



22 October 2025

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Community Centre on Tuesday, 28 October 2025 at 7.30pm.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

Part 1

- 1. Apologies for Absence**
- 2. Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to give advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the Council meeting held on 23 September 2025.

- 4. Procedure for the Co-option of a Councillor for the Peel Hall Ward**
- 5. Updates on Issues from Previous Meetings**
- 6. Question Time for Electors**
- 7. Written Motions Received**

8. Police / Community Issues

9. Correspondence

10. Planning Matters

11. Update on Major Planning Developments

12. Finance Officer's Report

13. External Audit

The external auditor on 28 September approved an interim report and on 29 September 2025 completed the limited assurance review for the year ended 31 March 2025. The relevant notices and Annual Governance & Accountability Return (AGAR) documents were published by the Council on the dates that the auditor's reports were received, including on the Council's website.

The Council is required to consider the auditor's final report at its next meeting and decide what, if any, action is required. A copy of the report is attached.

14. Winwick Christmas Tree

To consider making a financial contribution to support the provision of the village Christmas Tree and the associated energy costs.

15. Parish Council Grant Opportunities

Councillor Mann to introduce this item. The following documents are attached:

- (a) Briefing Note - Tree Planting and Replacement Funding Opportunities for Warrington Parks
- (b) Briefing Note - Playground and Playing Field Funding Opportunities for Parish Councils
- (c) Guidance and Model Parish Council Grant Application Pack
 - Appendix 1 - Generic Grant Application Form Template
 - Appendix 2 - Model Application Example (Playground & Playing Fields)
 - Appendix 3 - Budget Guidance

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, 25 November 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

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Winwick Parish Council
Minutes of the Meeting held on 23 September 2025

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

The Chair welcomed everyone to the meeting. He reported that a public consultation event had just taken place at the Community Centre in respect of a proposal to site a monument to the Battle of Winwick Pass, at Hermitage Green. (Minute 62 below refers).

WPC.58 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor J Herron.

WPC.59 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.60 Minutes

Decision – That the Minutes of the meeting of the Council held on 22 July 2025 be agreed and be signed by the Chair as a correct record.

With the consent of the meeting the Chair took Agenda Item 8 next.

WPC.61 Police / Community Issues

Winwick Ward

PCSO Stephen Heaps was in attendance at the meeting. A written update had already been circulated to councillors. Some issues of note were as follows:

Police had issued parking tickets to vehicles on the Delph Lane Red Route (clearway). Warrington Borough Council had initially issued some 19 tickets at this location. Further tickets had been issued since the first tranche (up to around 40 in total). Those drivers who had received a ticket had ceased to park in that location, but new offenders were now being caught. PCSO Heaps would wish to see double red lines painted on the road surface, for added clarity, but this might be too costly for the highways authority. The Police tickets were issued on the basis of causing an obstruction on the clearway, which comprised a fine of £35, which went to the Safer Traffic Partnership. Police also had the power of removal of the vehicle. An additional cost of £200 was payable if the car was impounded. The Borough Council issued £60 fixed penalty notices under the decriminalised parking arrangements. Councillor Mann undertook to raise the question of providing double red lines with the Warrington Borough Council.

Park and ride motorists continued to be ticketed. This included ticketing on Rectory Lane, but its use appeared to have reduced due to previous efforts. Ideally, PCSO Heaps would wish to see a suitable sign erected on the fencing in that area along the lines of 'Access Only – ie. delivery to or business at an address, otherwise a fine

may be imposed'. Councillor Mann noted some park and rise usage of Waterworks Lane. PCSO Heaps indicated that this was difficult to challenge as there were no parking restrictions on this road. A resident reported that one particular car had been parked at that location for over one week, but there remained sufficient room for a pram to pass along the pavement. However, the car had made it difficult for the residents to safely access their driveway.

PCSO Heaps reported that he had tried to engage with Merseyside Police and the land developer about the Parkside Link Road, but they had not responded positively. They had simply indicated that they would deal with the matter, but were not interested in joint working. Councillor Mann indicated that some of the route was in Warrington. PCSO Heaps added that around 80% of the road lay in St Helens.

Anti-social behaviour around Old Alder Lane and the Sankey Valley Trail had been noted. The Winwick boundary was approximately along the line of Sankey Brook close to the Fiddle l'th Bag Inn. In the longer term, the work of the Sankey Canal Restoration Society (SCRS) was likely to provide a solution to the issues noted. The group hoped to reopen the whole of the canal. The canal might also form part of the local flood defences. In the meantime, the Probation Service had been in touch and would meet with local representatives before carrying out some clearance and tidying work off Alder Lane. The Borough Council had declined to tidy the area.

PCSO Heaps had worked recently with licensing officers to provide advice to the Community Centre. Mrs Hinkins reported that Paul Wharton, Centre Manager, was due to return to work next week and would liaise with PCSO Heaps.

Councillor Mann commented that the Borough Council's Traffic Management Team, was thinly spread. He had exchanged some e-mails with the team about speeding on Myddleton Lane and HGVs on Golborne Road. PCSO Heaps reported that there was only one traffic management officer currently available at Warrington Borough Council. Ideally, he would wish to see the traffic counters deployed in Winwick. The Chair indicated that these had been deployed by the car boot sale site. Councillor Mann added that Golborne Road would soon be changed to a 20mph limit for some distance beyond the Swan Pub. PCSO Heaps advised that the traffic counters provided details of the type of vehicles passing and time information, which was not available via the speed guns or the Speed Indicator Device (SID). Councillor Mann considered that the Parish Council should ask about deployment of the counter device. Councillor Lavender reported lots of overtaking at speed on Golborne Road, as soon as the village perimeter had been cleared.

Councillor Lavender asked PCSO Heaps whether he knew of PCSO Michelle Jones was still stationed in Poplars and Hume, covering the Peel Hall ward. He confirmed that she was still deployed locally, but advised that she might be working on other priorities. Contact should be made with Sgt Kerry Barber, if PCSO Jones was not available. Overall Police resources were spread quite thinly. Councillor Lavender responded that she had not received a reply from PCSO Jones for some time.

Decision

- (1) To note the updates on police and community issues.

- (2) To request the Clerk to write to Warrington Borough Council to request the deployment of the traffic counter device in Winwick village.

With the consent of the meeting the Chair took Agenda Item 6 next.

WPC.62 Proposed Monument at Hermitage Green

Members considered a report and supporting appendices by the Battle of Winwick Society, in connection with their proposal for the erection of a Battlefield Monument, Information Board and Bench Seating at Hermitage Green. The appendices had been circulated under separate cover and were available for inspection at the meeting.

Members also had regard to the presentation given and comments received at a public consultation meeting held at Winwick Community Centre at 7pm on 25 September 2025, immediately prior to the Council meeting.

Decision

- (1) To note the report and supporting appendices circulated by the Battle of Winwick Society in connection with the above proposed monument.
- (2) To grant permission for the erection of a Battle of Winwick Battlefield Monument, Information Board and Bench Seating at Hermitage Green, Village Green (VG16), in accordance with the provisions of s.10(b) of the Open Spaces Act 1906, subject to (3) below being met.
- (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 to the satisfaction of the Council and had them approved by the relevant planning authority and subject to the necessary funding being available.
- (4) To adopt the Battlefield Monument, Information Board and Bench Seating as Parish Council assets, noting the intention of the Battle of Winwick Society to assist the Parish Council with ongoing management and maintenance of those assets.

With the consent of the meeting the Chair took Agenda Item 5 next.

WPC.63 Question Time for Electors

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

Proposed Anaerobic Digestion Facility

A resident enquired if there had been any further news in relation to the proposed Anaerobic Digestion Facility. A second resident asked if Bellway Homes, the St

Oswald's Place developer, had objected to the planning application given their commercial interest in local property prices.

Response: Councillor Mann indicated that there was no further activity to report. He was aware that some 500+ objections had been submitted, which would take some time for Warrington Borough Council to consider. The petition submitted had contained some 1,500 signatures. He had fed back to a recent meeting of the Borough Council that the planning portal had proved difficult to access by residents and that it did not show any comments submitted quickly, leading to uncertainty by those submitting objections about whether their comments had been received. As well as objections submitted on-line, some had been submitted by the generic planning e-mail address and others had been hand-delivered. The matter was also complicated by the fact that the planning portal was a separate system from the usual 'My Warrington' account.

The Chair indicated that the next step was for the Borough Council to process all objections and to summarise them. It was likely that the applicant, Severn Trent, would provide further documents in response to information submitted by the following bodies:

- Heritage England;
- Highways England;
- Archeologists;
- Borough Councillors; and
- Winwick Parish Council and other Parish Councils

It was known that Charlotte Smith MP had objected in a personal capacity, and might be in a position to become involved, as an elected representative, during later stages of the process. That Chair added that it was not possible to say whether, or not, Bellway had objected to the proposals, but a land owner with a significant interest in the area had made a submission.

The Borough Council would now be required to compete the application process. It could refuse the application outright, or possibly await the submission of new documents from the applicant. The original objectors and new correspondents could comment on any new documents submitted and initial comments already received would stand. The Parish Council would endeavour to keep residents informed.

Councillor Mann added that it had been helpful that the three Parish Councils affected (Winwick, Croft and Culcheth and Glazebury) had come together to raise an objection. A resident added that she was pleased to see that the five Borough councillors representing the two wards of Burtonwood and Winwick and Culcheth Glazebury and Croft had all objected and some other Borough councillors had objected too.

Void Adjacent to Premier Inn Car Park

A resident referred to damage to the picket fence which barred access to the void adjacent to Premier Inn car park to the rear of properties on Rectory Lane, allowing anti-social behaviour to resume.

Response: Access to the area from Parish Council land had been fenced off by the owners of the Swan Pub, following a successful approach by the Council. However, the picket fencing, which had been intended to be a temporary measure pending a more substantial solution, was now broken allowing access again. Mrs Hinkins reported that the interim manager of the pub, who had arranged for the erection of the fence, had now moved on. The Clerk indicated that he had been made aware of the issue and would write again to the owners, Chef and Brewer.

WPC.64 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 at the meeting is provided below:

No.	Issue	Action
2	Neighbourhood Plan	Councillor Mann commented that there had been some discussion about their usefulness at a meeting he had attended last night - <i>Retain</i>
4	Tree Surgeons	The Operations and Finance Officer reported that a quote had been received for arboriculture works. However, the tree surgeon was now in hospital. Further quotes would need to be sought. The tree located by the Myddleton Lane Playing Field entrance, which overhung the bench could not be cut back as this would unbalance the tree, leaving it prone to causing damage. An alternative solution would need to be found to the bird droppings issue. A further tree, the subject of a resident's offer to pay for pruning, would be considered if an assurance could be given that the tree would be balanced after cutting. Councillor Mann undertook to speak to the resident concerned directly - <i>Retain</i>
5	Attendance of Police and Crime Commissioner	No reply had been received – <i>Retain</i>
9	Access Road	The Chair indicated that no response had yet been received from the Warrington CE Educational Trust about the arrangements proposed to them. Effectively, the onus was now on the School's representatives to reply - <i>Retain</i>
10	Travellers' Rest Stone	It was proposed to leave this matter in abeyance. A resident had advised that the monument could be delisted by Historic England if its coordinates had changed. However, the Chair reported that the stone had only been

		dislodged by around 2m as a result of the vehicle collision, which should not change its mapping co-ordinates. Councillor Mann suggested that the stone should be made to look 'comfortable' in its current location. Moving the stone back to its original site might risk breaking it and could put it at risk of further damage from motor vehicles as its original site was closer to the road – <i>On hold</i>
16	Storage unit for the SID	This work had been completed. A new battery would also be ordered for the SID to replace the underperforming unit - <i>Delete</i>

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

WPC.65 Written Motions Received

There were no written motions submitted on this occasion.

WPC.66 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 – 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 provided 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 enclosing 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 was due to take place at 7pm prior to the Council meeting on 23 September 2025. A response had been sent to the resident and the Council's website had been 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 had been 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 was not 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 was Friday 13 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 had been 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 had been 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 had 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 would 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
18. Website enquiry form from a resident, MH, enquiring about the Council's plans for John Parr Meadow to complement the work being undertaken by residents to maintain, restore and protect the natural habitats of Peel Hall Park and the woodland – 18/09/25

In respect of Item 9 – Speed Indicator Device, it was noted that the SID outage was linked to the underperforming battery unit, which was now being addressed.

In connection with Item 18 - John Parr Meadow, the Chair noted that an official Friends of Peel Hall Park group had recently been formed. The Council would talk to that group and should be in a position to work with them. However, there were currently higher priority items taking up Members' time. John Parr Meadow was located adjacent to Radley Wood. The site had been landscaped as a wildflower meadow by a voluntary group, but that group had since folded, leading to the meadow becoming overgrown. The Council was not in a position to maintain the land as a meadow. Advice from Warrington Borough Council parks officers was that it should be allowed to return to its natural state. Currently, trees had started to repopulate the land. Some attention would need to be paid to removing nettles and weeds. The Council would also seek to work with the main Peel Hall housing developer, Vistry, to lay out some pathways.

In respect of Items 12 ,13 and 14 – Trees, Mrs Hinkins undertook to deal with these requests as part of the arboriculture survey.

Regarding Item 16 – Christmas Trees, Councillor Mann expressed surprise that the longstanding arrangements for ordering 'real' civic trees via the Borough Council had ceased. The Clerk reported that the e-mail had included contact details of a preferred supplier should parish councils wish to order them directly.

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

WPC.67 Planning Matters

The following planning matters were reported:

General Correspondence

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 had now published a Non-Statutory Consultation Summary Report, which provided full details of the engagement undertaken, the feedback received, and how they were responding. The report was available on the project website (see link below):

<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 related to:
 - Affordable Housing;
 - Houses in Multiple Occupation;
 - Local Economy and Social Value; and
 - Locally Listed Heritage Assets

All four draft SPDs could be viewed online at:

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

Domestic Planning Applications

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

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)

In respect of Item 1 above - AD Facility, the Clerk reported that there had been numerous items of correspondence submitted following the public information session held at the Community Centre. Some raised further questions about the consultation process and most were thankful for the work undertaken by the Parish Council to raise awareness and signpost residents to relevant information. The Clerk indicated that he had responded to all of the enquiries.

In connection with Item 3 – ILP North, Councillor Mann indicated that a statutory consultation was likely to commence in the Autumn. A date had already been booked at the Community Centre for a public consultation meeting. Mrs Hinkins undertook to publish the date in the next Parish Council newsletter.

With regard to Item 4 – s106 monies, Councillor Mann reported that he had been pressing for the funding to be released for projects in Winwick. It was noted that bus shelters were due to be provided in Croft. The Chair added that there was a budget for active travel, focusing on buses, walking and cycling. The Parish Council was considering replacing its ageing bus shelters on Myddleton Lane and could make use of the s106 monies. Councillor Mann indicated that the funding could be used for this purpose, but each shelter would cost in the region of £8k. The replacement shelters would be like for like, as two bus stops could not accommodate shelters with side panels, due to the width of the pavement. The shelters might include notice boards. The Borough Council would undertake the procurement of the shelters. The Chair added that the Parish Council also intended to lobby for the installation of a zebra crossing on Myddleton Lane.

In respect of Item 5 – St Helens SPDs, members considered that the Locally Listed Heritage Assets SPD might be of particular interest to the Parish Council.

Decision – To note the planning matters raised.

WPC.68 Update on Major Planning Developments

Updates on most developments had already been provided earlier in the meeting. There were no further matters to report.

WPC.69 Finance Officer's Report

Members considered a report of Clare Hinkins, Operations and Finance Officer, on a number of financial issues, which are set out below.

Budget Review 2025/26

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

In August £13.9k of income had been received through the Community Centre. The Centre was showing a £5.4k loss for August. The year to date position was currently showing a loss of £7.7k, which was a £5.9k improvement from the previous year's loss.

The loss position for August was £1.7k worse than the previous year and was 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; and
- £500 more repairs.

It was hoped that October to December would be more profitable months. Staff sickness absence was having some impact on finances and some holiday cover was also required during the daytime. To offset this, the Centre was not opening up during gaps in room bookings.

The Management Committee had authorised use of posters on the toilet entrance doors to promote room hire, as this had tailed off a little from last year's performance.

There had been £9.6k of Parish expenditure against the precept in August, with £57.8k of expenditure on the year to date.

Additional Items

1) Playground Repairs

Ground repairs on the small playground had started and the supplies to finish this had been purchased. The playground inspection had been undertaken and repair costings had been requested and chased.

2) HMP Thorn Cross Rehabilitation Initiative

A meeting had taken place with representatives of the rehabilitation scheme in April 2025. Mrs Hinkins had submitted fire risk assessments, but a response to confirm the equipment list to procure safety equipment had been subject to delay. The risk assessments had ultimately been approved, but a response regarding PPE and start dates was not immediately forthcoming. The response had eventually been received with start date of 22 September, but this was not feasible due to room hires, so alternative dates had been sent to the provider. 6 and 7 October had been

suggested for the decoration of the Countryside and Myddleton Suites. A separate date would need to be identified for the Radley Suite.

Councillor Lavender asked if there were any plans to redecorate the Main Hall, as the Centre's main selling point. The Chair and Mrs Hinkins noted that the room only required some basic touching up of gloss surfaces. There might be a need to buy additional gloss paint for this project. The Chair commented that the Main Hall did not attract the majority of day to day hires.

A member of the public asked if the Council had considered the provision of artisan market days and psychic evenings. Mrs Hinkins indicated that the Council had recently held discussions with RG's Food Truck about possible community events. However, it would need to consider some potential obstacles, including the football usage on Saturdays and Sundays and the capacity of the car park. Councillor Mann confirmed that Members were considering a range of events

3) Travellers' 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. The contractor had remained unresponsive to emails. The matter would now be left in abeyance in accordance with Action 10 at Minute 64 above.

4) Winter Flower Containers

Following a discussion with the gardener the following information was available regarding the winter planters:

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

The trailing greenery had been left in the planters, spaced to allow for the trailing plants in the spring and should continue to establish themselves in the interim.

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

The new arrangements should help to reduce the overall cost of flowers.

Payments made since the report for the Management Committee on 9 September 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

Speed Indicator Device (SID) Report

The recent deployment for Southworth Road had provided the following statistics:

The Southworth Road deployment had seen a total of 84,499 cars over the 72 day deployment (30/06/25 – 09/09/25). This broke down to approximately 1,173 cars per day utilising the route. The fastest cars travelling the route were in the 70mph bracket (but were approximately 0.03%). The percentage breakdown of speeds were as indicated 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%

The data set showed that there was a better understanding of the speed limit here than in other parts of Winwick, with just over half of the vehicles driving at or under the speed limit. Of the vehicles travelling at more than the speed limit 45% were no more than 10mph over the limit, with only 4.36% reaching speeds in excess of 50mph.

Whilst this was still an area to keep an eye on, in the light of the collision earlier this year, it did appear that drivers more closely adhered to the speed limit along this road when compared to some of the other lower limited roads in Winwick.

Councillor Mann commented that he believed that speeds were lower because of traffic turning in this location. He also mentioned that if traffic lights were to be installed on Delph Lane this might enhance the case for a 30mph zone. The Chair agreed that the hump in the road could obscure queueing traffic which would be an issue at higher speeds.

Mrs Hinkins reported that the SID data would be forwarded to PCSO Heaps shortly.

Peel Hall Notice Board

Information was provided on possible options for the replacement of the parish notice board at the Plough Inn, Mill Lane, Peel Hall, which was beyond economical repair and becoming a potential safety hazard. Options were identified from various suppliers, including Noticeboards Online, Barriers Direct and Green Barnes. Costs ranged from £525 +VAT to £970 +VAT depending on the model selected. Mrs Hinkins indicated that accurate measurements would need to be taken at the site prior to any purchase being made.

Councillor Mann indicated that he might be able to use some of his Borough Council funds to contribute to the replacement. He also reminded Members that the Parish owned 3 other outdoor notice boards with 2 located on Myddeton Lane and 1 at Winwick Park island.

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2025/26 at the end of August 2025, the additional items, SID report and notice boards information.
- (2) To request the Operations and Finance Officer to obtain measurements for a replacement notice board at the Plough Inn and that the Council consider the matter further at its next meeting.

WPC.70 Flowers

Councillor Mann requested details of the cost of providing flowers in the Parish. Mrs Hinkins referred Members to the figures included in the Parish Profit and Loss information at Agenda Item 12 (Minute 69 refers). The information was listed under the following headings:

- Planters – This service included the planting of flowers and twice weekly watering in the various flower planters and was billed for twice per year; and
- Swan Green/Winwick Park/Radley Common – This service comprised the maintenance of the first two locations at summer and winter rates.

Councillor Mann reported that, after the summer flowers had been removed from the triple planter on Swan Green, other flowers had been planted and then removed only one week later. He also reported that the railing planters on Myddleton Lane had been tended recently and looked very nice, but labels and soil had been left on the floor. He requested that any detritus should normally be swept up. Mrs Hinkins indicated that normally the contractor was extremely tidy, but he did have an assistant who might have been less meticulous on that occasion. Councillor Mann observed that the railing planters were relatively old and tired looking, but he asked if the contractor could be reminded to check for any detritus at the bottom of the railings.

Decision – To note the comments made about flowers and planters.

WPC.71 Jet Washing/Cleaning Myddleton Lane Entrance

Councillor Mann asked for permission for him to seek three quotes for jet washing of the pathway and moss at the main entrance to the playing fields. Mrs Hinkins reminded councillors that electricity and a water supply would be needed for this work. Councillor Mann confirmed that he would only seek quotes from companies with their own power and water supply. Mrs Hinkins indicated that she intended to brush and scrap the moss from this location next week. Councillor Mann also undertook to clean the bench by the entrance. Mrs Hinkins advised that if Councillor Mann intended to pay for the work to be done on a voluntary basis he was not bound by the parish financial regulations and could seek a single quote.

Councillor Lavender asked if it was possible to move the bench from under the tree favoured by birds. The Chair reminded all that this was not practical because the bench legs were embedded in thick concrete. Councillor Mann hoped that it would be possible to engage community representatives to regularly clean the bench instead.

Decision – To note the request made about jet washing the Myddleton Lane playing field entrance and to authorise Councillor Mann to seek a quote or quotes, as appropriate.

WPC.72 Report from Parish Council Committees

The minutes of the Management Committee from 8 July and 9 September 2025 were provided.

Decision – To note the minutes of the Management Committee of 8 July and 9 September 2025.

WPC.73 Ward Reports / Updates

Peel Hall Ward

The Chair reminded Members that a Friends of Peel Hall Park group had now been established. A second wrecked and burnt-out car had been discovered in the park, but had been removed quickly and the area tidied up. It was intended to bring the Millennium Fund monies back in-house and potentially to offer a grant to the 'Friends of' group to carry out work in the area. Councillor Mann added that the group would also have to self-fund. The Chair commented that the group would tidy the playground area too. Councillors would invite the group's coordinators to meet with them to discuss some plans.

Councillor Lavender enquired if bollards could be used to prevent access to the area by vehicles. The Chair reported that there had been a bollard in place at the access point, but the force of the impact by the vehicle had been sufficient to overcome this barrier.

Councillor Mann reported that there had been some flooding onto Mill Lane from the housing development site last Saturday during the heavy rainfall. The Chair indicated that surface water issue would be a matter for the Borough Council

Winwick Ward

Councillor Lavender reported that the wooden gates to the waterworks on Golborne Road had rotted some time ago and, after storm damage, had been replaced by a metal fence, which was unsightly. She also enquired about the maintenance of a strip of land along Golborne Road, close to the Spires Gardens exit which had overgrown trees and shrubs along the road side. Warrington Borough Council had indicated that this was not their land and that they would not cut back the shrubs.

A resident enquired if the Council would consider its annual donation for the Christmas Tree. Mrs Hinkins indicated that this would be scheduled for discussion at the October Council meeting.

Decision –

- (1) To note the ward updates provided.
- (2) To request the Clerk to write to Borough councillors for the Poplars and Hulme Ward to advise them that Peel Hall residents had raised concerns that Vistry are not responding to concerns raised by local residents and to request that councillors intervene on their behalf.

WPC.74 Date and Time of Next Meeting

Decision – To note the date of the next meeting on 28 October 2025 at 7.30pm.

WPC.75 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.76 Finance Officer's / Clerk's Report - Confidential Matters

(a) Debtors

The were no debts over 90 days. There were two debts recorded in the range 30-89 days. One debt was currently being chased up within the organisation concerned and a second debt by a local authority had now been paid.

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

Matters (b) to (d) below were taken ahead of Agenda Item 19(b)

(b) Litter Picking

The Chair requested a copy of the weight information in connection with the litter picking service to enable him to respond to some criticism which had been received about the level of service provided. He considered that it would be useful to publicise the information in the parish newsletter and to provide a positive feature story.

(c) Bingo

Councillor Lavender reported that some positive feedback had been received about today's bingo session. One visitor had offered to spread the word about the activity. Mrs Hinkins enquired whether the community bus service could be utilised and if that could be publicised in the newsletter. The Chair indicated that, unfortunately, the bus no longer operated a taxi-style service, but followed two set routes. The Chair suggested that the quiz be advertised again in the newsletter.

(d) Bar Fridge

Councillors were informed that the broken bar fridge had now been repaired.

(e) Food Hub Operation

Mrs Hinkins reported that Councillor Murray had been advised of the necessary approvals required by the Council to operate a Food Hub and that she had been in touch today with an update, but had not yet provided that relevant documents. The alternative Food Hub organiser also appeared to remain interested in operating from the Centre.

Members discussed whether a Food Hub was still required, as there had been little

comment on Facebook about its loss. The Chair considered that this might still be a valuable service to provide, particularly for the elderly.

Members discussed the need to finalise this matter in the absence of any current provision. Councillors noted that only one operator had provided that the necessary authorisations. Councilor Mann commented that any provision needed to be coordinated with St Oswalds Church and could perhaps alternate between the two venues.

Decision To request the Operations and Finance Officer to contact the Food Hub organiser who had provided the necessary authorisations about restarting the service and to coordinate these activities with St Oswalds Church.

(f) Casual Vacancy – Peel Hall Ward

The Clerk reported that Electoral Services at Warrington Borough Council had confirmed that a by-election had not been called for in the Peel Hall ward and that the Council was free to coopt a councillor. Members queried whether there needed to be written procedure for cooption. The Clerk indicated that Council could coopt by any reasonable means, for example by direct appointment of a known interested person, or by an open process of advertisement, application and interview. In the latter case, written procedures and agreed selection criteria would be useful to support the recruitment process.

The Council's Standing Orders (No 12) set out voting arrangements for appointments, which would be applicable to cooption in the case of more than two candidates. An application form for cooption was available which set out the eligibility and disqualification criteria.

Decision – To request the Clerk to provide the detail of the cooption application form to the Chair to enable the procedure for the appointment of a councillor to the Peel Hall ward to be considered in advance of the next meeting.

Winwick Parish Council

Co-option Application Form

Name.....

**Address for
Correspondence.....**

.....

.....

Postcode.....

Tel.....

Mobile.....

Email

Are you over 18? Yes/No

**Please detail any experience you have that may be relevant to
Winwick Parish Council. (If necessary please continue on a separate
sheet of paper)**

.....

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**Is there any other information you would like to disclose regarding
your application? (If necessary please continue on a separate sheet of
paper)**

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.....

.....

Signed.....

Dated.....

Please return your completed form, together with the Co-option Eligibility Form to: Julian Joinson, Clerk to Winwick Parish Council, C/o Winwick Community Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ

Co-option Eligibility Form

1. In order to be eligible for co-option as a Winwick Parish Councillor you must be a British subject, or a citizen of the Commonwealth, Irish, Maltese, or Cypriot citizen or a Qualifying European Union citizen. You must also be 18 years of age or over on the "relevant date", that being the day on which you are nominated, or if there is a poll, then the day of the election. You must additionally be able to agree with the following qualifications set out below.

Please tick any of the following four points which applies to you.

a. I am registered as a local government elector for the parish; or ☐

b. I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or ☐

c. My principal or only place of work during those twelve months has been within the parish; or ☐

d. I have, during the whole twelve months, resided in the parish, or within 3 miles of it. ☐

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c. Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances.

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part
- iii. If the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.

I (INSERT NAME).....

hereby confirm, that I am eligible to apply for the vacancy of Winwick Parish Councillor, and that the information given on this form is a true and accurate record.

Signed.....

Dated.....

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 5

	Council.							
6	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. That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with assistance for litter picking.	WPC.59 WPC.98(2)	23/07/24 22/10/24	All councillors and Operations and Finance Officer Councillor Griffiths	-	-	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. Start up and progress would continue to be monitored	
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 recently	
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 had written to the land owners. A response was awaited.	
10	To note that the Council's Publication Scheme	WPC 8(2)	27/05/25	Clerk	-	-	Not yet commenced	

	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.							
11	To request the Clerk to write to Warrington Borough Council to request the deployment of the traffic counter device in Winwick village.	WPC 61(2)	23/09/25	Clerk	-	-	Not yet commence	
12	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 to the satisfaction of the Council and had them approved by the relevant planning authority and subject to the necessary funding being available.	WPC 62(3)	23/09/25	Clerk	-	-	Awaiting relevant approvals	
13	To adopt the Battlefield Monument, Information Board and Bench Seating as Parish Council assets, noting the intention of the Battle of Winwick Society to assist the Parish Council with ongoing management and maintenance of those assets.	WPC 62(4)	23/09/25	Clerk	-	-	Subject to completion of WPC 62(3)	

Agenda Item 5

14	To request the Operations and Finance Officer to obtain measurements for a replacement notice board at the Plough Inn and that the Council consider the matter further at its next meeting.	WPC 69(2)	23/09/25	Operations and Finance Officer	-	-	In progress	
15	To note the request made about jet washing the Myddleton Lane playing field entrance and to authorise Councillor Mann to seek a quote or quotes, as appropriate.	WPC 71	23/09/25	Cllr Mann	-	-	In progress	
16	To request the Clerk to write to Borough councillors for the Poplars and Hulme Ward to advise them that Peel Hall residents had raised concerns that Vistry are not responding to concerns raised by local residents and to request that councillors intervene on their behalf.	WPC 73(2)	23/09/25	Clerk	-	-	Not yet commenced	
17	To request the Operations and Finance Officer to contact the Food Hub organiser who had provided the necessary authorisations about restarting the service and to coordinate these activities with St Oswalds Church.	WPC 76(e)	23/09/25	Operations and Finance Officer	-	-	In progress	
18	To request the Clerk to provide the detail of the cooption application form to the Chair to enable the	WPC 76(f)	23/09/25	Clerk	-	-	The form is included in the Agenda pack	

Agenda Item 5

	procedure for the appointment of a councillor to the Peel Hall ward to be considered in advance of the next meeting.							
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Progress Legend

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

Version 1.0 - (Final) – 22/10/25

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Winwick Parish Council

Correspondence since 23 September 2025
(or not previously reported)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 25/09/25(x2), 26/09/25, 07/10/25 and 09/10/25(x2)
2. 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, 25 September and 2 October 2025, – 23/09/25 and 30/09/25
3. E-mails from Liz Corfield, Personal Assistant, Office of the Police & Crime Commissioner, in connection with a Town and Parish Council meeting due to be held on 21 October 2025 with Dan Price, PCC for Cheshire, about his latest projects – 25/09/25 and 15/10/25
4. Website enquiry form by a resident, EH, reporting excessive dust and dirt deposited along Cotswold Road caused by construction traffic -26/09/26
5. E-mails from Kelly Rochell, Cheshire and Warrington Traveller Team, about an unauthorised encampment of caravans at B&Q, Delph Lane. It was reported that bailiffs had attended on behalf of the landowner and served notices to the group. Confirmation was subsequently received that the group had left the location – 26/09/25 and 29/09/25
6. E-mail from Councillor Mann enclosing a letter from Wigan Council setting out details of works due to commence on Monday 20 October at the junction of Winwick Lane and Newton Road. These works are expected to last approximately 15 weeks – 05/10/25
7. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, enclosing information about Warrington's Christmas pyjama and selection box appeal – 15/10/25
8. Website enquiry form from Scott Metherell, Projects Manager, Warrington Borough Council, about plans to develop security of tenure arrangements (leases, licences and less formal agreements) with sports clubs on Council and Parish Council owned sites and seeking to discuss opportunities for such an arrangement between Winwick Athletic FC and the Parish Council. An interim reply has been sent by the Clerk – 03/10/25
9. E-mail from Urban Traffic Management and Control (UTMC), Warrington Borough Council, providing details of 4x CCTV traffic surveys proposed to be undertaken at locations on Parkside Rd/Parkside Link Rd; Golborne Rd/Middleton Lane; A49/Golborne Rd; and A49 Winwick Park Roundabout, Winwick – 29/09/25

10. E-mail from Matthew Stridgen-Prestwood and Davina Grimes, Resilience Advisers (Emergency Planning), Warrington Borough Council, inviting the Council to participate in a pilot of the Community Resilience Maturity Index (CRMI) project, which aims to help communities assess and strengthen their resilience to emergency situations – 02/10/25
11. Website enquiry form from resident, DL, about traffic heading from Warrington towards Newton turning left into Winwick Park failing to stop at the first set of lights at the pedestrian crossing. The cause might be linked to be drivers mistakenly looking at the lights ahead and be exacerbated by the crossing lights being turned at an angle - 17/10/25
12. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Alotek Shelters Ltd – bus shelters and covered areas
 - Arien Signs Ltd – signs and notice boards
 - Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - CPRE – planning advice and support on rural issues
 - Knutsford Town Council - discipline and grievance training
 - Sutcliffe Play - outdoor play equipment
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - SP Energy Networks - electricity
 - We find any Learner - training

Up to date as at 22/10/25

Winwick Parish Council

Planning Matters since 23 September 2025

General Correspondence (3)

1. Consultation by the Planning Policy and Programmes Team, Warrington Borough Council, about proposals to introduce an Article 4 direction to enable that Council to have greater control in managing the conversions of dwellings into Houses in Multiple Occupation (HMOs) in the Central Six Wards of the Borough (Orford, Poplars and Hulme, Fairfield and Howley, Latchford East, Latchford West and Bewsey and Whitecross) where the prevalence of HMOs is greatest. The consultation will run from Wednesday 24 September 2025 until 5.00pm on Wednesday 5 November 2025.
2. Copy of an e-mail from a resident, PW, forwarded by Councillor Mann, advising of flooding issues attributed to the Peel Hall development – 29/09/25
3. Briefing note from Councillor Mann on the possible planning implications of the Planning and Infrastructure Bill and what it could mean for planning applications affecting Winwick - 03/10/25

Domestic Planning Applications (0)

NIL

Non-Domestic Planning Applications (0)

NIL

Up to date as at 22/10/25

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Finance report to Winwick Parish Council Full Council meeting 28th October 2025

In September we have had £16.6k of income through the centre. The centre is showing a £5.9k loss for September. The year to date profit/ loss is currently in a loss position of £13.6k, an improvement of £2k from the previous years loss.

The loss position for September is £4.1k worse than the previous year and is likely due to:

£700 less room hire than previous year

£3.1k less bar sales than previous year

2 months rates bills – due to late August payment

£500 more water bill than last year – due to estimated reads being balanced off with an actual read.

There has been £12.6k of expenditure against the precept in September, with £70.k 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 received and are £905.06 for repairs to Basketball/combi goal, cyclone multiplay, 2 way cockerel, and fire engine springy.
- Entrance gates – Councillor Herron and myself have started the repainting of the entrance gates, weather permitting this will be completed as soon as possible.
- Use of HMP Thorncross rehabilitation initiative – Myddleton room has been painted and the Radley is due to be started Friday 24th Oct.
- Tree works – quotes will follow in a separate report.

- Christmas tree donation – we have had the request for the xmas tree donation of £300 - this is £250 towards the tree and £50 for the churches electric costs to light the tree.
- Poppies – the wreath is ready for collection along with the 30 lampposts poppies (10 for Winwick, 20 for Peel Hall) – costs for this are £20 for the wreath and £90 for the lamppost poppies.

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

Payments Leisure Centre		
20Oct2025	£129.60	Clear Brew
13Oct2025	£44.40	Easyflow
13Oct2025	£843.08	Water Plus Limited
13Oct2025	£180.00	DJ Fire & Safety
13Oct2025	£850.44	T&JT Barton
07Oct2025	£60.00	St Oswalds
Payments Parish		
20Oct2025	£2,878.68	Chsh. Pension Fund
20Oct2025	£195.00	Gardenia Gardens
20Oct2025	£2,965.97	HMRC Cumbernauld
13Oct2025	£1,008.00	PKF Littlejohn LLP
Direct debits Leisure Centre		
20Oct2025	£214.70	GASKELLS WASTE
08Oct2025	£1,040.00	SCOTTISHPOWER
Direct debits Parish		
16Oct2025	£356.76	LLOYDS BANK PLC
14Oct2025	£20.00	PAYZONE
10Oct2025	£44.40	XERO UK LTD
09Oct2025	£30.00	PAYZONE
07Oct2025	£70.08	PAYZONE

Part 2:

- 1) Debtors
- 2) Precept draft budgets – initial figures based on current cost centres available for Councillors to consider additional projects to be costed out for November meeting.

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

	30 Sept 25	YTD
Income		
210 Room hire income	£6,044.50	£28,179.50
225 Buffet sales income	£0.00	£0.00
230 Bar sales income	£7,482.13	£64,008.62
231 Bar snacks income	£466.01	£2,957.21
232 Soft drinks income	£1,037.33	£10,003.84
260 Ticket sales income (Events)	£288.00	£1,227.50
Bar tea and coffee	£798.50	£3,368.60
Inpost income	£0.00	£540.00
Entertainer	£0.00	£0.00
Field income	£420.00	£3,945.00
Payzone income	£140.73	£940.30
LC Bar till discrepancies	-£3.40	£40.34
Total Income	£16,673.80	£115,210.91
Less Cost of Sales		
bar snacks expenditure	£161.16	£1,186.54
Beverage supplies (Coffee, milk)	£18.33	£906.83
Buffets	£0.00	£35.23
Tuck shop	£62.33	£62.33
Payzone	£70.65	£976.92
Drink purchases (and other bar it	£2,474.32	£24,878.81
LC Direct Wages	£7,290.81	£35,744.40
soft drinks expenditure	£323.02	£4,049.36
Total Cost of Sales	£10,400.62	£67,840.42
Gross Profit	£6,273.18	£47,370.49
Less Operating Expenses		
Bad Debt	£0.00	£350.00
DJ's bouncy castles, etc - events	£188.06	£1,493.97
LC Bar & Cleaning sundries	£303.39	£2,187.03
LC Bottled Gas	£148.00	£758.50
BT sport	£235.88	£1,415.28
LC Cleaning	£907.20	£4,082.40
LC consulting	£59.50	£357.00
LC Electricity (Light, Power)	£866.67	£5,199.03
LC Equipment	£37.81	£1,762.65
LC Fire extinguishers	£150.00	£150.00
LC Gas (Heating)	£53.67	£1,435.50
LC General Expenses	£0.00	£0.00
LC Landline telephone and Broad	£717.86	£1,459.44
LC Pension costs	£1,105.01	£7,171.57
Rates	£1,726.00	£5,176.25
LC Repairs & Maintenance	£384.10	£2,229.99
tv licence	£0.00	£0.00
LC Trade waste	£178.90	£894.50
LC Water and Sewerage	£843.08	£2,644.88
Managers salary and NI	£3,394.21	£17,846.20
PAYE Payable	£894.78	£4,252.68
Stocktaking Services	£0.00	£190.00
Total Operating Expenses	£12,194.12	£61,056.87
Net Profit	-£5,920.94	-£13,686.38

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

	30 Sept 25	YTD
Income		
Litter picker income	£2,020.00	£12,171.50
Advertising	£40.00	£60.00
Precept	£0.00	£146,894.00
Total Income	£2,060.00	£159,125.50

Less Cost of Sales

Total Cost of Sales	£0.00	£0.00
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Gross Profit	£2,060.00	£159,125.50
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Less Operating Expenses

Administration expenses	£11.54	£329.40
advertising	£0.00	£143.41
internal audit	£0.00	£1,595.00
external audit fee	£840.00	£840.00
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	£406.01	£1,953.31
Clerk's salary	£943.37	£5,660.22
Training	£0.00	£0.00
Consulting	£0.00	£400.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£162.50	£975.00
Insurance	£0.00	£0.00
Legal / Licencing Expenses	£0.00	£969.14
Litter Pick Costs (Shared)	£2,303.96	£12,210.04
Litter pick vehicle	£0.00	£0.00
Loan charges	£1,233.12	£4,847.54
PAYE Payable	£74.56	£4,690.26
Payroll	£225.00	£1,005.00
Pay zone fees	£70.54	£263.23
Pensions Costs (Empr's contr)	£1,176.45	£8,332.92
Playground repairs	£0.00	£410.00
Tree maintenance	£0.00	£0.00
Professional fees	£0.00	£0.00
Repairs and maintenance	£168.32	£433.72
RFO Salary (and NI)	£3,447.77	£20,976.25
Traffic management	£0.00	£0.00
Japanese Knotweed	£0.00	£0.00
Subscriptions	£53.14	£294.84
Games tax	£654.44	£654.44
Planters	£580.00	£1,070.00
Swan green, winwick park, radley com	£280.00	£1,780.00
Total Operating Expenses	£12,630.72	£70,247.15

Net Profit	£88,878.35
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Parish reserves	-£2,095.07
Leisure Centre deficit/profit 25/26	-£13,686.38
Balance of overall reserves	£73,096.90

Final External Auditor Report and Certificate 2024/25 in respect of Winwick Parish Council CH0219

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2024/25

On 28 September 2025, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2025. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

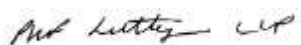
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority should give consideration to the level of reserves when setting its precept. As at 31 March 2025 the reserves balance was negative.

External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.



PKF Littlejohn LLP

29/09/2025

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Winwick Parish Council - CH0219**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2025; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We do not certify completion because:

We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2025

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Tree Planting & Replacement Funding Opportunities for Warrington Parks

This briefing note sets out current grants and schemes available in late 2025 that Warrington Borough Council, parish councils, or community groups could apply to in order to replenish trees lost in local parks such as Burtonwood, Winwick, and other areas. It highlights eligibility, funding levels, and application deadlines where known.

Current / Upcoming Schemes

Branching Out Fund (The Tree Council)

Grants £250–£2,500 for community groups, schools, small charities, parish councils. Supports tree, orchard and hedgerow planting.

Deadline/Timing: Open now for 2024/25 planting season.

More info: <https://treecouncil.org.uk/branching-out-fund-open-for-applications/>

UK Community Tree Planting Programme (International Tree Foundation)

Supports orchards (up to 30 trees) and larger woodland/hedging projects (100–25,000 trees). Includes small maintenance grant.

Deadline/Timing: Closing date: 12 December 2025 (for 2025/26 planting round).

More info: <https://www.internationaltreefoundation.org/uk-grants>

Mersey Forest – Trees for Climate / Local Funding

Covers up to 100% of planting costs including design, protection, and 15 years maintenance. Local support available for parks and community green space.

Deadline/Timing: Ongoing (apply early; capacity limited).

More info: <https://merseyforest.org.uk/funding-2/>

Forestry Commission / DEFRA Grants

Includes England Woodland Creation Offer (EWCO), Woodland Creation Planning Grant, and grants for trees outside woodland or tree health.

Deadline/Timing: Rolling programmes; check seasonal cut-offs.

More info: <https://www.gov.uk/government/collections/where-to-find-grants-for-trees-and-woodland>

Trees for Climate (via Mersey Forest / Community Forests)

National Nature for Climate programme delivered locally. Strong opportunity for Warrington within Mersey Forest area.

Deadline/Timing: Projects ongoing; contact Mersey Forest to discuss.

More info: <https://merseyforest.org.uk/funding-2/>

Cheshire Wildlife Trust Woodland Support

Advice and sometimes funding/partnership for woodland and tree planting in Cheshire.

Deadline/Timing: Rolling (contact for details).

More info: <https://www.cheshirewildlifetrust.org.uk/woodland>

Apache Corporation Tree Grant Programme

International scheme funding UK tree planting projects for councils and non-profits.

Deadline/Timing: 2025/26 cycle currently open.

More info: <https://investor.apacorp.com/news-releases/news-release-details/apache-corporation-tree-grant-programme-opens-uk-applications-0>

Strategy & Tips for Applications

1. Match the scheme to the size of your project: small orchard/hedgerow (Branching Out, ITF) vs. large-scale planting (EWCO, Trees for Climate).
2. Confirm eligibility of your park land (public ownership, Green Belt, community forest zone).
3. Partner with The Mersey Forest, Cheshire Wildlife Trust, or local volunteer groups to strengthen bids.

Agenda Item 15(a)

4. Build in maintenance: most schemes require 2–15 years of care and replacement planting.
5. Consider combining grants: e.g. ITF for design, then EWCO/Mersey Forest for large planting.
6. Check deadlines carefully: ITF closes 12 December 2025; others are rolling or seasonal.
7. Emphasise biodiversity, climate, health and community engagement in applications.

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Playground and Playing Field Funding Opportunities for Parish Councils

This briefing note lists potential grants and funding schemes (national, regional, charitable) that a parish council could apply to for the repair of playgrounds and improvement of playing fields. It highlights eligibility, funding levels, and considerations to strengthen applications.

Funding Schemes (late 2025)

Sport England – The Movement Fund

Details: Supports small-scale physical activity and sport projects. Grants up to £15,000.

Eligibility: Community organisations, local authorities, parish councils.

Notes: Useful for smaller scale improvements (e.g. surfacing, equipment upgrades).

More info: <https://www.sportengland.org/funding-and-campaigns/our-funding>

UK Government £100m Grassroots Sports Facilities Fund

Details: Capital investment for upgrading local sports facilities (pitches, goalposts, floodlights, changing rooms).

Eligibility: Local councils, community groups, clubs.

Notes: England share ~£82.3m. Check application windows.

More info: <https://www.gov.uk/government/news/100-million-to-revamp-local-sports-facilities-across-uk>

Access Sport – Angus Irvine Playing Fields Fund

Details: Supports projects that increase opportunities for young people to use playing fields.

Eligibility: Local groups, parish councils, charities, sports clubs.

Notes: Typical grants £2,500–£5,000 for modest upgrades.

More info: <https://www.bathnes.gov.uk/node/87838>

Football Foundation

Details: Funds grassroots football facility upgrades including surfaces, lighting, changing facilities.

Eligibility: Clubs, local authorities, parish councils, community groups.

Notes: Suitable for playing fields used for football. Larger grants possible.

More info: <https://footballfoundation.org.uk>

National Lottery Community Fund – Awards for All

Details: Funds community projects including playground and park improvements.

Eligibility: Parish councils, charities, community groups.

Notes: Grants typically up to £10,000.

More info: <https://www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-england>

Corporate / Foundation Grants (Asda, Tesco Stronger Starts, Aviva, etc.)

Details: Various small-to-medium grants for community spaces and children's play projects.

Eligibility: Parish councils, local charities, groups.

Notes: Good for filling gaps or smaller repairs.

More info: <https://redmonkeyplay.co.uk/guide-to-funding/>

PlayQuest – Play Area Funding & Grants

Details: Lists grant sources and offers funding advice for play area creation and improvement.

Eligibility: Parish councils, schools, community groups.

Notes: Provides current grant information and advice.

More info: <https://playquestadventureplay.co.uk/play-area-funding-grants/>

SAPCA – Sports and Play Construction Association

Details: Funding listings and advisory resources for sports/play capital projects.

Eligibility: Local authorities, parish councils, community groups.

Notes: Useful as a reference hub for identifying schemes.

More info: <https://www.weareverde.co.uk/need-help-funding-your-sports-facility-try-these-these-schemes/>

Strategy & Advice for Applications

- Define the project scope and cost estimate clearly.
- Match the fund to the scale of work: small grants for minor repairs, larger funds for full refurbishments.
- Emphasise community benefit: health, inclusion, youth engagement, safety.
- Show parish/community contributions (cash, labour, fundraising) to strengthen applications.
- Consider phasing projects into manageable chunks.
- Demonstrate a long-term maintenance plan.
- Partner with local sports clubs, schools, charities for stronger applications.
- Always check fund eligibility and criteria carefully before applying.
- Monitor application cycles closely to avoid missing deadlines.
- Engage funders early to test project viability.

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Parish Council Grant Application Pack – Playground & Playing Fields

This pack has been prepared to support parish councillors in applying for funding to repair playgrounds and improve playing fields. It combines a blank application template, a worked example with model answers, and guidance on how to present budgets. The aim is to provide a flexible toolkit that can be tailored to different funding bodies (e.g. Sport England, Football Foundation, National Lottery, Tree Council).

Contents:

1. Generic Grant Application Form Template – to complete for any funding body.
2. Model Application Example – with draft answers tailored to a playground/playing field scheme.
3. Budget Guidance – with a suggested structure matching common funder expectations.

Section 1 – Generic Grant Application Form Template

Applicant Details

- • Name of organisation / parish council
- • Contact person / role
- • Address, phone, email
- • Charity / Company / Council registration number

Project Overview

- • Project title
- • Location
- • Brief description of project
- • Proposed start and completion dates

Objectives and Need

- • Problem addressed
- • Who will benefit and how many
- • Why project is needed now

Project Delivery

- • Key activities and tasks
- • Who will deliver
- • Partnerships
- • Timetable / milestones

Budget and Funding

- • Total project cost
- • Amount requested
- • Match funding / local contributions
- • Breakdown of main costs

Outcomes and Impact

- • Expected benefits
- • Monitoring and evaluation plans

Sustainability and Maintenance

- • Long-term maintenance
- • Who is responsible
- • Warranties / maintenance contracts

Supporting Information

- • Site photos
- • Letters of support

Agenda Item 15(c)

- • Evidence of consultation
- • Relevant policies

Declaration

- • Confirmation statement
- • Signature and date

Section 2 – Model Application Example (Playground & Playing Fields)

This section provides draft responses that a parish council could adapt for grant applications. It is written as if for Winwick Parish Council, but names, costs, and local details should be adjusted.

Applicant: Winwick Parish Council

Project Title: Safe & Inclusive Play for Winwick

Location: Winwick Village Park, Newton Road, Warrington

Description: Replace unsafe playground equipment, install an inclusive roundabout, resurface with impact-absorbing flooring, improve drainage on football pitch, and install two goalposts.

Beneficiaries: 500 households, local football clubs (120 players), families from surrounding villages.

Total Project Cost: £85,000 – request £25,000; match from parish precept, Football Foundation, and fundraising.

Planned Start: March 2026 | Completion: August 2026

Expected Outcomes: Safe and inclusive play, increased community use (40% more visitors), improved grassroots football, better health and wellbeing for all age groups.

Section 3 – Budget Guidance

Most funders expect a clear, itemised budget with funding sources identified. Below is a suggested format (a matching Excel sheet can be provided separately).

Item / Activity	Description	Cost (£)	Funding Source
Playground equipment	Replacement swings and slide	£20,000	Grant
Inclusive roundabout	Accessible for wheelchair users	£12,000	Grant
Surfacing	Impact-absorbing rubber surface	£18,000	Parish
Drainage works	Football pitch drainage improvement	£15,000	Football Foundation
Goalposts	Two new full-size goalposts	£3,000	Parish
Professional fees	Site surveys and installation	£5,000	Grant
Contingency	10% allowance	£7,000	Mixed
Total Project Cost: £85,000			

Grant Application Form Template

This is a reusable application template for parish councils or community groups applying for grants to support playground repairs and playing field improvements. It can be tailored to specific funding bodies.

Section 1 – Applicant Details

- Name of organisation / parish council: _____
- Contact person: _____
- Role / title: _____
- Address: _____
- Telephone: _____
- Email: _____
- Charity / Company / Council registration number (if applicable): _____

Section 2 – Project Overview

- Project title: _____
- Location of project (address / park / playing field): _____
- Brief description of project: _____

- Proposed start date: _____ • Proposed completion date: _____

Section 3 – Objectives and Need for the Project

- What problem are you addressing? (e.g. unsafe play equipment, poor drainage, lack of inclusive facilities)
- Who will benefit from the project? (e.g. children, families, sports clubs, local schools)
- How many people will benefit? _____

- Why is this project needed now? _____

Section 4 – Project Delivery Plan

- Key activities and tasks: _____
- Who will deliver the project? _____
- Partnerships (sports clubs, schools, community groups): _____
- Timetable / milestones: _____

Section 5 – Budget and Funding

- Total project cost: £_____
- Amount requested from this funder: £_____
- Match funding / local contributions (cash, volunteer labour, fundraising):

- Breakdown of main costs (equipment, surfacing, fencing, drainage, professional fees):
 - Item 1: _____ £_____
 - Item 2: _____ £_____
 - Item 3: _____ £_____

Section 6 – Outcomes and Impact

- What will be the measurable outcomes of this project? (e.g. improved safety, increased usage, better health, inclusive access for disabled children, reduction in anti-social behaviour)
- How will success be monitored and evaluated? _____

Section 7 – Sustainability and Maintenance

- How will the playground/playing field be maintained long-term? _____
- Who is responsible for ongoing care? _____

Agenda Item 15(c) – Appendix A

- What warranties or maintenance contracts are in place? _____

Section 8 – Supporting Information

- Attach site photographs (before/after if applicable)
- Attach letters of support (e.g. schools, clubs, residents)
- Attach evidence of community consultation (survey results, meeting notes)
- Policies in place (safeguarding, health & safety, insurance)

Declaration

I confirm that the information provided in this application is accurate and complete.

Signed: _____ Date: _____

Model Application Example – Playground Repair and Playing Field Improvement

This example provides draft responses that a parish council could adapt for grant applications. It is based on a project to repair a children’s playground and improve the adjoining playing fields. All details are illustrative and should be tailored to your local circumstances.

Section 1 – Applicant Details

Organisation: Winwick Parish Council

Contact person: Cllr Jane Smith, Chair of Parks Committee

Address: Parish Office, Winwick, Warrington, WA2 XXX

Telephone: 01925 XXX XXX | Email: clerk@winwickparishcouncil.org.uk

Charity/Company/Council Reg: Parish Council (Local Authority)

Section 2 – Project Overview

Project title: Safe & Inclusive Play for Winwick

Location: Winwick Village Park, Newton Road, Winwick, Warrington

Brief description: The project will replace unsafe and outdated playground equipment, install a new inclusive roundabout suitable for wheelchair users, and resurface the main play area with impact-absorbing flooring. It will also improve drainage on the adjoining football pitch and add two new goalposts to encourage youth sport.

Proposed start: March 2026 | Completion: August 2026

Section 3 – Objectives & Need

The playground equipment is over 20 years old, with several items decommissioned as unsafe. Local families have raised concerns about lack of inclusive facilities, meaning children with disabilities cannot currently participate fully. The playing field floods regularly, limiting grassroots football and community use.

Beneficiaries: Approximately 500 households in Winwick, including children aged 2–14, local football clubs (c. 120 registered players), and families from surrounding villages.

The project is urgent due to equipment failures and increasing safety risks.

Section 4 – Project Delivery Plan

- Parish Council to oversee procurement and project management.
- Equipment installation by a RoSPA-accredited play company.
- Drainage works contracted to local civil engineering firm.
- Volunteer support from football club members for minor works and planting.
- Anticipated milestones: procurement Jan 2026; site works March–July 2026; opening event Aug 2026.

Section 5 – Budget & Funding

Total cost: £85,000

- Playground equipment & surfacing: £50,000
- Inclusive roundabout: £12,000
- Drainage works (football pitch): £15,000
- Goalposts & line marking: £3,000
- Professional fees & contingency: £5,000

Amount requested from this funder: £25,000

Match funding: £30,000 from parish precept; £20,000 pledged from Football Foundation; £10,000 fundraising/volunteer equivalent.

Section 6 – Outcomes & Impact

- Safe play equipment compliant with safety standards.
- Inclusive play opportunities for children with disabilities.
- Increased community use of park (anticipated 40% increase in footfall).
- Improved grassroots football facilities, supporting two youth teams and one adult team.
- Health, wellbeing and social benefits for children, families, and older residents.

Section 7 – Sustainability & Maintenance

The Parish Council employs a part-time groundskeeper responsible for inspections and routine maintenance. New equipment will come with 10-year manufacturer warranties and maintenance packages. The football club will contribute to pitch upkeep through user fees and volunteer days.

Section 8 – Supporting Information

- Parish Council has consulted residents via survey (85% supported improvements).
- Letters of support attached from Winwick Primary School and Winwick Athletic Football Club.
- Photos attached of current equipment highlighting urgent need.
- Insurance and safeguarding policies are in place.

Declaration

I confirm that the information provided is accurate and that the parish council is committed to delivering this project.

Signed: Cllr Jane Smith (Chair, Parks Committee) Date: _____

Grant Application Budget Template

Item / Activity	Description	Cost (£)	Funding Source (Grant / Parish / Other)
Playground equipment	Replacement swings and slide	20000	Grant
Inclusive roundabout	Accessible for wheelchair users	12000	Grant
Surfacing	Impact-absorbing rubber surface	18000	Parish
Drainage works	Football pitch drainage improvement	15000	Football Foundation
Goalposts	Two new full-size goalposts	3000	Parish
Professional fees	Site surveys and installation costs	5000	Grant
Contingency	10% contingency allowance	7000	Mixed
	TOTAL	80000	