultation on the Draft Wigan Borough Local Plan – 28/05/25

3. E-mail from Niki Gallagher, Development Manager, Warrington Borough Council, reminding all parish councils of the strict 21 days deadline for calling in relevant planning applications before the Development Management Committee. The reminder included information about the need to give planning considerations in any comments and to send a representative to attend the meeting to present the comments. The e-mail also set out the types of applications which were not normally subject to call-in – 06/06/25

Domestic Planning Applications

4. Application No: 2025/00383/FULH - Application Type: Full Planning -
Householder (Householder Development)
Location: 46 Falcondale Road, Winwick, Warrington, WA2 8NB
Proposal: Single storey extension to the side and front porch and render for extensions and all existing elevations of the property and
1.8m boundary fence
Deadline for Comments: 30 June 2025

Non-Domestic Planning Applications

5. Application No: 2025/00745/VARC - Variation of Conditions
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: Variation of condition 6 (Approved drawings), 16 (Off site highway works), 39 (Validation report) and 53 (Environmental health reports) and remove condition 38 (Noise assessment) on approved application 2016/28492 (Residential led mixed use)
Deadline for Comments: 26 June 2025

Decision – To note the planning matters raised.

WPC.34 Update on Major Planning Developments

Anaerobic Digestion (AD) Facility

There was no further progress report in relation to the proposed AD facility.

St Oswalds Place

Bellway Homes were making progress with their housing development on land at Golborne Road. The number of complaints had subsided, but there were still some complaints about the noise from a generator on site. The current works were in relation to the removal of top-soil.

Peel Hall

Large numbers of HGV movements were now taking place in relation to construction. The Council was continuing to engage closely with the developer about local

concerns.

Parkside

The Parkside Link Road was now complete and open. Phase 1 and 2 of the employment site development would commence before the end of the year.

Decision – To note the updates on major developments.

WPC.35 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 2025/26

Members considered a summary of profit and loss against the Council's Budget for both the Community Centre and Parish Council as at 31 May 2025.

In May £19.1k of income had been received through the Community Centre. The Centre was showing a £1.9k loss for May, which was a £500 improvement on the £2.4k loss over the same period last year. The year to date position was currently showing a loss of £1.5k, which was a £6.9k improvement from the previous year's £8.4k loss.

The annual boiler check had fallen within the period up to end of May, contributing to the loss for the month. Councillor Lavender asked about the number of events held in May. Mrs Hinkins confirmed that one external event (Majorettes) had taken place, plus the quiz night. Members considered if anything more could be done to boost income. Mrs Hinkins commented that a large beer order had been placed in May and that this might balance out over the coming months. The Chair reminded Members that the position was a significant improvement on the previous year.

Councillor Lavender asked if private bookings, such as the Majorettes, bringing their own snacks and drinks impacted upon sales from the Centre. Mrs Hinkins confirmed that this had only a minor impact, as the Centre did not sell the types of products often brought onto the site by these groups. In practice, the loss showing for the month would not be found from within those types of sales. Councillor Mann added that it would be essential for monthly profits and losses to balance out over the course of the year.

Councillor Lavender noted that TNT Sports would have a reduced number of matches on offer in 2025/26. She asked if the subscription would be reduced accordingly. Mrs Hinkins explained that this would not occur as the Centre paid for a selection of channels as a package. Councillor Mann commented that the pay TV channels could be discussed further by the Management Committee.

There had been £11.1k of Parish expenditure against the precept in May, with £21.3k of expenditure on the year to date.

Additional Items

1) Playground Repairs

Ground repairs on the small playground had started and the supplies to finish this had been purchased. The soil on the children's playground would be filled in subject to the weather remaining fine. Councillors Griffiths and Herron had undertaken to help with the repainting of equipment and flooring repairs. The Chair confirmed that a dry week would be needed and that the flooring work could be done in the evening to allow it to set overnight.

2) Wildflowers

An e-mail had been received on the 23 April 2025 stating that the wildflowers would be sown in the next week or two, weather permitting. This had been chased up by e-mail sent on 12 May. A response indicated that due to an HSE audit at WBC there had been a 2-3 week delay in programming the works. This had been chased up again on 4 June 2025 and the reply received had apologised for the on-going delay, explaining that herbicide, cultivation, seeding and rolling was likely to be completed in the next 10 days. The reply also commented that flowers had been sown as late as mid-June in the past and good results had been achieved with flowers in late July August.

The work had subsequently started on 9 June, although the areas marked out for planting varied from those originally agreed. The section of grass between the two tree stumps had not been deemed suitable as the vehicles could not access that area. Unfortunately, the designated area had already been treated in preparation for the wildflower sowing, leaving a patch of dead grass. An alternative area for the wildflowers had now been identified in the corner of the site.

3) HMP Thorn Cross Rehabilitation Initiative

A meeting had been undertaken with the organisation. The Operations and Finance officer had submitted fire risk assessments and was awaiting a response to confirm the equipment list to procure safety equipment. She would follow this up shortly.

4) Traveller's Rest Stone

Mallett Stonemasonry Ltd had been contacted and a response was awaited. This had been chased up on 12 May and again on 12 June.

5) Playground Review

A date for the playground review had been sought on 12 May 2025 and a response had been received indicating that the review would be undertaken in June. Confirmation of the inspection date had been followed up on 12 June 2025. The inspection would now take place on Friday 27 June 2025.

Payments made since the report for the Management Report in June 2025 in lieu of a Committee meeting

Payments Leisure Centre		
16Jun2025	£129.60	Clear Brew
16Jun2025	£954.17	T&JT Barton
10Jun2025	£111.00	Easyflow
09Jun2025	£355.73	Water Plus Limited
09Jun2025	£1,908.43	T&JT Barton
04Jun2025	£192.98	IBA Electrical
04Jun2025	£186.00	Winwick.org
Payments Parish		
16Jun2025	£3,140.56	HMRC Cumbernauld
16Jun2025	£195.00	Gardenia Gardens
04Jun2025	£150.00	DL Hannan
04Jun2025	£180.00	Warrington BC
04Jun2025	£280.00	DL Hannan
Direct debits Leisure Centre		
09Jun2025	£1,040.00	SCOTTISHPOWER
05Jun2025	£283.06	TNT SPORTS
Direct debits Parish		
16Jun2025	£699.96	LLOYDS CORP CARD
12Jun2025	£20.00	PAYZONE
09Jun2025	£42.14	PAYZONE
04Jun2025	£39.60	XERO UK LTD
03Jun2025	£67.87	PAYZONE

Decision – To note the Finance Officer’s update report, including the Budget Review 2025/26 at the end of May 2025, additional items and payments made.

WPC.36 Draft Field Event Agreement

Member considered a draft Field Event Agreement form provided by the Operations and Finance Officer. Mrs Hinkins reported that she would add a TEN section (for office use only) in the light of the earlier discussions about dancing and music.

Members expressed their thanks to Mrs Hinkins for the production of the form. Councillor Mann asked if the document could be reviewed annually in the light of experience gained.

Decision – To approve the draft Field Event Agreement form, subject to the addition of a section regarding a Temporary Event Notice.

WPC.37 Ward Reports / Updates

Peel Hall Ward

Councillor Murray reported that some residents had reported a housing issue to her, which involved thuggish behaviour. It was unclear if this was within the Parish area.

Winwick Ward

Councillor Lavender indicated that she had reported a public rights of way issue on the route between Hermitage Green Lane and Old School House Lane. It was noted that on the branch route across to Highfield Lane there was no clear path as it had been seeded over.

Councillor Lavender reported that scrambler bikes remained a nuisance in the area. She also added that Golborne Road was very dirty as a result of ineffective sweeping from the St Oswalds Place developer. Councillor Mann undertook to chase up Bellway's attendance at a future meeting of the Council.

Councillor Mann reported that 20mph repeater signs had now been installed along Myddleton Lane.

Councillor Lavender noted that there had been some surface water flooding on Spires Gardens, but that the grates had now been cleared. She had initially suspected that water was being pumped from the St Oswalds Place development into Spires Gardens, but this was not the case. She asked if there was a programme for cleaning on Golborne Lane. Councilor Mann responded that there were some 70- 80 drains that needed cleaning periodically in the parish. He generally monitored progress on this matter.

Decision – To note the ward updates provided.

WPC.38 Date and Time of Next Meeting

Decision – To note the date of the next meeting on 22 July 2025 at 7.30pm.

WPC.39 Exclusion of the Public (including the Press)

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

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

(a) Debtors

A report was provided by the Operations and Finance Officer setting out outstanding debts. There remained two outstanding debts from one customer over 90 days and

the interest warning letter had been issued some time ago. The debts had been outstanding for over 1 year. A further letter had now been sent to the hirer seeking payment of the debt.

There were six debts recorded in the range 30-89 days, with four debts in this range having been paid recently. The two outstanding debts were due to the customers' termly funding arrangements. Payment was anticipated shortly.

Decision –

- (1) To note the Finance Officer's report in connection with debtors.
- (2) To approve the writing off of the two debts in the sum of £850 from the organisation identified whose payments were outstanding for over 90 days and to refuse any further personal or commercial bookings from the individuals involved, unless payment is received in advance.

(b) Contact with Management Team

Mrs Hinkins requested that any contact with the Operations and Finance Officer and Centre Manager out of hours, or on their usual days off, or holidays should be sent by e-mail to their business address, rather than text messages to personal mobile phones. This would help to avoid an unnecessary intrusion during staff's free time. However, staff could be contacted in an emergency.

Decision – To note the proposed arrangements for contacting the Management Team out of hours and on days off.

(c) Speed Indicator Device (SID)

Councillor Mann suggested councillors could take on board some tasks to relieve pressure on the staff, such as preparing the Speed Indicator Device (SID). Mrs Hinkins reminded Members that her role was as a single point of contact for downloads and to ensure the safekeeping of the data. When councillors intended to recover the SID a time slot should be booked with her in advance, or alternatively she should be informed that the device had been returned and she could then arrange for its recharging on her next shift. The battery charger also needed to be kept in a secure location. Councillor Mann asked if a suitable lockable cupboard could be identified. Mrs Hinkins confirmed that it was planned to reorganise the cupboard space available. The former 'mums and tots' cupboard could be made available. However, this would need to have a power source installed.

The Clerk noted that leaving equipment on charge while unattended might represent a fire risk which would need to be assessed and possible control measures put in place.

Decision – To note the proposal to make the SID more accessible by allocating a lockable space within the Centre for its storage and charging.

(d) Warrington Volunteer Team/Food Hubs

Councillor Teresa Murray declared a personal interest in the following matter.

Councillor Murray provided a brief description of a dispute with a volunteer, which had resulted in a complaint being made to the Police about harassment, stalking and malicious communications. The issue had escalated to a point where food was no longer being supplied to the Winwick Hub by one source organisation. However, the service in Winwick would not be adversely affected, as other sources of food were available. The intention was to establish a Food Pantry.






Councillor Murray then left the meeting while Members discussed the matter. Councillors were clear that the food distribution was not a Parish Council service, but was being provided by voluntary groups using the Community Centre as a base.

Decision - To suspend voluntary food distribution from the Community Centre by all groups, until evidence is received to indicate that the volunteers are authorised by their parent organisations to supply food and a copy of the policy about who can access the food is provided.






Councillor Murray was invited back into the meeting and the decision was reported to her.

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WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2025/26

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 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.	
4	To request the Operations and Finance Officer to ask the tree surgeons to quote for trimming the trees overhanging the entrance way park bench in November.	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	
5	To request the Clerk to write to the new Police and Crime Commissioner for Cheshire, to invite him to a future meeting of the	WPC.24(2)	25/06/24	(reallocated) Councillor Mann	-	-	Councillor Mann has written to the Police and Crime Commissioner (PCC). No reply had been received to date	

Agenda Item 5

	Council.							
6	<p>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.</p> <p>That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with assistance for litter picking.</p>	<p>WPC.59</p> <p>WPC.98(2)</p>	<p>23/07/24</p> <p>22/10/24</p>	<p>All councillors and Operations and Finance Officer</p> <p>Councillor Griffiths</p>	-	-	<p>Further discussion on rationalising the gardening provision might include use of the Community Payback Scheme or HM Thorn Cross Prison outreach programme. Risk assessments had been completed and PPE would need to be purchased.</p> <p>Start up and progress would continue to be monitored</p>	
7	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.	
8	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 has been in touch with Wicksteed	
9	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.	WPC 144(c)	28/01/25	Chair, Vice-Chair and Operations and Finance Officer	-	-	The Council had recently taken some legal advice.	
10	To request the Clerk to add the traveller's rest stone to the Action List for the next	WPC 164(2)	25/03/25	Clerk and Operations and Finance Officer	-	-	Mallett Stonemasonry Ltd have inspected the site and are considering the work required.	

Agenda Item 5

	meeting						However, a proposal has not yet been received	
11	To agree that the Council will lead on any formal response to a planning application about the AD facility and will invite winwick.org to join in any campaign to object to the facility.	WPC 188(2)	22/04/25	Chair/Vice Chair/Clerk	-	-	No application has yet been submitted.	
12	To update the Council's website planning page and to circulate updated information to the circulation list and other parish councils, including Croft.	WPC 188(4)	22/04/25	Vice-Chair	-	-	In progress	
13	To extend an invitation to representatives of other parish councils to join a site visit to a waste facility in Oswestry, Shrewsbury.	WPC 188(5)	22/04/25	Chair/Vice-Chair	-	-	In progress	
14	To consider the arrangements required for a public meeting about the AD facility and a leaflet.	WPC 188(7)	22/04/25	Chair/Vice-Chair	-	-	Awaiting formal planning stages	
15	To note that the Council's Publication Scheme contained some information that was now out of date and to request that the Clerk carry out a review of the document, as soon as possible and in any event, within the next six months.	WPC 8(2)	27/05/25	Clerk	-	-	Not yet commenced	
16	To note the proposal to make the SID more accessible by allocating a	WPC.40©	24/06/25	Operations and Finance Officer	-	-	In prgress	

	lockable space within the Centre for its storage and charging							
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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 24 June 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 – 25/06/25, 26/06/25, 02/07/25, 03/07/25, 07/07/25. 11/07/25(x2), 14/07/25 and
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news – 10/07/25
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 Thursdays, 26 June and 3, 10 and 17 July 2025 – 24/06/25, 01/07/25, 09/07/25 and 16/07/25
4. Website contact form submission from resident, SG, requesting installation of the Speed indicator Device on Hollins Lane between the traffic lights and the hospital where the houses are located – 29/06/25
5. Website contact form submission from resident, BS, seeking information about how much income is raised from rental of the field for the fun day on Saturday and what it will be spent on – 09/07/25
6. E-mail from UTMC, Environment & Transport Directorate, Warrington Borough Council, about traffic surveys due to be undertaken in the Parish area – 30/06/25
7. E-mail from Adam Keppel-Green, Training Officer, Society of Local Council Clerks (Cheshire Branch) about their Annual Conference due to be held on Thursday 18 September from 9:30am to 4:30pm – 05/07/25
8. 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 – insurance and risk management
 - CloudyIT – IT solutions
 - GeViews – Parish notice boards
 - My Parish Council – website hosting
 - ONH Planning – planning information and training
 - Playsound Services Ltd - outdoor play equipment
 - Severnside Defibs and Training Ltd – Defibrillators
 - We find any Learner - training

Up to date as at 21/07/25

Winwick Parish Council

Planning Matters since 24 June 2025

General Correspondence (3)

1. E-mail from Councillor Mann enclosing a copy of Warrington Borough Council's response to Wigan's draft Local Plan – 26/06/25
2. E-mail from Councillor Mann enclosing draft guidance documents to assist residents who may wish to object to Severn Trent's Anaerobic Digestion Plant planning application – 27/06/25
3. E-mail from Councillor Mann providing an overview of the the Planning and Infrastructure Bill 2025 – 29/06/25

Domestic Planning Applications (0)

Nil

Non-Domestic Planning Applications (1)

4. Upgrade to existing radio base station installation and Kenyon Hall / Winwick Hall.

Up to date as at 21/07/25

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Finance report to Winwick Parish Council Full Council meeting 22nd July 2025

In June we have had £21.2k of income through the centre. The centre is showing a £3.6k loss for June. The year to date profit/ loss is currently in a loss position of £5.1k, and improvement of £2.2k from the previous years loss.

Factors affecting the profitability in June are as follows:

5 week payment month (June last year was 4 week)

£1,779.50 less room hire than last year

£350 bad debt write off

£1,108.80 holiday cover (88hrs) – this is high due to some compassionate leave being required

£1,021.53 surplus stock – this will carry into July and be sold then.

There has been £14.7k of expenditure against the precept in June, with £36k of expenditure on the ytd.

Other items:

- Playground repairs – Ground repairs on the small playground have started and the supplies to finish this have been purchased. Playground inspection has been undertaken – update will be circulated separately.
- Wild flowers – Following the errors from WBC with marking out, we have been given a bag of wildflower seeds to plant – the seeding contractor reseeded the deadened area with grass seed.
- Use of HMP Thorncross rehabilitation initiative – Meeting undertaken – CH sent fire risk assessments and we are awaiting a response to confirm the equipment list to procure safety equipment. – risk assessments have been approved – awaiting response of PPE and start dates
- Travellers rest stone - Mallett stonemason contacted – awaiting response – chased up 12th May - further chase 12th June – chased again 3rd July

Payments made since those reported in the management report July 2025.

Will be circulated on Monday 21st July

Part 2:

- 1) Debtors – will be circulated on Monday 21st July – debtors from Mgt report chased 10th July
- 2) HR updates

Profit and Loss
Winwick Parish Council
1 April 2025 to 30 June 2025

	30 June 25	YTD
Income		
210 Room hire income	£3,455.00	£13,573.50
225 Buffet sales income	£0.00	£0.00
230 Bar sales income	£13,589.90	£34,130.46
231 Bar snacks income	£611.40	£1,614.57
232 Soft drinks income	£2,285.16	£5,346.06
260 Ticket sales income (Events)	£168.00	£476.00
Bar tea and coffee	£538.40	£1,774.40
Inpost income	£0.00	£270.00
Entertainer	£0.00	£0.00
Field income	£460.00	£2,420.00
Payzone income	£143.67	£563.69
LC Bar till discrepancies	-£14.08	£5.41
Total Income	£21,237.45	£60,174.09
Less Cost of Sales		
bar snacks expenditure	£234.40	£633.31
Beverage supplies (Coffee, milk)	£13.16	£503.01
Buffets	£0.00	£22.73
Tuck shop	£0.00	£0.00
Payzone	£139.74	£558.59
Drink purchases (and other bar it	£4,958.07	£13,587.99
LC Direct Wages	£7,232.34	£17,506.75
soft drinks expenditure	£845.43	£2,216.78
Total Cost of Sales	£13,423.14	£35,029.16
Gross Profit	£7,814.31	£25,144.93
Less Operating Expenses		
Bad Debt	£350.00	£350.00
DJ's bouncy castles, etc - events	£247.58	£650.10
LC Bar & Cleaning sundries	£325.07	£1,179.74
LC Bottled Gas	£92.50	£351.50
BT sport	£235.88	£707.64
LC Cleaning	£756.00	£1,965.60
LC consulting	£59.50	£178.50
LC Electricity (Light, Power)	£865.68	£2,599.02
LC Equipment	£217.30	£657.82
LC Fire extinguishers	£0.00	£0.00
LC Gas (Heating)	£144.91	£1,236.99
LC General Expenses	£0.00	£0.00
LC Landline telephone and Broad	£741.59	£741.59
LC Pension costs	£1,385.34	£3,641.24
Rates	£863.00	£2,587.25
LC Repairs & Maintenance	£342.98	£781.98
tv licence	£0.00	£0.00
LC Trade waste	£178.90	£465.14
LC Water and Sewerage	£367.01	£1,079.06
Managers salary and NI	£3,431.96	£8,923.10
PAYE Payable	£819.18	£2,006.64
Stocktaking Services	£0.00	£190.00
Total Operating Expenses	£11,424.38	£30,292.91
Net Profit	-£3,610.07	-£5,147.98

Profit and Loss
Winwick Parish Council
1 April 2025 to 30 June 2025

	30 June 25	YTD
Income		
Litter picker income	£2,071.50	£6,111.50
Advertising	£20.00	£20.00
Precept	£0.00	£146,894.00
Total Income	£2,091.50	£153,025.50
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
Gross Profit	£2,091.50	£153,025.50
Less Operating Expenses		
Administration expenses	£19.99	£265.18
advertising	£0.00	£0.00
internal audit	£0.00	£0.00
external audit fee	£0.00	£0.00
cctv	£0.00	£413.43
election expenses	£0.00	£0.00
donations	£0.00	£0.00
RBL Donation	£0.00	£0.00
xmas tree lights	£0.00	£0.00
intruder alarms	£0.00	£0.00
Bank Fees	£387.31	£915.68
Clerk's salary	£943.37	£2,830.11
Training	£0.00	£0.00
Consulting	£400.00	£400.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£162.50	£487.50
Insurance	£0.00	£0.00
Legal / Licencing Expenses	£321.14	£969.14
Litter Pick Costs (Shared)	£2,331.00	£6,146.44
Litter pick vehicle	£0.00	£0.00
Loan charges	£3,614.42	£3,614.42
PAYE Payable	£188.05	£2,394.72
Payroll	£225.00	£635.00
Pay zone fees	£35.12	£122.23
Pensions Costs (Empr's contr)	£1,598.82	£4,238.04
Playground repairs	£0.00	£0.00
Tree maintenance	£0.00	£0.00
Professional fees	£0.00	£0.00
Repairs and maintenance	£0.00	£265.40
RFO Salary (and NI)	£4,162.00	£10,821.00
Traffic management	£0.00	£0.00
Japanese Knotweed	£0.00	£0.00
Subscriptions	£48.34	£145.02
Planters	£0.00	£490.00
Swan green, winwick park, radley com	£280.00	£890.00
Total Operating Expenses	£14,717.06	£36,043.31
Net Profit		£116,982.19
Parish reserves		-£2,095.07
Leisure Centre deficit/profit 25/26		-£5,147.98
Balance of overall reserves		£109,739.14

Playground repairs required

External contractor actions required:

- Wicksteed - remove 5 chain links on swings where flooring was overpoured and tighten swing connectors
- Spring cover on fire engine needs replacing
- Need handle and foot rest caps for spring see saw
- Need bolt caps for multiplay
- Zip wire adjustment to stop point, tighten fittings and replace nylon inserts
- Basketball post replace fixings and check bolts
- Sutcliffe - Swings need caps for seating
- Inclusive springle needs new seat
- Spring horse needs new handle grips
- Multiplay needs new rubber padding

In house work to be done:

Large playground:

- 1) Swings – remove vegetation/ algae, check gaps in surfacing and repair any required, fill ground at side of swings and grass seed
- 2) Metal benches – repaint metal benches and reinstate ground underneath
- 3) Fire engine - needs repainting
- 4) Spring see saw – spring needs repainting
- 5) Multiplay – repair surfacing and remove graffiti
- 6) Roundabout – repaint
- 7) Rocket – sand and varnish the seat, repaint
- 8) Cable way – sand and varnish the timbers, reinstate ground underneath launch platform
- 9) Basketball posts – remove cable ties, remove graffiti reinstate ground

Enclosed playground:

- 1) Floor at entrance – reinstate grass
- 2) Fence remove cable ties
- 3) Bench – repaint
- 4) Spinning pole – repaint, reinstate ground
- 5) Spring see saw – repaint spring, reinstate ground
- 6) Swings – reinstate grass
- 7) Spinner bowl – reinstate ground, repaint
- 8) Inclusive springle – spring needs repainting, reinstate ground
- 9) Spring horse – reinstate ground
- 10) Multiplay - reinstate ground