



17 September 2025

To: All Members of Winwick Parish Council

Dear Councillor

A public consultation meeting on a proposed monument at Hermitage Green, to commemorate the Battle of Winwck Pass, will be held at Winwick Community Centre, commencing at 7.00pm on Tuesday 23 September 2025.

The next meeting of the Parish Council will also be held at the Winwick Community Centre on Tuesday, 23 September at the conclusion of the above public meeting, or at 7.30pm, whichever is the later.

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 Council meeting held on 22 July 2025.

- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**

- 6. Proposed Monument at Hermitage Green**
To consider any matters arising from the Battle of Winwick Society's proposals.
- 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. Flowers**
Councillor Mann to introduce this item
- 14. Jet Washing/Cleaning Myddleton Lane Entrance**
Councillor Mann to introduce this item
- 15. Reports from Parish Council Committees**
 - Management Committee – 8 July 2025
 - Management Committee – 9 September 2025
- 16. Ward Reports / Updates**
 - Peel Hall Ward
(Councillors A Griffiths and T Murray and one vacancy)
 - Winwick Ward
(Councillors J Herron, E Lavender and S Mann)
- 17. Date and Time of Next Meeting**
 - Tuesday, 28 October 2025, at 7.30pm
- 18. Chairman to move to Part 2**

Part 2

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

CONFIDENTIAL MATTERS

- 19. Finance Officer's / Clerk's Report – Confidential Matters**
 - (a) Debtors
 - (b) Food Hub Operation

Winwick Parish Council
Minutes of the Meeting held on 22 July 2025

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

WPC.41 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor T Murray.

WPC.42 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.43 Minutes

The Clerk reported that date in the header of the draft minutes published initially had contained an error and that a revised draft was available for approval and signature which showed the corrected date of '24 June 2025'.

Decision – That the Minutes of the meeting of the Council held on 24 June 2025 be agreed and be signed by the Chair as a correct record.

WPC.44 Attendance at Meetings

Members were reminded that Councillor Margaret Steen had last attended a qualifying meeting on 11 February 2025 and no further meetings were planned until 9 September 2025. The Council had a power, under s.85(1) of the Local Government Act 1972, to approve a period of absence of a councillor beyond six consecutive months, for some specified reason, otherwise that person would cease to be an elected member.

The Chair reported that Councillor Steen was due to move house and had indicated her intention to resign from the Council.

The Clerk indicated that upon receipt of the formal notice of resignation he would need to inform the Electoral Services Team at Warrington Borough Council, who would provide a notice of vacancy for the Peel Hall Ward for publication in the area. An election could be called by 10 local government electors for the area but, if no such request was received, the Council could co-opt a suitable person to serve in that role. There were no official guidelines about the co-option process, but this could either be a direct appointment of a known qualifying individual, or open recruitment by an advertisement, application and selection process.

Councilor Mann undertook to present some flowers to Councillor Steen.

Decision – To note the intention of Councillor Steen to submit her resignation as an elected member and to place on record the Council's thanks for her service with the authority and for her prior efforts to raise awareness of and lead objections on behalf of the community to the Peel Hall housing development over a period of many years.

WPC.45 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 a 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
4	Tree Surgeons	<p>The Operations and Finance Officer reported that the tree surgeons had not yet been chased up.</p> <p>Councillor Lavender reported that a request had been submitted for the removal of a tree root which was exposed in front of a residential gateway access to Myddleton Lane Playing Fields and was a possible trip hazard. Members considered that the removal of the root might cause the tree to become unstable and would put this at risk of falling onto the resident's property. In any event there was no right of access to the field from residents' gardens, although the Council did not object to access gates being installed.</p> <p>It was agreed that a response should be sent to notify the resident that the Council was not in a position to remove the tree root and noting that the resident had a gate, but reminding them that this did not constitute a right of access to the playing field.</p> <p>Members noted that there was a query about overhanging tree branches from a resident living next door to Councillor Herron's mother. He had already replied to the resident concerned to indicate that the Council was dealing with the matter.</p> <p>Mrs Hinkins undertook to obtain quotes shortly for work outside of the bird-nesting period - Retain</p>
8	Playground Equipment	<p>The Chair enquired about the outcome of the playground inspection on 27 June 2025. Mrs Hinkins reported that a number of minor repairs had been identified, which would be carried out by Sutcliffe Play. Wicksteed would be engaged to carry out repairs to the zip-wire and swings. There were a number of non-technical repairs which the staff and councillor volunteers could address. A comprehensive list of actions had been included with the Finance Officer's Report at Agenda item 12 - Retain</p>
9	Access Road	<p>The Chair indicated that a response had been sent to</p>

		<p>Warrington CE Educational Trust, which they had agreed to consider. Councillor Herron had set up a meeting with the Headteacher of Winwick CE Primary School on Monday 28 July to discuss use of Myddleton Lane Playing Fields. The school term would finish this Thursday 24 July 2025</p> <p>A member of the public asked what this matter was about and if it related to the access barrier system in operation or the school's request for parish land for a car park. The Chair indicated that some of the details were confidential due to sensitive negotiations. However, the substantive issue related to an access agreement between the Parish Council and the landowner of the school's premises. Councillor Mann indicated that negotiations were around <i>quid pro quo</i> arrangements for use of the access road by the Leisure Centre and use of the playing fields by the school.</p> <p>The vehicle access barrier was not part of those discussions, as this was a mutual agreement to improve pupil safety at school opening/closing/ times. The barriers installation was part of the planning permission granted, which had seen the erection of a fence around the school car park. This did not adversely affect room bookings at the Centre, as customers were informed in advance of the times of the barrier restrictions. Neither the barrier issue nor the current discussions were linked to the school's previously stated desire to purchase Parish land for use as a car park.</p> <p>The Chair commented that the Parish had no inherent right of access along the roadway, hence the need for a legal agreement. Councillor Mann added that the Council and school had a longstanding good relationship and wanted to work together on this matter - <i>Retain</i></p>
10	Traveller's Rest Stone	<p>Mrs Hinkins confirmed that she had chased up the stone mason before she had taken a period of annual leave. To date he had not reported on the most effective way to reinstate the stone. Councillor Lavender noted that a particular resident was keen to see the stone reinstated in its original position. Councillor Mann commented that the stone's surroundings could be tidied up and the stone left in situ, or alternatively, quotes could be obtained to reposition it. The risk in moving the stone was that it could fracture. The matter could be deferred as this was not an urgent action - <i>Retain</i></p>
11 - 14	Anaerobic Digestion Facility	<p>The formal planning application had now been submitted by Severn Trent.</p>

		These actions could now be deleted as they had either been completed or would be actioned shortly. In respect of Action 13 - Visit to Oswestry, this would no longer take place - Delete
16	Storage unit for the SID	This work was in progress. Mrs Hinkins reported that the cupboard identified had been cleared of 'mums and tots' equipment, but there were some Parish items remaining which needed to be removed. In addition, the electrical sockets needed to be safety tested - Retain

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

WPC.46 Question Time for Electors

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

Proposed Anaerobic Digestion Facility

The Chair announced that there was no item on the Agenda today specifically in connection with the proposed Biogas plant, as the application had only just been submitted. However, the Council had been preparing behind the scenes for that eventuality since the project had come to light. A pack of information had been developed about how to object. The Council itself had identified some areas of concern. Further information was available on planning law and what were planning considerations. Some other background information had also been collated. The information should be ready to release on Thursday.

The Council had arranged two public meetings, as follows:

- Wednesday, 30 July 2025 (7pm – 9pm)
- Sunday, 3 August 2025 (4pm – 6pm)

There would also be two drop-in sessions on the following dates:

- Sunday, 3 August 2025 (6pm – 8pm)
- Wednesday, 6 August 2025 (4pm – 8pm)

Mrs Hinkins added that, if residents were not IT literate, they could attend the Centre and would be offered support to access the necessary information. The Chair indicated that residents did not need to submit objections electronically and that ordinary mail could be sent. The published deadline for objections was 11 August 2025.

The Chair reported that the Council would create a sample letter, but residents needed to be aware that this template should not be submitted as a standard letter, as the Planning Department would consider all such comments as a single objection. The Planning Department would be looking for personalised impacts, which meant that any comments submitted should be in residents' own words.

This Council would also collect signatures of those wishing to lodge an objection. There were some banners due to be erected in various locations, including close to the planned site, Winwick Park, the Playing Field Gates and even outside the Chair's home. Further locations were being considered, such as the school and church, but there were only seven banners in total. More could be ordered if there was sufficient demand. A leaflet drop was also being arranged.

A resident asked if the local media could be approached, as there had been a series of features recently on waste facilities on BBC TV's NW regional news. A second resident asked if independent planning advice would be sought. The Chair commented that the Council had been liaising with Croft and Culcheth and Glazebury Parish Councils and had previously engaged a planning consultant (Blackfryers). This option might be available again, but the Council would circulate its material first.

The timeline was important. Public meetings would take place in two weeks' time. The deadline for public comments was 11 August 2025. There might be other deadline dates in operation, as indicated on letters delivered directly to neighbouring properties or on public notices posted on lampposts.

It was reported that an article published in Warrington Worldwide had indicated that the application would be considered by Planning Officers under delegated powers. However, Councillor Mann and other Warrington Borough Councillors intended to call the matter in before the Development Management Committee. Other statutory consultees might also submit comments and objections. Severn Trent might need to supply additional information in response to those comments. That process could extend the date for consideration of the application.

A member of the public asked if the application had been deliberately timed to coincide with the summer holidays. The Chair noted that this was a possibility. It was understood that the earliest possible date for the application to be considered was September 2025, but it more was likely that the matter would be considered towards the end of the year.

Members of the public offered to participate in the leaflet drops, if required.

Councillor Lavender reported that the Council had informed Bellway who might object because of the potential impact on the St Oswald's Place housing development. The Chair added that the Council would encourage as many people as possible to object. He had read the application document and there were many points that he did not agree with. The site was not being developed to take waste from Warrington. St Helens and Warrington already had agreements with other organisations for disposal of their food waste. Wigan did not currently collect food waste. It was understood that Severn Trent had no plants in the north of England, the nearest being in Birmingham. However, it did have municipal waste contracts in the Newcastle area.

The Chair indicated that the plant would probably take in the region of three years to build. A one-way system would be introduced for HGV traffic. The Chair explained the significance of 'grey belt' land, which created a buffer to prevent urban sprawl.

The Chair undertook to publish the Council's guidance and meeting dates by the end of the week and indicated that leaflet would be circulated shortly.

Delph Lane Speed Limit

A member of the public asked why the speed limit on Delph Lane was 40mph, but other roads had a 30mph limit.

Response: Councillor Mann indicated that there was a review under way of all roads in Warrington. He would raise the proposal for Delph Lane to be 30mph. The Chair reminded residents that the Council had a Speed Indicator Device (SID) which could be deployed in that area.

Motorcycles

A resident asked if any solution had been found to the motorbike nuisance issues reported previously.

Response: The Police update at Agenda Item 8 would cover this matter.

Decision – To note the questions raised by members of the public and responses given and the update on the Proposed Anaerobic Digestion Facility.

WPC.47 Written Motions Received

There were no written motions submitted on this occasion.

WPC.48 Police / Community Issues

Winwick Ward

PCSO Stephen Heaps had submitted the following update. The following activity had been recorded

- Burglaries = 0
- Criminal Damage = 2
- Theft from vehicles = 0

The PCSO had issued numerous tickets for vehicles. He was looking into issues on old Alder Lane. He was also working with St Helens regarding the issue of street racing on the new Parkside Link Road. Further letters had been issued regarding vehicles using Rectory Lane as a 'park and ride' site.

A resident commented that a red Volkswagen Polo had been parked on Rectory Lane for two weeks. Councillor Lavender indicated that she had already reported this vehicle.

Member considered that it would not possible to prevent all motorbike activity. However, the Parkside Link Road was receiving attention. Councillor Lavender

commented that fewer complaints had been received this month about scrambler bikes on Hermitage Green Lane and Waterworks Lane.

Some improvement to traffic management was anticipated following the change in the speed limit on Golborne Road in places to 20mph. The Chair commented that the core village area would all be 20mph when all of the changes had been implemented, which should improve driver awareness. However, 20mph limits could not be applied along stretches of road where there was no housing.

Councillor Mann reminded members that the A49 and Delph Lane would be red routes. The Borough Council would be responsible for parking enforcement. The Police would be responsible for enforcing speeding matters.

A member of the public commented that tractors on Myddleton Lane appeared to be travelling too fast. A second resident asked if full width speed ramps could be installed on Myddleton Lane. Councillor Mann indicated that the Council was still collecting SID data which might enable a case to be made for additional traffic management infrastructure. The Chair commented that full width speed ramps, might be ineffective and might lead to excessive noise from HGVs and buses travelling over them.

Peel Hall Ward

There were no updates from PCSO Michelle Jones on this occasion.

Decision – To note the updates on police and community issues.

WPC.49 Correspondence

The following items were reported:

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 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 was raised from rental of the field for the fun day on Saturday and what it would 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

In respect of Item 4 - SID location, Mrs Hinkins indicated that Hollins Lane could be considered. Councillor Mann commented that he did not believe that there was sufficient space to safely deploy the monitor at that location. However, it was understood that PCSO Heaps carried out his own monitoring in that location. The next deployment of the SID would be on Newton Road. Councillor Herron noted that the Hollins Lane site had a Police code which enabled the PCSO to undertake speed monitoring. Under those circumstances the Council had been asked not to duplicate the work of the Police. Councillor Mann added that the following locations were regularly monitored using the SID:

- Delph Lane/Mill Lane
- Waterworks Lane
- Golborne Road
- Newton Road
- Winwick Park
- Myddleton Lane
- Hermitage Green

The Clerk undertook to respond to the enquirer.

In connection with Item 5 – Field hire, Mrs Hinkins reported that the price charged was commercially sensitive and confidential. The hirer organisation was a charity and consequently, the fee had been set to cover costs, rather than to make a profit.

Money received from playing field hires was generally applied to the overall maintenance costs of the field. The Clerk undertook to respond to the enquirer.

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

WPC.50 Planning Matters

The following planning matters were reported:

General Correspondence

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 Planning and Infrastructure Bill 2025 – 29/06/25

Domestic Planning Applications

Nil

Non-Domestic Planning Applications

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

Decision – To note the planning matters raised.

WPC.51 Update on Major Planning Developments

Anaerobic Digestion (AD) Facility

This matter had been covered at Agenda item 6 – Question Time for Electors, (Minute 46 refers).

St Oswalds Place

Councillor Mann commented that he hoped that Bellway would complete their St Oswald's Place development on Golborne Road on schedule, to minimise any disruption. The Chair noted that problems had diminished over time. Councillor Mann expressed disappointment that the developer had not attended a Parish Council meeting to engage with residents. He would speak to the housing developers about the Biogas proposals to encourage them to object. Councillor Lavender commented that only two houses had been sold so far. The Chair added that the Biogas proposal would now appear on land searches, which might be putting off prospective buyers.

Peel Hall

The Chair commented that information on the Council's webpage had been well received. He had picked up on one issue of a generator running constantly for one week. This had been dealt with quickly following an e-mail sent to Vistry. The generator was a ground water pump. Residents were encouraged to contact their Borough Councillors directly about any breaches of planning conditions.

As a follow up from the Parish's first meeting with representatives of Vistry and Torus, the Chair undertook to enquire about a date for a second meeting. This was likely to be in the autumn.

A resident asked about the prices of the new properties on Peel Hall. The Chair responded that there was a range of prices, up to around £450k. However, a proportion of the properties would be developed by Torus and would be affordable homes.

Decision – To note the updates on major developments.

WPC.52 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 30 June 2025.

In June £21.2k of income had been received through the Community Centre. The Centre was showing a £3.6k loss for June. The year to date position was currently showing a loss of £5.1k, which was a £2.2k improvement from the previous year's loss.

Factors affecting the profitability in June were as follows:

- 5 week payment month (June last year was a 4 week period);
- £1,779.50 less room hire than last year;
- £350 bad debt write off;
- £1,108.80 holiday cover (88hrs) – this was high due to some compassionate leave being required; and
- £1,021.53 surplus stock – this would carry forward into July and be sold then.

The figure for July should show a recovery, with the German Shepherd Show due to take place this coming weekend.

There had been £14.7k of Parish expenditure against the precept in June, with £36k of expenditure on the year to date.

Mrs Hinkins also reported that Styles (the internal accountants) had changed their name to Xeinadin.

Additional Items

1) Playground Repairs

Ground repairs on the small playground had started and the supplies to finish this had been purchased. The playground inspection had been undertaken and details were appended to the report. Wicksteed would be commissioned to undertake some work on the main equipment and Sutcliffe Play would carry out some maintenance to the toddlers' equipment. Some of the other works, mainly around accessories, could be undertaken by the Centre's staff and councillor volunteers.

Mrs Hinkins undertook to write to Warrington Borough Council about the repairs to the pitch playing surface. If necessary, urgent works could be undertaken by a different contractor, with the Borough Council carrying out the remaining repairs. Some grass seed and soil was already stored at the Centre.

2) Wildflowers

Following the errors from the Borough Council with marking out, the Centre had been provided with a bag of wildflower seeds to plant. The triangular patch identified had not yet been sown, but it might now be too late in the season. The seeding contractor had re-seeded the deadened area with grass seed.

3) HMP Thorn Cross Rehabilitation Initiative

A meeting had taken place with representatives of the rehabilitation scheme. Mrs Hinkins had submitted fire risk assessments. The risk assessments had now been approved, but a response regarding PPE and a start dates was still awaited.

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 and 3 July 2025. A further chase up message would be sent.

Payments made since the report for the Management Committee on 8 July 2025

This was due to be circulated separately.

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

WPC.53 Report from Parish Council Committees

The Clerk reported that the minutes of the meeting of the Management Committee of 8 July 2025 were not yet available and would be provided at the next meeting.

Decision – To note that the minutes of the Management Committee of 8 July 2025 would be provided at the meeting on 23 September 2025.

WPC.54 Ward Reports / Updates

Winwick Ward

Councillor Lavender indicated that the road sweeper from the St Oswald's Place development had filled with water on Spires Gardens and left a mess. She had met with Bellway representatives and the area had been cleaned up and the water supply had not been used since.

In respect of Rectory Lane parking issues, Councillor Lavender regularly updated PCSO Heaps. However, she was happy to provide his e-mail details so that residents could do this directly and in a timely manner.

Councillor Lavender reported that she routinely filled the dog waste bag dispensers. Their use had noticeably reduced the amount of dog mess not picked up. She noted that the bags dispenser almost ran out on a daily basis. Councillor Herron reported that there were still some hot spots on Myddleton Lane and by St Oswald's Close. Councillor Lavender commented that sometimes when children were walking the dogs they did not pick up the dog waste. The Chair reported that it might be possible to acquire a further dispenser, if there was sufficient demand. Councillor Mann expressed a hope that that residents bordering the playing fields did not throw dog waste from their own gardens into public areas.

Peel Hall Ward

There were no specific updates in relation to the Peel Hall Ward.

Decision – To note the ward updates provided.

WPC.55 Date and Time of Next Meeting

Decision – To note the date of the next meeting on 23 September 2025 at 7.30pm. The meeting would be preceded by a public meeting in connection with the proposed Battle of Winwick Pass monument at 7.00pm.

WPC.56 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.57 Finance Officer's / Clerk's Report - Confidential Matters

(a) Debtors

There had been no significant changes since the report provided to the Management Committee on 8 July 2025. Minor changes included expected payment now having been received from the two debtors identified earlier in July. A third debtor had now just reached the threshold for inclusion in the list, but this was a regular customer.

Decision –

- (1) To note the Finance Officer's verbal report in connection with debtors.
- (b) Staffing Issues
 - (i) An update was provided in respect of a staff member living with a serious medical condition. The staff member had not yet heard about a date for any medical intervention.
 - (ii) An update was provided in respect of a core member of bar staff who had been granted compassionate leave to visit a sick relative out of the country next week.
 - (iii) A request had been received from a senior member of staff for a reduction in working hours to improve work life balance. The proposal was to take a reduction in hours from 40 hours per week to 32 hours per week. This could result in a significant financial saving to the Council at a time of increasing budget pressures. The new hours worked should be sufficient to allow for normal weekly duties to be undertaken. However, a contingency of 8 additional hours per week would be available, on an overtime basis, to provide cover for any peak periods or emergencies.

Members discussed the proposal at (iii) above and were advised that the officer's 'to do' list had reduced to a level which made the reduction in hours feasible.






Decision – To note the reported staffing issues and to approve the proposed change in the terms and conditions of employment of the officer identified at (iii) above.

(c) Noise Complaint






A complaint had been received about noise breakout from the Community Centre on Sunday 20 July 2025. Unfortunately, the exterior doors had been left open in error. Staff had subsequently been reminded of the need to ensure that external doors were kept closed at all times and regularly checked.

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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 across several locations	
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 has been received to date	

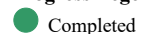
Agenda Item 4

	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	-	-	No commitment has yet been received from representatives of Bellway to attend a Council meeting	
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 has been completed and a list of repairs and maintenance was presented to the Council on DDMMYY	
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 and would write to the land owners.	
10	To request the Clerk to add the traveller's rest stone to	WPC 164(2)	25/03/25	Clerk and Operations and	-	-	Mallett Stonemasonry Ltd have inspected the site and are	

Agenda Item 4

	the Action List for the next meeting			Finance Officer			considering the work required. However, a proposal has not yet been received	
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 lockable space within the Centre for its storage and charging	WPC.40©	24/06/25	Operations and Finance Officer	-	-	In progress	

Progress Legend



Completed




Progressing to target



Early progress / just started



Not started (lower priority)

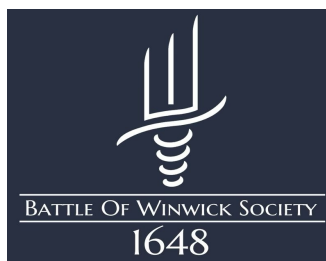
 Complete – Immediate review programmed



Issues (exception)

Version 1.0 - (Final) – 23/09/25

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Erection of Battle of Winwick Battlefield Monument, Information Board and Bench Seating at Hermitage Green, Village Green (VG16), Golborne Road, Winwick, Warrington, WA2 8SN

Request 1. That Winwick Parish Council grant permission for the erection of a Battle of Winwick Battlefield Monument, Information Board and Bench Seating at Hermitage Green, Village Green (VG16).

Request 2. That Winwick Parish Council adopt the Battlefield Monument, Information Board and Bench Seating as Parish Council assets. The Battle of Winwick Society will assist the Parish Council with ongoing management and maintenance.

Request 3. That Winwick Parish Council, as a public body, procure the Battlefield Monument, Information Board and Bench Seating as per their usual standing orders, once the Battle of Winwick Society has completed the designs and had them approved.

The erection of a Battlefield Monument, Information Board and Bench Seating on a Village green is permitted under the Open Spaces Act 1906 Section 10.

1. Background

1.1. Reason for the location

The location of the registered village green (VG16) in 1967 at Hermitage Green is a prominent place where in the 17th Century a battle in the period of the Wars of the Three Kingdoms (British Civil Wars) occurred:

The Battle of Winwick (also known as the Battle of Red Bank) 19 August 1648, the consequence of this battle Historic England due to the importance of the heritage asset on 31 January 2018 approved the registration as the 47th Designated Registered Battlefield. Unfortunately Historic England did not include the village green location due to Historic England's rules on defined boundaries to enclose the registered battlefield area, knowing the battle more than likely occurred outside the designated registered battlefield map. At Hermitage Green, Historic England's boundary of the battlefield is the A573 Golborne Road. Therefore, due to the stroke of a pen, the village green (VG16) western defined boundary is located directly adjacent to the registered battlefield eastern boundary. Despite there being a defined boundary, notably the footpath directly adjacent to the eastern defined boundary of the village green which served as a pedestrian access to the former Turnpike Road (A573) Hermit Inn hostelry and stables for horse exchange from circa 1762. Now from 2014 a modern housing estate.

1.2. Application

The Battle of Winwick Society application to erect a monument on the village green at Hermitage Green to Winwick Parish Council.

1.2.1. Winwick Parish Council are the owners of the Village Green (VG16) at Hermitage Green and manage the village green under the following Acts of Parliament:

- Section 15 of the Inclosure Act 1845;
- Section 14 of the Inclosure Act 1852;
- Section 12 of the Inclosure Act 1857;
- Section 29 of the Commons Act 1876;
- Section 10 and section 15 of the Open Spaces Act 1906: and
- Section 8(3) and Section 8(4) of the Commons Registrations Act 1965.

The above Acts give the right for Winwick Parish Council to manage on a day to day basis, the village green at Hermitage Green under Section 10 and section 15 of the Open Spaces Act, detailed in full, see Appendix 1c - HGVG Part 2 Enactment and Management of VG16.

1.2.2. Therefore, the Battle of Winwick Society apply to Winwick Parish Council for their approval the under section 10(b) of the Open Spaces Act 1906:

“maintain and keep the open space in a good and decent state, and may lay out, ornament, light, provide with seats, and otherwise improve it, and do all such works and things and employ such officers and servants as may be requisite for the purposes aforesaid or any of them”,

for the placement of a monument to the Battle of Winwick 1648; Information board describing the battle; and bench seating on the village green at Hermitage Green for person or persons to enjoy the historic environment, as an ornament, provide with seats, and otherwise improve the open space as a village green.

1.2.3. Since 2014, Winwick Parish Council have previously approved the principle of a monument and information board to the Battle of Winwick 1648 being placed on the village green at Hermitage Green, (see Appendix 1 – Winwick Parish Council Minutes and Warrington Guardian Article).

1.2.4. After 2014, research had been discovered other Councils with registered village greens have recently had monuments placed on the registered village greens without contravening section 12 of the Enclosure Act 1857 and section 29 of the Commons Act 1876. So these can be said to be precedent cases in favour for Winwick Parish Council to approve under the Open Spaces Act 1906 the placement of a monument, information board and bench seating on the village green at Hermitage Green. (see Appendix 2 – Precedent Cases)

1.2.5. During the same period there has been public support for a monument and information board to the Battle of Winwick 1648 being placed on the village green at Hermitage Green, (see Appendix 3 - Battle of Winwick 1648 In-support Petition).

1.2.6. Winwick Parish Council on 25 March 2025 tabled a decision with regards to the monument at Hermitage Green, (see Appendix 4 – Agenda Item 3: Minutes of the Meeting held on 25 March 2025).

1.2.7. The 375th Anniversary of the Battle of Winwick 19 August 1648.

A guided walk around the battlefield was organised between the 'Winwick Community Group' (<https://winwick.org.uk/>), the 'Battle of Winwick Society 1648' (<https://www.battle-of-winwick-1648.uk/>) and 'The Battlefields Trust' (<https://www.battlefieldstrust.com/>). On Saturday 19 August 2023, this special event in the history of Winwick and the nation was attended by 103 people, were guided around the battlefield in a two and half hour walk by the historians Paul Wright and Richard Ward, who at key points within the battlefield explained to the walkers moments of the battle using correspondence written in 1648.

Though no signatures regarding the monument were taken at the time. The number of attendees on the day, showed the interest in the history of the 'Battle of Winwick (Red Bank) 19 August 1648', as the 47th registered battlefield by Historic England on 31 January 2018. The interest shows the need for a monument in Winwick to the battle to attract visitors to this important event in the history of Winwick. (see Appendix 5 - The 375th Anniversary of the Battle of Winwick 19 August 1648).

1.2.8. The paragraphs 1.2.3. to 1.2.8., contribute to Winwick Parish Council giving their approval in order to comply with section 10(b) of the said Act to the placing of a monument to the Battle of Winwick 1648; Information board describing the battle; and bench seating on the village green at Hermitage Green.

1.2.9. In order to comply with section 10(a) of the Open Spaces Act 1906 it states:

“hold and administer the open space to allow, and with a view to, the enjoyment thereof by the public as an open space within the meaning of this Act and under proper control and regulation and for no other purpose.”

1.2.10. Due to the land where the village green at Hermitage Green is situated, the policies of the National Planning Policy Frameworks consequently apply to the placing the monument, information board and bench seating. The main policies are:

- Protecting Green Belt land;
- Conserving and enhancing the historic environment;
- Promoting healthy and safe communities - Open space and recreation.

Together with the policies of the Warrington Borough Council adopted Local Plan 2021-22 to 2038-39.

Winwick Parish Council “*under proper control and regulation and for no other purpose*” can under section 10(a) of the said Act, approve for an application to be submitted to the local authority for final approval, together with the Parish Council approval under the Open Spaces Act 1906 section 10(b) “*may ornament, provide with seats and otherwise improve*” the village green at Hermitage Green for the enjoyment and pleasure thereof by the public as an open space by placing a monument to the Battle of Winwick 1648, Information board describing the battle, and Bench seating for that purpose.

1.2.11. Due to Appendix 4 Agenda Item 3: Minutes of the Meeting held on 25 March 2025' Decision (2): A presentation of the monument, Information Board and Bench seating located on the village green at Hermitage Green is attached for the Council and for the Public

Consultation meeting to be held at the Winwick Leisure Centre on 23 September 2025 at 7pm, (see Appendix 6 – Public Consultation Meeting Presentation 23 September 2025).

Richard Ward

Committee member of the Battle of Winwick Society 1648.

On behalf of Paul Wright, Chair of the Battle of Winwick Society 1648.

16 September 2025

Paul Wright

Email: pwright964@btinternet.com

Richard Ward

Hermitage Green Lodge,

Hermitage Green Lane,

Winwick,

Warrington.

WA2 8SJ

Email: Richard_H_Ward@compuserve.com

Appendices

Appendix 1 – Winwick Parish Council Minutes and Warrington Guardian Article

1.1. Planning History

1.2. In September 2014 Richard Ward submitted a proposal to Winwick Parish Council to raise a monument to the Battle of Winwick 1648 on the village green at Hermitage Green. At the time, the battlefield was a non-designated heritage asset and only a heritage asset of local interest. During the period 2014 to 2016 Winwick Parish Council on 28 July 2015 Council Minutes under Item WPC.45:

“Decision – that a grant of £1500 had been given in principle last November, this request of £813 would be deducted from the monies approved in November 2014.”

1.3. On 26 January 2016 Winwick Parish Council Minutes under Item WPC.114:

“Some 90 signatures had been received in favour of the erection of a memorial. A pre-planning application had been submitted on 18 December 2015 and was within the 35 day consultation period. A draft of the full planning application was around 95% completed. Mr Ward had also viewed some examples of village greens on which a memorial was sited.

It was hoped that the application would be considered favourably and that advice from the pre-planning stage would enable any issues to be swiftly resolved. Mr Ward would also need to consider the potential implications of the Community Infrastructure Levy (CIL), a charge on development which might be imposed by the planning authority. To date £4,207 had been raised for the memorial and that sum would be match-funded. It was envisaged that a small group would be established to consider the wording and design of the memorial, which would be sited on the village green at Hermitage Green.

Cllr Clemo advised that other organisations, such as the War Memorials Trust, might be in a position to provide funding.

The Chairman thanked Mr Ward for his work in relation to the Battle of Winwick Pass memorial.”

1.4. It was also published by Warrington Guardian 9 April 2015 -'Six things we learned in Burtonwood, Winwick, Westbrook, Callands this week', wrote:

“Decision behind increase to Winwick Parish Council precept revealed

A SPOKESMAN for Winwick Parish Council has outlined the reasons behind the decision to increase the parish precept from £71,500 in 2014 to 2015 to £111,000 in 2015 to 2016.

The increase means those in band D, who were paying £39.72, will have to dig a little deeper into their pocket to pay out £60.69 for 2015 to 2016.

The plans were given the green light to allow the parish council to fund repair work and community events in the area.

This includes a contribution to the creation of a monument in Winwick to celebrate the Battle of Winwick Pass on August 19, 1648, to the tune of £2,000.....”

1.5. A Pre-planning application was submitted on 18 Dec 2015 to Warrington Borough Council. The report published 30 June 2016 (see Appendix 1a) indicated a monument on the village green at Hermitage Green would be considered favourably as long as certain planning regulations under the National Planning Policy Framework had been covered.

1.6. During this period 2014 to 2016 it was not clear, who owned and managed the two village greens in Winwick either Winwick Parish Council or Warrington Borough Council. Whether the monument required a Section 38 under the Planning Inspectorate or not.

1.7. At this point, the monument application proposal was placed on-hold, whilst Richard Ward investigated the village green designation. After research and investigations with the Planning Inspectorate by telephone that as the Village Green had no Scheme of Management under the Commons Act 1899 then there is no requirement of a Section 38. Further investigation on viewing the Warrington Borough Council archives for the village green at Hermitage Green revealed the planning procedure under the Common Registrations Act 1965 and subsequent Acts. It became clear Winwick Parish Council as a time period of 40 years had elapsed from 1972, were the owners of the two village greens located at Swan Green and at Hermitage Green.

1.8. Richard Ward, as an aid, created two flowcharts that shows: 1. HGVG Part 1 Registration of Owner of VG16T, and 2. HGVG Part 2 Enactment and Management of VG16 (see Appendix 1b and 1c). These two flowcharts were submitted during the Warrington Borough Council Local Plan update. Winwick Parish Council were subsequently advised to their responsibilities towards the Village Greens in Winwick.

1.9. The following Appendices are shown separately:

Appendix 1a - Pre-Application Report 30 June 2016.

Appendix 1a - Pre-Application Report 30 June 2016 with comments

Appendix 1b - HGVG Part 1 Registration of Owner of VG16T.

Appendix 1c - HGVG Part 2 Enactment and Management of VG16.

Appendix 2 – Precedent Cases

2.1. Precedent cases are known where a monument has been placed legally on a T&VG in compliance with section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876.

2.2. Several Parish Councils (or Local Councils) in England and Wales have registered a village green either under the Commons Registration Act 1965 or Commons Act 2006. The respective Parish Councils (or Local Councils) having the vested ownership and management, have placed a monument on their village green.

2.3. The precedent cases are as follows:

1. **Isleworth Green (Lower Square Open Space), Isleworth, London Borough of Hounslow** Village Green Registration date July 2013; War memorial unveiled August 2014.
2. **The Village Green, Brayton, Selby, West Riding of Yorkshire** Village Green Registration VG18 date June 1968; War memorial unveiled September 2014.
3. **Kempley Green Village Green, Kempley, Forest of Dean, Gloucestershire** Village Green Registration VG140 date 06 November 1978; War Memorial unveiled 25 October 2014.
4. **The Village Green, Tuddenhan St Mary, West Suffolk** Village Green Registration VG19 date June 1968; War memorial unveiled December 2014.
5. **School Green, Tregolwyn Primary, Colwinston, Cowbridge, Vale of Glamorgan** Village Green Registration VG15 June 1968; War memorial unveiled November 2014; October 2015 the war memorial was extended to incorporate a stone seat.
6. **The Green, Horspath, Oxfordshire** Village Green Registration VG84 date January 1970; War Memorial unveiled 11 November 2018.

2.4. Therefore, the above precedent cases show it is not uncommon for a monument to be placed on a registered village green not contravening the section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876.

2.5. A copy of the documentation in respect to the six precedent cases can be supplied on request.

Appendix 3 - Battle of Winwick 1648 In-support Petition

3.1. Petition in favour of a monument to the Battle of Winwick 1648 on the village green at Hermitage Green.

3.2 Location

Though the village green at Hermitage Green registered under the Town and Village Green Register is located within the Parish of Winwick, the Acts of Parliament Inclosure Act 1845 and subsequent amendments up to 1857, together with the Commons Act 1876 various sections that apply to village greens all refer to 'the Person', 'such person', 'any Person', and 'any inhabitant of the parish in which such town or village green or recreation ground is situate', meaning that a village green is for all person(s) and not just the inhabitants of that parish the village green is situated. As long as all persons or inhabitants do not transgress the Commons Act 1876, section 29 and the Inclosure Act 1857, section 12, and frequent the village green for the Use or Enjoyment thereof as a Place for Exercise and Recreation.

3.3. The interpretation of the Village Green said Acts a petition has been in place since the first planning period 2014 to 2019 and more recently from 2024 under the newly created Battle of Winwick Society in the Articles of Association is one aim: the erection of a monument to the battle.

3.4. A summary of the persons who have signed petitions in favour of the monument to the battle prior to the Public Consultation Meeting on 23 September 2025 are as follows:

Petition of the number of persons who have signed in favour of a Monument, Information Board and Bench Seating to the Battle of Winwick 1648 situated on the village green at Hermitage Green		
Date	Event	Number signed
18 Jul 2015	Winwick Carnival	60
22 Aug 2015	Battlefield Walk	4
23 Aug 2015	Battlefield Walk	6
29 Aug 2015	Battlefield Walk	3
29 Sept 2015	Public Meeting Winwick Leisure Centre	4
30 Sept 2015	Battlefield Walk	1
26 Nov 2015	Our Local Voice meeting	6
05 Dec 2015	Middlewich Presentation	10
01 Jul 2018	Battlefield Walk	5
2015 - 2018	Sub-Total	99
19 Jul 2025	Winwick Carnival	40
17 Aug 2025	Battlefield Walk	14
13 Sept 2025	Winwick Church Historic Weekend 13-14 Sept 2025	73
14 Sept 2025	Winwick Church Historic Weekend 13-14 Sept 2025	47
2025	Sub-Total	174
2015 - 2025	Total	273

3.5. The Battle of Winwick Society believe the number of persons in favour, prove there is support for the Battle of Winwick 1648 to have a permanent monument, together with an information board and bench seating on the village green at Hermitage Green, to contemplate and act as a focal point to commemorate the battle for this and future generations of Winwick and the surrounding areas.

3.6. A copy of the signed petition is attached (see Appendix 3a and Appendix 3b), the original signatures can be shown to Winwick Parish Council on request.

3.7. The following appendices are shown separately:

Appendix 3a – Copy of the in favour of a monument to BofW petition 2015 to 2025 Part 1

Appendix 3b – Copy of the in favour of a monument to BofW petition 2015 to 2025 Part 2

Appendix 4 – Agenda Item 3: Minutes of the Meeting held on 25 March 2025

4.1. The 25 March 2025 Council meeting discussed and approved the concept of a monument on the land the council own and maintain namely, the village green at Hermitage Green. The written decision was published in the 14 April 2025 Agenda page 16 under: 'Agenda Item 3: Minutes of the Meeting held on 25 March 2025' as follows:

Decision –

- (1) To note the ward updates provided.
- (2) To approve the procedure for progressing the siting of a battlefields monument at Hermitage Green, including a public consultation meeting in September 2025.
- (3) To agree, in principle, to the acceptance of any funding from the Battlefield Group for the manufacture and installation of the monument structure.
- (4) To agree, in principle, to the adoption of the monument by the Council and its subsequent maintenance.

4.2. In the 24 June 2025 Winwick Parish Council meeting, the Council agreed the date for the Public Consultation Meeting to be held at the Winwick Leisure Centre on 23 September 2025 at 7pm, before the Winwick Parish Council meeting.

4.3. The Winwick Parish Council decision, in principle, indicates their approval under the Open Spaces Act 1906 section 10(b) “*may ornament, provide with seats and otherwise improve*” the village green at Hermitage Green for the enjoyment and pleasure thereof by the public as an open space by placing a monument to the Battle of Winwick 1648; Information board describing the battle; and Bench seating for that purpose.

Appendix 5 - The 375th Anniversary of the Battle of Winwick 19 August 1648

5.1. A guided walk around the battlefield was organised between the 'Winwick Community Group' (<https://winwick.org.uk/>), the 'Battle of Winwick Society 1648' (<https://www.battle-of-winwick-1648.uk/>) and 'The Battlefields Trust' (<https://www.battlefieldstrust.com/>). On Saturday 19 August 2023, this special event in the history of Winwick and the nation was attended by over 100 people, who were guided around the battlefield in a two and half hour walk by the historians Paul Wright and Richard Ward, who at key points within the battlefield explained to the walkers moments of the battle using correspondence written in 1648.

5.2. Though no signatures regarding the monument were taken at the time. The number of attendees on the day, showed there is interest in the history of the 'Battle of Winwick (Red Bank) 19 August 1648', as the 47th registered battlefield by Historic England on 31 January 2018.

5.3. In preparation to the walk email correspondence between Bob Towers of the Winwick Community Group (<https://winwick.org.uk/>) and Paul Wright Chair of the 'Battle of Winwick Society 1648' (<https://www.battle-of-winwick-1648.uk/>) and Co-ordinator of the North West group for the Battlefields Trust ' (<https://www.battlefieldstrust.com/>), where it was expected 40 walkers would participated, as follows:

Email 1

Subject: Booking Sat 19 August 12.30 - 2.30pm at Leisure Centre
From: Bob Towers <bob.towers54@gmail.com>
Date: 10/07/2023, 16:46
To: Paul Wright <pwright964@btinternet.com>, richard Ward <richard_h_ward@compuserve.com>

Hi Paul & Richard

Please see attached. I've booked the Leisure Centre as shown to include teas and coffees at £30 which we will cover the cost of locally.

This would be for up to 40 people which should be ample. Some will want soft drinks / beers anyway.

What do you want to do about food ? Shall I research whether sandwiches can be put on ? Need an idea on numbers though.

Look forward to hearing from you.

Best regards

Bob

Begin forwarded message:

From: <infowinwickleisurecentre@gmail.com>
Subject: RE: Booking query Sat 19 August 12.30 - 2.30pm
Date: 6 July 2023 at 11:24:30 CEST
To: "Bob Towers" <bob.towers54@gmail.com>

Morning Bob

I have booked you in the Main Hall, it says litter picking but I have put in notes it is Battlefield Walk.
We charge £50 for tea and coffee, but why it is you I can do it for £30.

This is who we use for food Diane 07740116947.

Thanks
Paul
Manager

From: Bob Towers <bob.towers54@gmail.com>
Sent: Monday, July 3, 2023 12:57 PM
To: Winwick Leisure Centre <infowinwickleisurecentre@gmail.com>
Subject: Booking query Sat 19 August 12.30 - 2.30pm

Hi Paul

On Sat 19 August its the 375th anniversary of the battle of Winwick. We're planning a battlefield walk from 10.30 - 12.30 across to Hermitage Green Lane and across the fields. The Battlefield Trust will be sending some members along.

Do you have a room free for 2 hours with access to the bar that we could use? Also, if we wanted to arrange sandwiches / pork pies / teas & coffees for up to 40 people is this something you could advise me on ? I'd clearly need to get firm numbers from attendees to make this work and set a sensible budget.

I understand a couple of guys from the village may already have asked you about a Civil War war-game event in the Countryside Suite for that afternoon. This would tie in with the walk / anniversary. Is that the case ?

I look forward to hearing from you.

If the room arrangements go ahead could you put this poster up ?

Many thanks

Bob Towers
Winwick.org.uk

Battlefield walk
on the 375th anniversary
of the battle of Winwick
at 10.30am

on Saturday 19th August

*The battle of Winnick proved to be the last decisive
battle of the Second Civil War, with Parliamentary
forces defeating a Scottish Royalist army with
the encounter culminating at St Oswald's Church*

*Join us for a walk of around two hours with the benefit of
knowledgeable guides, including members of The Battlefields Trust*

*Our starting point will be at the Church Hall at 10.30am
(but please do not park there)*

*We are planning to meet at Winnick Leisure Centre
at the end of the walk for refreshments*

winwick.org.uk

battle-of-winwick-1648.uk

5.4. Emails sent after the walk showed around 100 actually participated with attendees comprising of members from the Winwick Community Group, the Battlefields Trust and the Battle of Winwick Society, as follows:

Email 2

Subject: 19th August Battlefield walk - around 100 attended in all.
From: Bob Towers <bob.towers54@gmail.com>
Date: 20/08/2023, 10:13
To: richard Ward <richard_h_ward@compuserve.com>, Paul Wright <pwright964@btinternet.com>

Good morning Richard & Paul

Well; yesterday seemed to go very well indeed. We've has lots of really good feedback. Thanks so much for all your hard work on the day.

I hope there new Society received some fresh interest as a result.

Best regards

Bob Towers

Email 3

Subject: Re: 19th August Battlefield walk - around 100 attended in all.
From: Paul Wright <pwright964@btinternet.com>
Date: 20/08/2023, 10:20
To: Bob Towers <bob.towers54@gmail.com>
CC: richard Ward <richard_h_ward@compuserve.com>

Morning Bob

It was absolutely amazing. I couldn't believe it. I know Richard feels the same way.

We have had a lot of interest in the Battle of Winwick Society with many people giving me their details and committing to join.

Regards

Paul

Sent from my iPhone

On 20 Aug 2023, at 10:13, Bob Towers <bob.towers54@gmail.com> wrote:

Good morning Richard & Paul

Well; yesterday seemed to go very well indeed. We've has lots of really good feedback. Thanks so much for all your hard work on the day.

I hope there new Society received some fresh interest as a result.

Best regards

Bob Towers

5.5. On Saturday 19 August 2023, the number of interested walkers was over 100 as can be seen in the following Photographs taken by Paul Wright of the first group with Richard Ward as guide about to start the walk from Winwick Church:



Appendix 6 – Public Consultation Meeting Presentation 23 September 2025

6.1. The slide presentation for the public consultation meeting 23 September 2025 at 7pm (see Appendix 6).

6.2. The following Appendix is shown separately:

Appendix 6 – Public Consultation Meeting Presentation 23 September 2025

Winwick Parish Council

Correspondence since 22 July 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 – 18 /07/25, 31/07/25, 01/08/25, 27/08/25, 16/09/25 and 17/09/25
2. E-mails from Sharon Angus-Crawshaw and Jackie Weaver, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news – 21/07/25(x2), 20/08/25 and 02/09/25
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, 24 July, 14 and 21 August and 11 and 18 September 2025, – 23/07/25, 24/07/25, 13/08/25, 19/08/25, 20/08/25, 21/08/25, 08/09/25, 09/09/25 and 16/09/25
4. E-mail from Adele Rylance, Office Administrator, Cheshire Community Action, about an annual membership subscription to that organisation, which provides advice on neighbourhood planning, housing needs or community projects or initiatives – 21/07/25
5. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, providing information about the VJ Day Picnic in the Park and various dates for Town Hall open days/ afternoon teas and Heritage afternoon teas – 22/07/25
6. E-mail from Councillor Mann encasing correspondence between PCSO Heaps and St Helens Highways Department about speeding vehicles and street racing along the new Parkside Link Road – 28/07/25
7. E-mail reminders from Adam Keppel-Green, Training Officer, Cheshire Branch Society of Local Council Clerks, about their branch conference due to take place on Thursday 18 September 2025 – 04/08/25 and 07/09/25
8. E-mail from a resident, RW, about publicity for the public consultation regarding the Battle of Winwick Society's proposal for Monument, Information Board and Bench seating on Hermitage Green Village Green, which is due to take place at 7pm prior to the Council meeting on 23 September 2025. A response was sent to the resident and the Council's website was updated – 14/08/25
9. E-mails from a resident, HW, about the Speed Indicator Device (SID) not working on two occasions over the summer, while located on Southworth Lane. A response was sent thanking the resident for reporting the matter and explaining that the battery life was sometimes difficult to gauge, but that even when not working the camera was a useful deterrent –28/07/25 and 19/08/25

10. E-mails from Dan Price, Police and Crime Commissioner for Cheshire enclosing the Parish and Town Council Newsletters for August and September – 18/08/25 and 15/09/25
11. E-mail from Katherine Parry, Licensing Manager, Warrington Borough Council, regarding a consultation on the Cumulative Impact Assessment (CIA), following a review of the current assessment, the Licensing Authority having concluded that a CIA is required for the Bridge Street area and, therefore, any reference to the Cumulative Impact for the Bridge Street area in the Statement of Licensing Policy should no longer apply. The closing date for comments is Friday 13th October 2025 – 19/08/25
12. Website enquiry form and follow up e-mail from a resident, RP, about safety concerns regarding a leaning tree on Myddleton Lane Playing Fields close to a residential property. A response was sent advising the resident that the matter would be added to the list of trees to be inspected – 21/07/26 and 04/09/25
13. Website enquiry form and follow up e-mail from a resident, MA, about concerns regarding trees on Myddleton Lane Playing Fields by the Faringdon Road entrance overgrowing a residential property's shed causing damage. A response was sent advising the resident that the matter would be added to the list of trees to be inspected – 28/07/25
14. E-mail from a resident, MC, asking for work to be carried out by the Council to top and prune trees on Myddleton Lane Playing Fields close to a residential property on Falcondale Road. The resident has offered to contribute to the cost of the works - 14/09/25
15. E-mail from Joel Abraham, SBA Team, PKF Littlejohn LLP seeking further information to support their work as the Council's external auditors to conclude the audit of the Statement of Accounts for 2024/25. A response has been sent by the Operations and Finance Officer - 04/09/25
16. E-mail from Richard Griffiths, Tree and Woodland Officer, Warrington Borough Council, advising all Parish and Town Councils of changes to the arrangements for the ordering of civic Christmas Trees, which will no longer be carried out by the Borough Council and recommending a potential supplier – 11/09/25
17. 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 and risk management
 - CloudyIT – IT solutions
 - Community Medics – first aid at events
 - Defib World – defibrillators
 - Knutsford Town Council - discipline and grievance training
 - My Parish Council – website hosting
 - ONH Planning – planning information and training
 - Playsound Services Ltd - outdoor play equipment
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - We find any Learner - training

Up to date as at 17/09/25

Winwick Parish Council

Planning Matters since 22 July 2025

General Correspondence (5)

1. Various e-mails and website enquiry form submissions comprising comments or queries from residents in connection with the Anaerobic Digestion (Biogas) Facility planning application. Responses have been sent to all correspondents
2. Copy of the Parish Council's joint submission, with Croft and Culcheth and Glazebury Parish Councils, to the Anaerobic Digestion (Biogas) Facility planning application – 16/08/25
3. Update on Intermodal Logistics Park North (ILP North), the proposed Strategic Rail Freight Interchange (SRFI) project on land in the Newton-le-Willows area, following the non-statutory consultation. The developer has now published a Non-Statutory Consultation Summary Report, which provides full details of the engagement undertaken, the feedback received, and how they are responding. The report is available on our project website:

<https://www.tritaxbigbox.co.uk/our-spaces/intermodal-logistics-park-north/>
4. Copy of correspondence between Councillor Mann and Tom Cowie, Principal Highway Engineer, Place Directorate, Warrington Borough Council, about the availability of s.106 monies arising from the St Oswalds Place development.
5. E-mail from the Planning Policy Team, St Helens Borough Council, about their consultation on draft Supplementary Planning Documents. The SPDs relate to:
 - Affordable Housing
 - Houses in Multiple Occupation
 - Local Economy and Social Value
 - Locally Listed Heritage Assets

All four draft SPDs can be viewed online at:

[Consultations and latest news - St Helens Borough Council](#) – 17/09/25

Domestic Planning Applications (1)

6. Application No: 2025/00920/FULH - Full Planning - Householder (Householder Development)
Location: 3 Falcondale Road, Winwick, Warrington, WA2 8NB
Proposal: Rear Extension to existing dwelling house and part conversion of existing garage.

Non-Domestic Planning Applications (1)

7. Application No: 2025/00964/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: Proposed discharge of Condition 28 (Meter boxes) on approved application 2024/00142 (Residential led mixed use)

Up to date as at 17/09/25

Finance report to Winwick Parish Council Full Council meeting 23rd September 2025

In August we have had £13.9k of income through the centre. The centre is showing a £5.4k loss for August. The year to date profit/ loss is currently in a loss position of £7.7k, an improvement of £5.9k from the previous years loss.

The loss position for August is £1.7k worse than the previous year and is likely due to:

£1k less room hire than previous year

£300 more drinks purchases

£410 more soft drinks purchases

£200 more events expenditure

£175 more equipment purchases

£500 more repairs

There has been £9.6k of expenditure against the precept in August, with £57.8k 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 – repair costings have been requested and chased
- 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 – response received with start date of 22nd Sept, this is not feasible due to room hires so alternative dates have been sent to provider.

- Travellers rest stone - Mallett stonemason contacted – awaiting response – chased up 12th May - further chase 12th June – chased again, provider unresponsive to emails.
- Winter flower containers – following a discussion with the gardener the following information is available regarding the winter planters:

The main flowers will be standard planter flowers until the spring replanting due to the need for the warm weather for the hardier trailing plants to establish themselves.

You will see trailing greenery has been left in the planters, these are spaced to allow for the trailing plants in the spring and should continue to establish themselves in the interim.

Once the spring planting is undertaken there will still be some standard planter flowers in the planters, however these will be to ensure colour coverage to the centre points of the planters and the trailing plants will be the predominant plants in the planters.

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

Payments Leisure Centre		
18Sep2025	£123.39	IBA Electrical
18Sep2025	£44.40	Easyflow
15Sep2025	£1,221.11	T&JT Barton
09Sep2025	£299.77	A Griffiths
09Sep2025	£122.10	IBA Electrical
08Sep2025	£129.60	Clear Brew
08Sep2025	£367.01	Water Plus Limited
08Sep2025	£1,306.45	T&JT Barton
03Sep2025	£88.80	Easyflow
Payments Parish		
18Sep2025	£580.00	David Hannan
15Sep2025	£195.00	Gardenia Gardens
09Sep2025	£0.73	HMRC Shipley
03Sep2025	£653.71	HMRC Shipley
03Sep2025	£280.00	David Hannan
Direct debits Leisure Centre		
18Sep2025	£56.35	BRITISH GAS
08Sep2025	£1,040.00	SCOTTISHPOWER
04Sep2025	£283.06	TNT SPORTS
Direct debits Parish		
16Sep2025	£499.65	LLOYDS
08Sep2025	£1,233.12	PUBLICWORKS LOANS
04Sep2025	£44.40	XERO UK LTD
04Sep2025	£70.65	PAYZONE

Part 2:

1) Debtors

SIDS report

Recent deployment for Southworth Road has provided the following statistics:

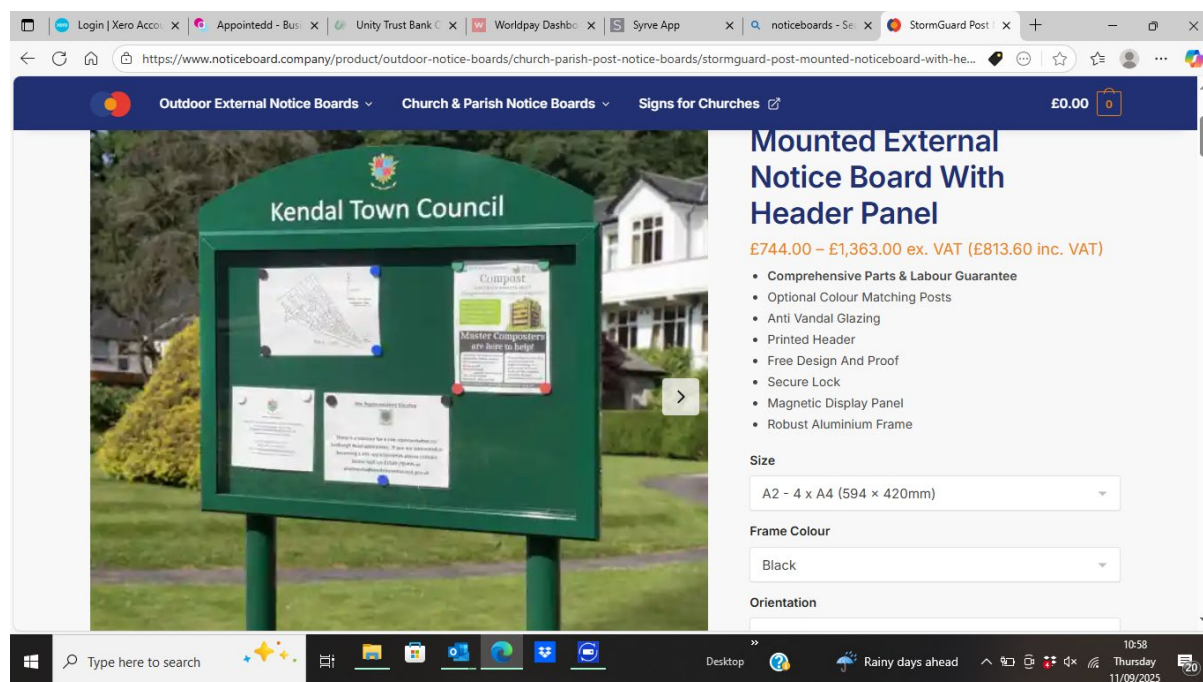
Southworth Road deployment saw a total of 84499 cars over the 72 day deployment (30/06/25 – 09/09/25) this breaks down to approximately 1173 cars per day utilising this route. The fastest cars travelling this route were in the 70mph bracket (but were approximately 0.03%). The percentage breakdown of speeds are below:

	under 40	40	50	60	70	80	90
00:00- 24:00	50.18%	45.45%	4.11%	0.22%	0.03%	0.00%	0.00%

This data set shows that there is a better understanding of the speed limit here than other parts of Winwick with just over half the vehicles driving at or under the speed limit. Of the ones doing more than the speed limit 45% are 10mph or under over the limit with only 4.36% doing speeds in excess of 50mph.

Whilst this is still an area to keep an eye on due to the crash earlier this year it does seem that drivers adhere to the speed limit better along this road than some of the other lower limited roads in Winwick.

Noticeboards online



Mounted External Notice Board With Header Panel

£744.00 – £1,363.00 ex. VAT (£813.60 inc. VAT)

- Comprehensive Parts & Labour Guarantee
- Optional Colour Matching Posts
- Anti Vandal Glazing
- Printed Header
- Free Design And Proof
- Secure Lock
- Magnetic Display Panel
- Robust Aluminium Frame

Size: A2 - 4 x A4 (594 x 420mm)

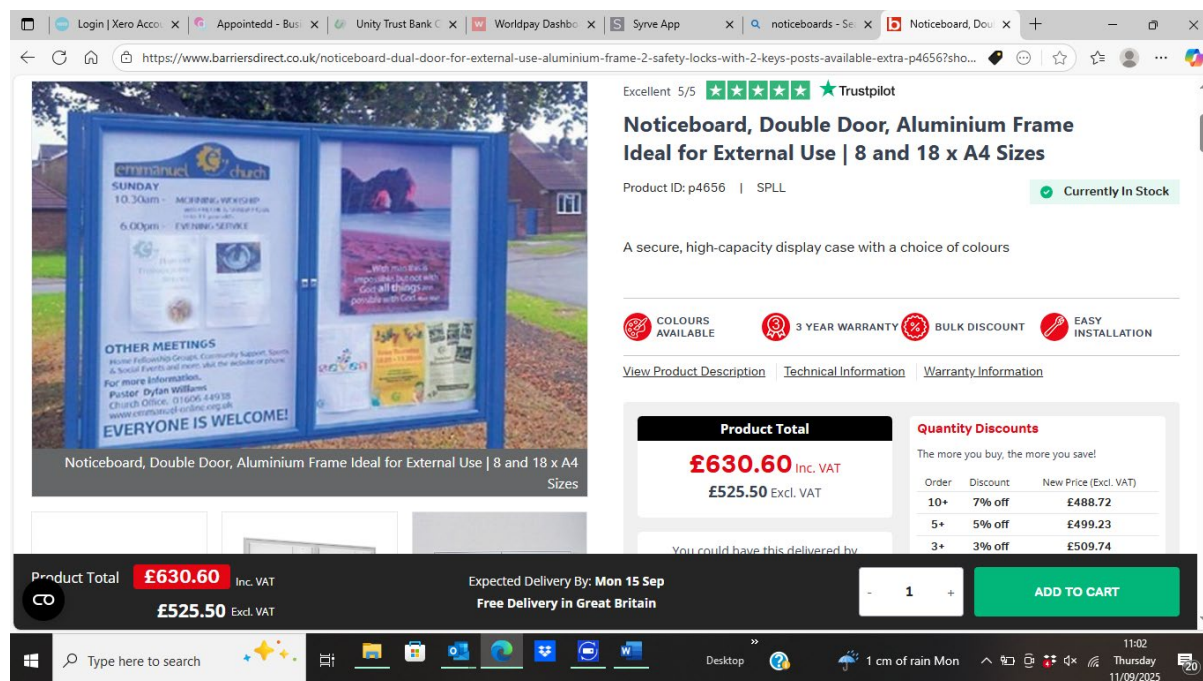
Frame Colour: Black

Orientation:

A2 (594x420mm) - £744 + vat

A1 (841x594mm) - £864 + vat

Barriers direct



Noticeboard, Double Door, Aluminium Frame Ideal for External Use | 8 and 18 x A4 Sizes

Product ID: p4656 | SPL

Excellent 5/5 Trustpilot

Currently In Stock

A secure, high-capacity display case with a choice of colours

COLOURS AVAILABLE | 3 YEAR WARRANTY | BULK DISCOUNT | EASY INSTALLATION

View Product Description | Technical Information | Warranty Information

Product Total

£630.60 inc. VAT

£525.50 Excl. VAT

Quantity Discounts

The more you buy, the more you save!

Order	Discount	New Price (Excl. VAT)
10+	7% off	£488.72
5+	5% off	£499.23
3+	3% off	£509.74

Product Total £630.60 inc. VAT

Expected Delivery By: Mon 15 Sep

Free Delivery in Great Britain

1 ADD TO CART

Anodised 750x1200mm - £525.50 + vat – with posts - £782.58 +VAT

Colour 750 x 1200mm - £672.73 + vat – with posts - £968.33

Larger sizes available

Green barnes

The screenshot shows the Greenbarnes website with the following details:

- Product Name:** 18 x A4 AF58 aluminium noticeboard (Ref: AF58/18A4)
- Price:** From: £585.29 (excl VAT)
- Description:** Single-bay, 18 X A4, AF58, external aluminium noticeboard, landscape format, glazed. Can be wall, post or railing-mounted. Overall dimensions 1330mm wide x 1080mm high. Display dimensions 1233mm wide x 983mm high. Display capacity 18 x A4 sheets in portrait orientation.
- Additional Info:** The landscape format of the AF58/18A4 (accommodating 6 x A4 sheets across x 3 down) gives a door which is hinged along the top edge and locked on the bottom edge. When opened, the door rises and is held open on gas stays ensuring that the user has both hands free for arranging notices.
- SKU:** AF58/18A4

1330 x 1080mm board - £585.29 +vat – with posts - £839.81+vat

Additional items

Pinboard - £211.23 +vat

Header panel - £107.64 +vat

Profit and Loss
Winwick Parish Council
1 April 2025 to 31 Aug 2025

	31 Aug 25	YTD
Income		
210 Room hire income	£2,386.00	£22,135.00
225 Buffet sales income	£0.00	£0.00
230 Bar sales income	£9,037.44	£56,526.49
231 Bar snacks income	£385.12	£2,491.20
232 Soft drinks income	£1,106.85	£8,966.51
260 Ticket sales income (Events)	£260.00	£939.50
Bar tea and coffee	£295.10	£2,570.10
Inpost income	£0.00	£540.00
Entertainer	£0.00	£0.00
Field income	£290.00	£3,525.00
Payzone income	£129.00	£799.57
LC Bar till discrepancies	£27.28	£43.74
Total Income	£13,916.79	£98,537.11
Less Cost of Sales		
bar snacks expenditure	£189.66	£1,025.38
Beverage supplies (Coffee, milk)	£31.66	£888.50
Buffets	£0.00	£35.23
Tuck shop	£0.00	£0.00
Payzone	£195.88	£906.27
Drink purchases (and other bar it	£4,050.23	£22,404.49
LC Direct Wages	£5,516.97	£28,453.59
soft drinks expenditure	£805.02	£3,726.34
Total Cost of Sales	£10,789.42	£57,439.80
Gross Profit	£3,127.37	£41,097.31
Less Operating Expenses		
Bad Debt	£0.00	£350.00
DJ's bouncy castles, etc - events	£213.61	£1,305.91
LC Bar & Cleaning sundries	£263.09	£1,883.64
LC Bottled Gas	£111.00	£610.50
BT sport	£235.88	£1,179.40
LC Cleaning	£604.80	£3,175.20
LC consulting	£59.50	£297.50
LC Electricity (Light, Power)	£866.67	£4,332.36
LC Equipment	£275.29	£1,724.84
LC Fire extinguishers	£0.00	£0.00
LC Gas (Heating)	£61.35	£1,381.83
LC General Expenses	£0.00	£0.00
LC Landline telephone and Broad	£0.00	£741.59
LC Pension costs	£1,360.95	£6,066.56
Rates	£0.00	£3,450.25
LC Repairs & Maintenance	£534.58	£1,811.76
tv licence	£0.00	£0.00
LC Trade waste	£107.34	£715.60
LC Water and Sewerage	£367.01	£1,801.80
Managers salary and NI	£2,783.32	£14,451.99
PAYE Payable	£696.78	£3,357.90
Stocktaking Services	£0.00	£190.00
Total Operating Expenses	£8,541.17	£48,828.63
Net Profit	-£5,413.80	-£7,731.32

Profit and Loss
Winwick Parish Council
1 April 2025 to 31 Aug 2025

	31 Aug 25	YTD
Income		
Litter picker income	£2,020.00	£10,151.50
Advertising	£0.00	£20.00
Precept	£0.00	£146,894.00
Total Income	£2,020.00	£157,065.50
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
Gross Profit	£2,020.00	£157,065.50
Less Operating Expenses		
Administration expenses	£33.03	£317.86
advertising	£0.00	£143.41
internal audit	£0.00	£1,595.00
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	£330.24	£1,547.30
Clerk's salary	£943.37	£4,716.85
Training	£0.00	£0.00
Consulting	£0.00	£400.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£162.50	£812.50
Insurance	£0.00	£0.00
Legal / Licencing Expenses	£0.00	£969.14
Litter Pick Costs (Shared)	£1,894.84	£9,906.08
Litter pick vehicle	£0.00	£0.00
Loan charges	£0.00	£3,614.42
PAYE Payable	£694.60	£4,615.70
Payroll	£225.00	£1,005.00
Pay zone fees	£35.20	£192.69
Pensions Costs (Empr's contr)	£1,598.82	£7,156.47
Playground repairs	£0.00	£410.00
Tree maintenance	£0.00	£0.00
Professional fees	£0.00	£0.00
Repairs and maintenance	£0.00	£265.40
RFO Salary (and NI)	£3,377.88	£17,528.48
Traffic management	£0.00	£0.00
Japanese Knotweed	£0.00	£0.00
Subscriptions	£48.34	£241.70
Planters	£0.00	£490.00
Swan green, winwick park, radley com	£280.00	£1,500.00
Total Operating Expenses	£9,623.82	£57,841.43
Net Profit		£99,224.07
Parish reserves		-£2,095.07
Leisure Centre deficit/profit 25/26		-£7,731.32
Balance of overall reserves		£89,397.68

Winwick Parish - Management Committee 8 July 2025

Present: Councillors A Griffiths, J Herron, E Lavender and S Mann

Councillor Griffiths, Chair in 2024/25, opened the meeting.

WPMC 1 Appointment of Chair for 2025/26

Decision – That Councillor J Herron be appointed as Chair of the Committee for 2025/26.

Councillor Herron thereupon took the Chair.

WPMC 2 Appointment of Vice-Chair for 2025/26

Decision – That Councillor E Lavender be appointed as Vice-Chair of the Committee for 2025/26.

WPMC 3 Apologies

Apologies for absence were submitted on behalf of Councillor T Murray.

WPMC 4 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 5 Minutes

Decision – That the Minutes of the meeting held on 13 May 2025 be agreed as a correct record.

WPMC 6 Action List

Members considered a schedule which outlined actions and referrals from previous meetings of the Committee. Completed actions, denoted by a solid green bullet or reported verbally at the meeting, would be removed from the schedule when published for the next meeting.

The following comments were raised:

No.	Action	Comments
1	Cement blob (Instant Grip)	Councillor Griffiths reported that he now had all of the necessary equipment to remove the blob from the sign - <i>Retain</i>
2	Entrance Sign Design	The Chair reported that he had sent a revised draft of the sign detail to the designer within the last two weeks. He would seek an update in time for the next full Council meeting in July. The layout included

Agenda Item 15(a)

		telephone contact details and the Centre's new e-mail address as well as a gap at the base of the sign to post variable information, such as 'Rooms for Hire' or specific event details. Measurements for the sign had also now been submitted. The finished sign should be ready before September 2025 - Retain
3	Room Dressing for Marketing Photos	Councillor Griffiths reported that the Community Centre website was ready to launch, as soon as the new marketing content was available. Mrs Hinkins, Operations and Finance Officer, reported that she had not yet spoken to SJ Leisure about room dressing. The rooms would need to be redecorated first and that project was awaiting confirmation that the works could be undertaken through the HMP Thorn Cross outreach programme. Risk assessments had been completed, but information was still required from the prison service about what PPE would be needed by the participants. Mrs Hinkins would chase up this matter upon return from her holidays - Retain
4	Playing Field Events Form	<p>The draft form had been agreed at the last Council meeting. Temporary Event Notice (TEN) and noise management information would also be added. Councillor Mann asked if the Council was clear about the need for a TEN, as he was aware of other parishes that did not make TEN applications for events. Mrs Hinkins confirmed that advice had been provided by the Licensing Team at Warrington Borough Council, that this was needed for event with amplified music. Mr Wharton, Centre Manager (and Designated Premises Supervisor) indicated that the application process was simple enough to carry out and advised that the Council should implement the arrangements as directed. Councillor Griffiths noted that there was a clause within the licensing exceptions for community events, but the rules were not easy to interpret.</p> <p>Councillor Lavender asked whether the Centre would charge hirers for a TEN application. Mrs Hinkins responded that she had copies of the relevant form and would send this to hirers to enable them to submit their own application and fee, with a copy to be sent to the Centre. Councillor Lavender asked if a TEN was in place for the forthcoming Autism Initiatives Funday event.</p> <p>Mr Wharton commented that hirers could only host 499 spectators, but that the number of members/participants was not counted for this limit.</p>

		The Carnival had its own licence and a different capacity. He added that the Police generally had no objection to events between 7am and 11pm. Councillor Griffiths reaffirmed that the Council should comply with the licensing advice given this year and raise any points for clarification in future years in the light of experience - Delete
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Play Area

The Chair reported that there had been further damage to the flooring beneath the playground equipment. It appeared that the mower mechanism had caught the edge causing the damage. Mrs Hinkins agreed to contact Warrington Borough Council to ask them not to mow up to the edge of the flooring mat. It might be possible to ask Gardenia, who provided grounds maintenance in the young children's playground, to trim the edges around the main play equipment.

Councillor Griffiths reported that it was planned to repair a test area of flooring at the weekend. The weather was due to be warm, so it might be necessary to carry out the work in the evening. Saturday, after tea-time, was suggested. The trial repair could be on either the recently damaged corner or the cut-out section of the flooring.

Councilor Lavender enquired about the outcome of the playground equipment inspection. Mrs Hinkins responded that she had just recently received the report but had not yet had an opportunity to digest the information.

Hedges and Access Gate on to Playing Field

Information had been circulated to councillors prior to the meeting about a property adjacent to the Playing Fields, which had an access gate with stone paving slabs and neat hedges planted on the perimeter of the Council's land. There was a concern that this work had been carried out recently, without the Council's permission. Mr Wharton confirmed that the gate, paving had hedgerow had been in place for a number of years. The hedges had recently been trimmed (presumably by the home owner), but this had had the effect of making the hedges look newly planted and making the access point more visible, as though new.

Councillor Mann noted that the Council needed to remain vigilant for unscrupulous land owners who might encroach upon its land and claim adverse possession after a period of 10 years.

Arboricultural Works

Councilor Mann asked about the list of work proposed for the tree surgeon inspection. Mrs Hinkins reported on the following:

- Tree by the main playing fields gate;
- Tree adjacent to a property on Faringdon Road.

Julian Joinson, Clerk, reported that a resident had contacted him via the website enquiry form about trees overhanging a property on Faringdon Road, but it was unclear if this was the same address as already noted. He undertook to send the correspondence to Mrs Hinkins.

Councillor Mann indicated that one resident on Falcondale Road had asked for permission to prune overhanging trees at their own expense. Based on a similar request in recent times, the Council would only accede to this request, subject to the resident providing a report on the extent and type of work proposed to be undertaken. Mrs Hinkins would then be in a position to reply to that resident.

Councillor Lavender reported that she had received a further complaint about bird droppings on the bench off Myddleton Lane, which made the bench unusable. Councillor Griffiths asked if the tree above the bench had a Tree Preservation Order (TPO) on it. Councillor Mann confirmed that none of the trees in the area were subject to a TPO. Mrs Hinkins commented that this could be attended to in September/October 2025. Councillor Herron noted that the bench could not easily be moved because of the concrete base.

Mr Wharton added that the willow tree on the access pathway also needed pruning.

Events

Councillor Lavender noted that a complaint had been posted about back to back events immediately before the Carnival. Mrs Hinkins reported that the Autism Initiatives Funday event was aimed at families, whereas the Carnival would have a wider public audience.

Councillor Mann queried whether parking should be allowed at the bottom of the playing fields for larger events outside of the football season and when the ground was not too soft. The Council could charge a small fee (say £2) for parking and this would help to accommodate vehicles that might otherwise park on Myddleton Lane. Mrs Hinkins noted the proposal, but expressed concern that this might lead to an increased use of cars by visitors, which could not then be accommodated during wet summers.

Decision – To note the schedule of actions and referrals from previous meetings and the verbal updates provided.

WPMC 7 Winwick Community Centre Update Report

Finance Report

Clare Hinkins, Operations and Finance Officer, provided a report which showed the financial position at the Community Centre for June 2025.

Agenda Item 15(a)

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

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales for 2025/26 was £156,000. This had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2025/26 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month were also now shown.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	8.06	8.14	9.42	11.36	7.53	9.69	8.48	8.45	8.15	6.65	6.67	7.40
Budget (£1,000s)	12.57	12.70	14.70	17.72	11.75	15.12	13.23	13.18	12.71	10.37	10.41	11.54
Actual (£1,000s)	12.23	13.61	17.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92										

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at June 2025, using the profile outlined above. June bar sales were just above target by £2.3k.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at June 2025, using the profile outlined above. This put the Centre at £2.9k ahead of the target to date and £3.8k ahead of a straight monthly split.

Monthly averages had been calculated for income on each weekday as per the table below.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Overall average	£176.18	£189.72	£202.24	£318.44	£727.42	£866.70	£762.70
Apr Average	£236.02	£180.19	£166.88	£296.60	£633.25	£464.66	£865.09
May Average	£124.55	£185.53	£219.54	£306.38	£671.53	£480.37	£1,002.92
June Average	£169.60	£205.83	£229.14	£355.37	£891.46	£1,751.65	£488.61

Key:

Target
10% up
20% up
30% up
40% up
50% up

The averages for June shown above were generally quite positive, with Mondays, Wednesdays and Thursdays at target and Friday and Saturday takings up by more than 50%, linked to the Beer Festival.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees for 2025/26 were £65,000, including buffet sales. These had been split across the relevant months by percentage. 2025/26 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month were also shown.

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.63	9.97	9.93	8.74	5.47	8.56	9.13	9.54	6.37	8.28	8.18	8.19
Budget (£1,000s)	5.00	6.49	6.45	5.68	3.56	5.56	5.93	6.20	4.14	5.38	5.32	5.32
Actual (£1,000s)	6.38	3.74	3.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	0.38	1.92										

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at June using the profile outlined above. The table showed that room hires for June were £3k behind target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at June 2025, using the profile outlined above. This put the Centre at £4.3k behind target sales for the year to date and £2.7k behind a straight monthly split.

Mrs Hinkins reported that this level of fluctuation did sometimes occur with room lettings. This would be monitored carefully going forwards. Councillor Mann asked if room availability was being promoted, as this had been discussed for a long time. Councillor Griffiths suggested that this could not be done until the repainting had been completed and the rooms were in a better

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state to make a good first impression. Mr Wharton added that it would be useful to have the new sign in place too before undertaking any promotion.

Councillor Griffiths considered that the gap in room usage was, in part, due to other large event bookings on Friday and Saturday, such as the Beer Festival. Mrs Hinkins added that the increased bar take had made up for lost room income. The Beer Festival enjoyed free room usage as the Council's contribution to a significant community event. Councillor Griffiths asked if a temporary bar could be set up in one of the bottom rooms. Mr Wharton noted that this had been tried previously, but this required additional staffing and was costly. The Chair added that a bottle bar was normally provided.

Councillor Mann reiterated the need to refurbish the rooms as soon as possible. The Centre could then focus on a three pronged marketing effort: fun events; private parties; and business meetings. Councillor Griffiths reported that he had received the new wi-fi equipment. This would take a week to install. The Centre should aim to launch its new look in September 2025.

Councillor Lavender enquired whether the bar wrapping would be in place for September. Mrs Hinkins reported that the room was available in July and August and that the works were in hand.

Mrs Hinkins undertook to look into which regular bookings might have dropped out during June.

Councillor Lavender asked if an Open Mic Night could be piloted. The Chair added that a Race Night would require a lot of volunteers to make it work. Councillor Mann indicated that councillors could only commit so much of their free time to supporting events at the Centre. It was suggested that the Centre Manager could run an Open Mic Night. Mr Wharton agreed to try, but would need some training on how to set up and use the equipment. Councillor Griffiths indicated that he had looked into this type of event, such as a jamming club on Sundays. However, the usual set up tended to involve artists pre-booking a slot. A permanent amplifier and microphone set up would be preferable, but this would also require time to install. The Chair suggested piloting this on a quieter Friday, however, this was not currently a priority.

Councillor Lavender asked if any promotion was taking place around the Women's Euros 2025. Mr Wharton confirmed that matches would be televised in the bar, but turnout was not anticipated to be high.

Councillor Mann reminded all of the need to introduce annual reminders for bookings.

Councillor Lavender asked if the doors to the Main Hall remained open when there was no quiz running. Mr Wharton confirmed that this was the case.

Mrs Hinkins reminded members to outline to her any ideas for new events, so

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that she could look into their viability, including set up and running costs.

Councillor Griffiths suggested the infrastructure for the following be set up before September:

- Open Mic Nights (microphone, amplifier and speaker); and
- Darts (boards and associated lighting).

Mr Wharton confirmed that it would be useful to have a list of tasks for the electrician. Members agreed to make provision to install two dartboards before September and approved expenditure up to £500 for this purpose.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees for 2025/26 was £9,000. This had been split across the relevant months by the expected percentage. 2025/26 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month were also shown.

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	4.04	3.67	2.57	5.31	4.05	2.06	2.33	1.07	0.59	72.77	0.59	0.94
Budget (£s)	363.6	330.3	231.3	477.9	364.5	185.4	209.7	96.3	53.1	6,549.3	53.1	84.6
Actual (£s)	530.0	1,430.0	460.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£s)	381.7	1,919.6										

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at June 2025, using the profile outlined above. The field hire was £228.70 ahead of target for the month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at June 2025, using the profile outlined above. This showed that the field hire was £1.5k ahead of the year to date target and £170 ahead of a straight monthly split.

Most income would be received in January, but the current position was good.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of June showed an average of 7.3 cups per day sold and income of £538.40. This was a decrease of 1.1 cups per day on last year's figures. This equated to a decrease of £113.10 (17.36%)

Additional Income

- Ticket sales -£168.00
- Real Ale tickets £4,513 - this had been paid to winwick.org
- Advertising income - £20 (the newsletter was due soon)
- Payzone £143.67

Updates on Repairs

Minor LED lighting replacements were on-going. In addition, electrical checks were taking place on plug sockets in the proposed parish-use cupboard nearest to the kitchen.

Additional Items

(a) Tuck Shop

All tuck shop sales were included in the figures for the bar sales above. However, a breakdown of monthly income and expenditure for the tuck shop alone was provide below:

Month	Expenditure	Income	Balance
Apr	-	158	158
May	-	214	214
June	-	-	-
			£372.00

Receipts for some expenditure were still outstanding. Councillor Griffiths undertook to send this in shortly. No additional income had been realised in June due to no football taking place. This activity would recommence in September.

In response to a question by Councillor Mann about serving hot food, Mrs Hinkins indicated that a food hygiene certificate would be required and the correct premises licence would be needed, unless outside caterers were used. Councillor Lavender added that additional staff would be required to run the tuck shop if hot food was also offered. Other issues raised included storage of fresh food and staff training around allergens. Councillor Mann indicated that the simplest option might be to bring in an outside caterer and to charge them a set-up fee.

(b) Events

A detailed cost analysis was provided for events in June 2025, with the profit/loss figures as indicated below:

- Majorettes (01/06/25) = £590.64
- June Quiz (06/06/25) = £407.37

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- Beer Festival (27-28/06/25) = £1,191.78
- Bingo (03/06/25) = -£14.83
- Bingo (10/08/25 = -£17.28
- Bingo (17/06/25) = -£1.68
- Bingo (24/06/25) = -£23.87

Losses in relation to the bingo related to the costs of the prizes. Overall, the event was embedded with 6 regulars and another person just starting. The newsletter already publicised this activity, but this should emphasise that it was a weekly gathering.

The events running in July 2025 were as follows:

- 04/07/25 – Quiz Night
- 12/07/25 – Autism Initiatives Funday
- 19/07/25 – Carnival
- 25 – 27/07/25 – German Shepherd Show

Mr Wharton reminded Members that his role as Designated Premises Supervisor did not extend to licencing responsibility for events on Myddleton Lane Playing Fields.

Payments

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

Payments Leisure Centre		
30Jun2025	£129.60	Clear Brew
30Jun2025	£1,485.96	T&JT Barton
24Jun2025	£66.60	Easyflow
24Jun2025	£150.00	Wrap around wraps
23Jun2025	£1,171.06	T&JT Barton
Payments Parish		
23Jun2025	£270.00	Xeinadin
20Jun2025	£3,104.70	Chsh. Pension Fund
Direct Debits Leisure Centre		
30Jun2025	£863.00	WBC
27Jun2025	£889.91	BT GROUP PLC
20Jun2025	£171.76	GASKELLS WASTE
19Jun2025	£152.15	BRITISH GAS
Direct Debits Parish		
30Jun2025	£60.80	Handling Charge
24Jun2025	£51.87	PAYZONE
19Jun2025	£269.72	WORLDPAY

Replacement Fridge

An options paper was provided in respect of a replacement fridge.

Upon staff arriving in work Monday, 7 July 2025 it was noticed that the double fridge in the Main Hall had stopped working. This was less than ideal with Carnival less than 2 weeks away.

Options to replace the unit were as follows:

1. 2nd hand model sourced by Bartons £444 + VAT – total of £532.80
2. New model sourced on Amazon £518 plus £38.29 Delivery – total of £556.29
3. New model sourced on Nisbetts £539.98 with free delivery option (should have been £839.98, but currently reduced)
4. New model sourced on Empire £466.80 with free delivery option

The preferred option was No.3, as the supplier was already known to the Officers. Councillor Griffiths indicated that he could acquire a 3 door fridge unit for slightly more than the costs outlined above. Mrs Hinkins responded that this would not fit, as the Heineken fridge could not be repositioned due to the presence of a structural support pole.

Millennium Lounge - Bar Foot Rail

It was reported that in order to protect the bar wrap in the Millennium Lounge from damage a new foot rail would be required. A suitable model in black had been identified in the sum of £457.

Non-Financial Metrics Reporting

Members considered a report of the Operations and Finance Officer and Centre Manager about non-financial metrics.

(a) Damages incurred / additional repairs required

Arrangements were being made to install bar wrapping in the Millennium Lounge.

(b) Room Hire

Tables were provided showing the following information:

- Room Hire by hours usage, showing the days where usage was highest and highlighting the lower usage days, such as Fridays;
- Room usage breakdown by morning/afternoon/evening (number of rooms occupied). This showed that the Centre had approximately 39.5% room occupation; and

- Actual hours of room occupation against overall availability. This showed around 22.4% hours occupation.

The figures had remained fairly static over time. Hence, there was a need to progress the room refurbishments.

Dementia Friends

Councillor Mann indicated that as a Borough Councillor, he had been asked to look into the establishment of a Dementia Friends group. This would establish a meeting place for those affected by the illness and their families for 2 hours per week, once a month. For example, one group meet in Woolston. Costs were £5 per head and this included sandwiches, tea and a DJ or recorded music using 50's or 60's videos on YouTube. The intention was to set this up in the autumn. The service would be run entirely by volunteers who would purchase the refreshments from Costco on the previous evening. Councillor Mann would source the various volunteers required.

It was suggested that councillors give this some initial consideration before the next Committee meeting, including the best day to run the group and how to avoid clashing with the Woolston group.

Decision –

- (1) To note the update report on the Community Centre performance, repairs, additional income, additional items and the list of payments
- (2) To note the report on Non-Financial Metrics.
- (3) To agree to the installation of two dartboards before September and to approve expenditure up to £500 for this purpose.
- (4) To approve the purchase of a new fridge from Nisbette in the sum of £539.98, including delivery.
- (5) To approve the purchase of a new bar foot rail for the Millennium Lounge in the sum of £457.
- (6) To note the request to hold a Dementia Friends group at the Centre and to request officers to consider the options available for meeting dates.

WPMC 8 Charity Clothing Bank

The Committee was informed that requests were received from time to time from charities seeking permission to install clothing banks in the Parish. The most recent request, from Leukaemia & Myeloma Research UK, was provided.

Members were invited to consider whether they would wish to support this (or

other such requests) and, if so, whether a suitable location was available.

Councillors were unsure about whether a suitable location could be identified. Mrs Hinkins commented that there was no obvious site available. She added that the Litter Picker reported large amount of rubbish deposited around a similar installation in Burtonwood.

Decision – Not to agree to host any charity recycling banks at the Community Centre, due to the lack of a suitable location.

WPMC 9 Exclusion of the Public (including the Press)

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

WPMC 10 Community Centre Update Report

(a) Debtors

Mrs Hinkins reported that the two longstanding debts over 90 days, had now been written off, as per the decision of the Council on 24 June 2025. There were four debtors listed in the range 30-89 days, of which two were expected to pay soon due to their termly funding arrangements, one was a reliable customer who was expected to pay shortly and the other payment had been delayed due to funeral expenses not yet being released by the solicitors acting for the estate of the deceased.

Decision – To note the report on debtors.

(b) Access Road

Councilor Griffiths reported on the advice received from the Council's solicitors.

There was a need to seek to enter into an agreement with the landowners of the road to safeguard access to the Centre for the longer term. There were two key matters to resolve given the proposed increase to the fee. Further details are recorded in a confidential addendum to these minutes:

Decision - To authorise the Chair to set up a further meeting with the representatives of Winwick CE Primary School (after the Carnival).

(c) Autism Event

A resident had asked on social media about the charges applied to the organisers of the Autism Initiatives Funday event.

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Decision – To advise the questioner that public questions should be submitted to the Clerk directly, or via the contact form on the Council's website.

(d) Repairs to Pitches

The Chair reported that he was in a position to source some volunteers to repair the penalty areas on the football pitches. Councillor Mann asked if the Council already paid Warrington Borough Council for this work. It was noted that the quality of the repairs last year had been poor.

Decision – To note that pitch repairs would continue to be carried out by Warrington Borough Council.

(e) Zero Waste Food Hub

Mrs Hinkins reminded Members that evidence of the authority for individuals to provide zero waste food hubs at the Centre was required and that this was still awaited from the groups concerned. All operations would be suspended until the relevant evidence was received.

Decision – To request the food hub representatives to provide evidence of their authorisation, if possible, before the next Council meeting.

WPMC 11 Employee Matters

There were no employee matters reported on this occasion.