



19 November 2025

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Community Centre on Tuesday, 25 November 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 28 October 2025.

4. 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. **Parish Precept and Budget for 2026/27**

The Notes of the Operations and Finance Officer and the Precept Models for 2026/27 are included in the Finance Officer's report at Agenda Item 12.

The Council Tax Base (CTB) for the Parish for 2026/27 has not yet been notified to the Council. The CTB for 2025/26 was 1,422. The CTB is the number of Band D equivalent dwellings in a local authority area taking account of a number of adjustments, such as empty properties, single occupancy and the Council Tax Reduction Scheme. Hence, the amount payable for a Band D property for the Parish element of that household's Council Tax bill can be calculated by dividing the Parish Precept by the Council Tax Base figure.

Households in other bands pay a proportion of the Band D amount as follows:

Band	Proportion Payable
A	6/9
B	7/9
C	8/9
D	9/9
E	11/9
F	13/9
G	15/9
H	18/9

S.49A of the Local Government Finance Act 1992 sets out how the precept is to be calculated by the Parish. In summary, the Council must determine:

(a) Its Planned Expenditure and Requirement for Reserves

The aggregate of:

- An estimate of the expenditure required to carry out its functions in year
- An allowance for contingencies
- The reserves it intends to raise to meet future expenditure (ie. for 2026/27 or subsequent years)
- The reserves it estimates it will need to meet a deficit from the previous financial year.

(b) Its Income and Use of Existing Reserves

The aggregate of:

- Any income it expects to accrue during the year (not including the precept)
- An estimate of the amount of existing reserves which will be applied towards the meeting expenditure or contingencies mentioned at (a) above

If expenditure (a) exceeds income (b), the difference as calculated will be the Council Tax requirement for the year (ie. the Precept).

Members should also have regard to the any guidance provided in the Government's Local Government Finance Settlement for that year. This document has not yet been published for 2026/27, but in previous years the Government has not applied referendum principles for town and parish councils. This approach was contingent on town and parish councils taking all available steps to mitigate the need for Council Tax increases.

Subject to the final settlement announcement expected early in the New Year, it appears unlikely that the Government will require the triggering of a referendum on the precept where a parish council proposes a Council Tax increase above a specified level.

The Council is also reminded that if it chooses to set a precept greater than £140,000 it must provide a breakdown of its proposed expenditure to be distributed with the Council Tax bills.

Members are reminded that the Precept Models currently include assumptions about the staff pay award, which may require further discussion in Part 2 of the Agenda, if individuals' salaries are being discussed.

The Council is invited to determine its Budget and Precept requirement for 2026/27 or, alternatively, to set a date in January to make the final decision.

14. 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

15. Reports from Parish Council Committees

- Management Committee – 11 November 2025

16. Ward Reports / Updates

- Peel Hall Ward
(Councillors A Griffiths and T Murray and one vacancy)
- Winwick Ward
(Councillors J Herron, E Lavender and S Mann)

17. Date and Time of Next Meeting

- Tuesday, 27 January 2026, at 7.30pm

18. Chairman to move to Part 2

Part 2

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

CONFIDENTIAL MATTERS

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

- (a) Debtors
- (b) Staff Pay Award

Winwick Parish Council
Minutes of the Meeting held on 28 October 2025

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

WPC.77 Apologies for Absence

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

WPC.78 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.79 Minutes

Decision – That, subject to the correction of the name of the MP at Paragraph 4 of Minute WPC.63 regarding the Proposed Anaerobic Digestion Facility to read ‘Charlotte Nichols MP’, the Minutes of the meeting of the Council held on 23 September 2025 be agreed and be signed by the Chair as a correct record.

WPC.80 Procedure for the Co-option of a Councillor for the Peel Hall Ward

Julian Joinson, Clerk, confirmed that there was no statutory procedure or formal guidance in connection with the co-option of councillors to fill a vacancy. This could be carried out by advertisement, application form and interview, or simply by the direct appointment of a known individual. The latter system had been utilised by Winwick Council on a number of occasions by the previous political administration.

The person being appointed would need to meet the same criteria as if they were standing for election. There were a number of qualifying criteria which had to be met, as well as a number of factors which would disqualify a candidate.

A draft application form was included within the agenda, which included details of the qualifying and disqualifying criteria.

There was no specific timeframe to appoint a new councillor, but Rule 5(5) of The Local Elections (Parishes and Communities) (England and Wales) Rules 2006, provided that where a casual vacancy was not required to be filled by election, the parish council must co-opt a person to fill the vacancy, as soon as practicable after the expiry of the period during which 10 electors could call a by-election.

The Chair undertook to post the application form on the website and to draft an article to publicise it. Councillors would then discuss the selection process, which could include both respondents to the advert and direct nominations.

Decision To note the verbal report on the procedure for the co-option of a councillor to fill the vacancy in the Peel Hall Ward and to request the Clerk to forward a copy of the application form to the Chair.

WPC.81 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
4	Tree Surgeons	The Operations and Finance Officer reported that two contractors had visited the Centre to survey the trees, but only one quote had been received. The second quote was still awaited. Councillor Mann confirmed that the resident who had offered to pay for trimming of the tree adjacent to his property had confirmed that his contractor would balance the tree.- <i>Retain</i>
5	Attendance of Police and Crime Commissioner	No reply had been received. The Clerk reported that the PCC might be more inclined to undertake a visit during the winter months. as part of the consultation on his draft Police and Crime Plan for the following year. Councillor Mann indicated that he had recently corresponded with the PCC about the possible installation of CCTV on Old Alder Lane to deter anti-social behaviour – <i>Retain</i>
6	Gardening and - Grounds Maintenance	The Chair reported that he had heard nothing further regarding use of the Community Payback Scheme. Mrs Hinkins, Operations and Finance Officer, reported that work had been undertaken via the HMP Thorn Cross outreach scheme to redecorate the Myddleton Suite and to partially complete the Radley Suite. Three people would attend on Friday to finish off the work, although it might require a further half day of work. The work was of a good standard. Room availability was being looked into to determine when further work could be scheduled. The Countryside Suite was the next priority. Further discussions would take place around the scheduling of the Main Hall and toilets. The Millennium Suite had been redecorated shortly before the summer so might not require any further work. Councillor Mann asked if there was a longer list of projects including gardening. Mrs Hinkins responded that the current attendees were painter and decorators. Different individuals would need to be identified for groundworks. She would speak to the scheme coordinator about other projects, but it would not

		be possible to manage 2 or 3 teams on site at the same time. Councillor Herron asked if the Council needed to provide any more paint. It might be possible to obtain this through Councillor Murray's contacts or to source this directly. Councillor Lavender asked if the notice boards and coat hangers had been removed from the Radley Suite. Mrs Hinkins confirmed that these had all been removed and screw holes filled prior to the repainting work - Retain
9	Access Road	Councillor Herron indicated that he had spoken to the headteacher of Winwick CE Primary School recently, but as the school year had only just recommenced there had been no progress on the field hire or access road matters. - Retain
10	Publication Scheme	The Clerk indicated that this was a document on the Council's website recommended by the Information Commissioner, which set out some basic information about the organisation and signposted other key documents. The Scheme was useful in preventing repetitive work following Freedom of Information requests about routine items, by publishing details in advance. The Chair offered to check and provide feedback on the document from a fresh perspective. The Clerk was also reminded to remove former Councillor Margaret Steen's information form the Register of Interests - Retain
11	Traffic Counter	Councillor Mann reported that there had been numerous deployments of traffic counters throughout the Parish. However, it would be useful to see one deployed on Myddleton Lane. The Clerk confirmed that a list of counter locations was included at Item 9 – Correspondence (Letter 9) - Delete
12 & 13	Battlefield Monument	Members asked what the Council needed to do next in relation to the Battlefield Monument. The Clerk commented that the next steps involved the Battle of Winwick Society obtaining the necessary funding and consents. Society member, Richard Ward, was in attendance and indicated that the Society was due to meet tomorrow to discuss the monument. It was hoped to establish a working group to take the matter forward. The Society would be in touch with the Council after the meeting - Delete
14	Plough Notice Board	Mrs Hinkins asked if anyone had visited the parish notice board located at the Plough to consider if the legs were still sound and could accommodate a new board. The Chair confirmed that he had inspected the board and was of the view that its lifetime could be extended for a number of years if the doors and bottom plinth were replaced. The legs were steel. It would not be economically viable to

		pay for a repair, but councillors might be able to undertake a repair themselves. Mrs Hinkins advised that the doors would need to be of durable constructed, so as not to expose the Council to any claims for personal injury in the event of their failure. The Chair added that a good relationship had been fostered with Vistry, who might be prepared to fund a replacement board along with an additional board in their new housing area - Retain
15	Jet Washing Quotes	This action had been completed - Delete
16	Borough Councillors engagement with Vistry	Members noted that Borough councillors had recently taken up a number of issues with Vistry on behalf residents, although progress might be a little slow. The majority of complaints had been about mud on the roads, however the access route in question was not within Winwick Parish – Defer for one month
17	Food Hub	Mrs Hinkins had made contact with the Food Hub organiser who was considering whether to resume the service at the Community Centre. If the group returned it was likely that the activity would be held on Thursdays - Retain
18	Co-opton Form	This action had been completed - Delete

Councillor Lavender enquired about progress on the fence between the Council's land and land to the rear of the Premier Inn. This item was not recorded on the Action List, but a reference had been included in the minutes of 23 September 2025 at Minute WPC.63 – Void Adjacent to Premier Inn Car Park. The Clerk indicated that the existing fence was a temporary fix. Mrs Hinkins reported that the previous interim manager at the Swan had stated that a permanent fence would be erected in due course. The Clerk confirmed that this matter was receiving his attention. A resident offered to provide contact details for Chef and Brewer's Estates Department.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To request Councilor Mann to contact Councillor Murray about possible additional paint supplies and, if none was available, to look into any offers at suitable DIY stores/paint manufacturers.
- (3) To grant permission for tree works to the resident who had agreed to pay for his own contractor, in the light of confirmation received that the tree would be balanced.
- (4) To request the Clerk to forward the Publication Scheme to the Chair to provide some feedback on the document.

- (5) To request the Clerk to remove former Councillor Margaret Steen's information from the published Register of Interests on the Council's website.

WPC.82 Question Time for Electors

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

Parking Issues and Traffic Calming

A resident commented on a Facebook post from last weekend about vehicles parked on the pavement in Winwick village and vehicle congestion on Myddleton Lane. Related issues included the danger to pedestrians, cars backed up because of the pinch point in the village, additional pollution, aggressive driving including mounting the pavement, traffic reaching high speed over the bridge, the likelihood of more car movements following the completion of the Bellway development at St Oswald's, Place, additional cars parked at the weekend due to sports activities on the playing fields and out of area visitors. The resident also expressed concern about children running out into the road. He asked if the Speed Indicator Device (SID) was deployed in a systematic way.

A second resident asked if the Council could write to away football teams to ask them to park considerately. She also asked about the possibility of traffic monitoring on Waterworks Lane. A third resident commented that vehicles should not be allowed to park on the pavement. A fourth resident added that keeping the kerbs clear was important to enable people with a visual impairment to navigate using a cane.

Response: Councillor Mann acknowledged that these issues were well understood. There were already double yellow lines at the western end of Myddleton Lane and outside Lavish Hair and Beauty Salon at the corner of Myddleton Lane and Golborne Road. The resident noted that there were no yellow lines on Golborne Road. The Chair added that a resident normally parked in an unrestricted spot at that location. However, there was an issue with bins obstructing the pavement. It was suggested that the fixed public bin outside the Hair and Beauty Salon could be relocated to the site of the former telephone box. Members consider whether the Council should write to residents on Myddleton Lane to ask them to be considerate to pedestrians when putting out their wheelie bins.

Councillor Mann reported that cars parked outside the playing field gates would be ticketed, but that new vehicles would then take up that spot until they were ticketed too. To deter this he sometimes placed traffic cones at that location. He had also written on several occasions to the Borough Council on this matter. He noted that parking was also a problem during school drop off and pick up times. He undertook to test out further use of the traffic cones to see if this had a positive impact on parking and traffic issues.

An aspiration of the Council was for a pedestrian crossing to be installed on Myddleton Lane. Parking on the pavement should also be deterred. Councillor

Mann indicated that he was not personally in favour of excessive restrictions on Myddleton Lane for residents. It might be necessary to carry out a residents' survey before recommending any restrictions, such as yellow lines or a residents' parking scheme. The Chair added that, if a survey was undertaken, any request for traffic control measures would have the backing of the residents. In addition, the Police could also raise safety concerns. Councillor Mann considered that unsafe driving was the main issue, not parking. The resident responded that he believed that the congestion created by parking was causing the drivers to behave more aggressively. The Chair added that the Council would seek to work with the PCSO to raise the profile of the safety concerns. He also reported that some s106 monies had been allocated to the area for Active Travel, which included keeping people safe. It might be possible to secure some money for safety barriers.

Councillor Lavender considered that the Council could not write to all away football clubs about parking, but it could ask Winwick Athletic FC to publicise responsible parking in its arrangements with other clubs. Councillor Mann reported that if all four football pitches were in use there was insufficient off-street parking on the Community Centre and school overspill car parks combined.

In response to the question about parking on the pavement, it was noted that this was not a criminal offence *per se*. However, any vehicle so parked might be caught under the offence of causing an obstruction.

Councillor Mann summed up by saying that the Council would need to rely on a number of strategies to try to address the traffic issues.

Councillor Lavender added that Golborne Road only had a pavement on one side of the road and this could be hazardous if that pavement was blocked.

In response to a question about traffic monitoring on Waterworks Lane, Councillors reported that there was no Police code for that stretch of road. It was not a priority speed area and the CCTV monitoring referred to earlier was for specific sites only. Councillor Mann undertook to raise the issue again with PCSO Stephen Heaps, but acknowledged that his availability was stretched. It might be possible to revitalise the Speedwatch programme in the New Year to include this location. Mrs Hinkins added that there would be one further deployment of the SID before the Christmas period. It might be possible to deploy this on Waterworks Lane. The data collected was passed on to the Police. Councillors encouraged residents to use Resident's Voice to report concerns about traffic to the Police, as the Constabulary was data driven. The SID had been purchased as a direct response to criticism from the Borough Council that there was no data to support traffic calming measures. A resident offered to produce infographics using the SID data for maximum impact. The Chair indicated that it might be possible to put a page on the Parsh website to publicise the traffic data. The SID was deployed in rotation and had now been sited at every identified hotspot.

Pedestrian Crossing Faults

A resident reported that the tactile spinning cones for visually impaired people on the Traffic Lights at Winwick Park roundabout were not working. He asked if the Parish

Council could raise this matter with Warrington Borough Council. A second resident indicated that he had already reported the fault, but that the devices had not yet been repaired.

Response: The Chair indicated that the traffic lights were in need of upgrading as other faults had occurred. Councillor Mann added that the junction was likely to be upgraded as a result of the Tritax Big Box - Rail Freight Interchange project.

Decision

- (1) To request the Clerk to write to Warrington Borough Council to request the provision of double yellow lines on Myddleton Lane.
- (2) To request the Clerk to write to Warrington Borough Council to request that the public litter bin by the junction of Myddleton Lane and Golborne Road be relocated to the Pilgrim Close area.
- (3) To request that Councillor Mann deploys the yellow traffic cones to deter parking at key locations on Myddleton Lane.
- (4) To request the Clerk to write to Warrington Borough Council to report the fault with the tactile spinning cone devices at the pedestrian crossings on Winwick Park Roundabout.

WPC.83 Written Motions Received

There were no written motions submitted on this occasion.

WPC.84 Police / Community Issues

No written reports had been received from PCSO Stephen Heaps (Winwick Ward) and PCSO Michelle Jones (Peel Hall Ward) on this occasion.

The Chair undertook to write to both neighbourhood policing representatives to request regular updates.

WPC.85 Correspondence

The following items were reported:

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 25/09/25(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

Agenda Item 3

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 had subsequently been received that the group had left that 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 were 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 had 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 aimed 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
13. Website enquiry form from Jonathan Smith, Head of Housing, Warrington Borough Council, outlining engagement which was taking place between Torus, the Friends of Winwick Park and the Woodland Trust to discuss environmental improvements in the Peel Hall area. The communication invited this Council to get in touch with a representative of Torus if it wished to participate in these discussions – 24/10/25
14. Website enquiry form from a resident, ND, seeking the installation of double yellow lines on Myddleton Lane, with a view to preventing cars from mounting the pavement to avoid congestion thereby affecting the safety of pedestrians – 25/10/25

In respect of Item 2 - Traffic Notices, Councillor Mann reported that enforcement along the new red route before 9am was poor. This was an issue because the car boot sale was in operation from 7am onwards. He also reported that the 20mph signs for Golborne Road had now been procured, but a spending freeze by the Borough Council meant that there would be a delay to their installation and the commencement of the new lower speed limit.

Regarding Item 8 - Engagement with Winwick Athletic FC, Councillor Herron reported that he would pick up this action.

In connection with Item 9 - CCTV Traffic Surveys, councillors expressed the hope that these would help to identify some of the traffic issues mentioned earlier in the meeting (Minute WPC.82)

In respect of Item 11 - Winwick Park Pedestrian Crossing, Councillor Mann indicated that the roundabout needed redesigning, which might be accomplished under the Tritax Big Box SRFI proposals.

Decision

- (1) To note the correspondence submitted to the Parish Council.
- (2) In respect of Item 10 - Community Resilience Maturity Index project, to request the Clerk to send the details to the Chair.

- (3) Regarding Item 11 - Winwick Park Pedestrian Crossing, to request the Clerk to write to Warrington Borough Council to report the safety concerns about traffic lights.
- (4) In connection with Item 13 - Environmental Improvements in Peel Hall, the Clerk was requested to provide Torus with contact details for Councillor Griffiths and Mann with a view to their participation in any discussions with the various partner organisations identified.

WPC.86 Planning Matters

The Clerk reported that no routine domestic or non-domestic planning applications had been notified to the Council.

The following general planning matters were reported:

General Correspondence

- 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 was greatest. The consultation would 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
- 4. E-mails from Tritax Big Box about the launch of the statutory consultation phase in connection with the Intermodal Logistic Park North - Rail Freight Interchange (ILPN RFI) proposals. The consultation would include copies of documents available for public inspection on deposit at Winwick Community Centre and other locations and various public consultation events one of which would be held at the Centre on Friday 21 November 2025 between 2pm and 7pm. A dedicated webinar for parish councils would also take place on 26 November 2025 between 6.30pm and 8.00pm.

The formal consultation would run from 28 October to 23 December 2025 – 28/10/25

Decision – To note the planning matters raised.

WPC.87 Update on Major Planning Developments

Severn Trent - Anaerobic Digestion (AD) Facility

Consideration of the AD application by the planning authority was on-going. Flood risks had been raised by the Borough Council's Environmental Services Team. The applicant had now submitted a reply about the watercourse issues. Other Borough Council departments were known to be seeking refusal of the application, particularly in relation to traffic surveys, green belt issues and heritage site issues.

Levelling Up Funding

Councillor Mann reminded Members that around £2M of Levelling Up funding had been allocated to Burtonwood and Winwick Borough Ward. Part of the funding had been earmarked for improvements to the cycle and footpath route from the end of Rectory Lane to Cromwell Avenue along the east side of the A49. Part of route would include widening of the existing footpath to accommodate a cycle lane, with other sections having a separate footpath and cycleway configuration.

The project had been fully scoped and planned and the next phase would include public consultation, which was likely to take place between January and February of the New Year. The longer term intention was to extend the route as far as Newton railway station.

Tritax Big Box - ILPN RFI

Councillor Mann displayed a map of the proposed ILPN RFI development, which highlighted the scale of the project. He commented that additional land had been identified to the east of Winwick as part of the project. The development would result in the widening of Winwick Park Roundabout and other roads, including a possible new bypass from the East Lancs Road to the M6. The consultation would run until 23 December 2025 and a public consultation event would be held at the Centre on Friday 21 November 2025 between 2pm and 7pm. Members of the public were encouraged to attend this event.

It was worth noting that a similar development in the Midlands had been refused by the Secretary of State, because insufficient consideration had been given to residents and traffic issues. This application might provide an opportunity for Winwick to have its traffic issues substantially addressed.

Both Bellway (St Oswalds Place) and Vistry (Peel Hall) were aware of the Tritax Big Box plans.

The Chair commented that the final decision by the Secretary of State was expected towards the end of 2027.

In response to a question by a resident, it was reported that the development was principally for warehouses. It was noted that development on Chat Moss was not permitted. A second resident reported that the planned rail access involved use of a curve which was the tightest radius possible. The implications were that this would

cause significant noise from squealing wheels. The Chair noted that up to 16 train movements per day were proposed and that the proposals were dependent upon the Northern Powerhouse rail project.

Councillor Mann added that some 30 thousand consultation letters were due to be distributed. He also asked if a separate tab about this development could be included on the Council's website. Residents asked if the Council intended to produce some posters similar to those printed regarding the proposed Anaerobic Digestion (AD) Facility.

A resident enquired if the ILPN RFI proposal would have an impact on the AD planning application by Severn Trent. The Chair indicated that this could strengthen the Council's case, based upon the cumulative effect of several large developments in the area.

Decision – That the update on major planning developments be noted.

WPC.88 Finance Officer's Report

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

Budget Review 2025/26

Members considered a summary of profit and loss against the Council's Budget for both the Community Centre and Parish Council as at 30 September 2025.

In September £16.6k of income had been received through the Community Centre. The Centre was showing a £5.9k loss for September. The year to date position was currently showing a loss of £13.6k, which was a £2k improvement from the previous year's loss.

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

- £700 less room hire than the previous year;
- £3.1k less bar sales than the previous year;
- 2 months rates bills - due to August payment; and
- £500 more water bill than last year – due to estimated readings being balanced off with the actual reading;

There had been £12.6k of Parish expenditure against the precept in September, with £70k 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 received and were £905.06 for repairs to Basketball/combi goal, cyclone multiplay, 2 way cockerel and fire engine springy.

2) Entrance Gates

Councillor Herron and Mrs Hinkins had started the repainting of the entrance gates and the removal of moss. Weather permitting this would be completed as soon as possible.

3) HMP Thorn Cross Rehabilitation Initiative

The Myddleton Suite had been painted and work on the Radley Suite had commenced on Friday 24 October 2025.

4) Tree Works

Members were informed that quotes would follow in a separate report. The current position had been reported verbally under Item 5 – Updates on Issues from Previous Meetings (Minute WPC.81 refers)

5) Christmas Tree Donation

The Council had received the annual request for the Christmas tree donation of £300. This comprised £250 towards the tree and £50 for the church's electricity costs to light the tree. An offer was made by Councillor Mann to fund the electricity costs, but it was agreed that this should be funded by the Council.

6) Poppies

The wreath was ready for collection along with the 30 lamppost poppies (10 for Winwick and 20 for Peel Hall). Costs for these items were £20 for the wreath and £90 for the lamppost poppies. Councillor Mann reported that a number of poppies had already been erected and the others should be in situ shortly. The Chair indicated that he would place some on Mill Lane. Councillor Mann reminded Members that they had discussed the use of sponsored poppies and that this should be considered in future years.

Councillor Mann undertook to lay the wreath at the Cenotaph at Bridge Foot, Warrington, and Councillors Griffiths and Lavender would lay the wreaths at St Oswalds CE Church.

7) Darts

Councillor Lavender asked if the dartboards were now ready for use. The Chair confirmed that they had been installed and Mrs Hinkins reported that they would be ready for use after some fasteners for the protective cushions had been fitted.

Payments made since the report circulated in October 2025, in lieu of the Management Committee meeting for that month

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

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2025/26 at the end of September 2025, the additional items and list of payments made.
- (2) To authorise the Operations and Finance Officer to commission the playground repairs in the sum of £905.06.
- (3) To approve the annual donation in respect of the Christmas tree and lighting in the sum of £300.

WPC.89 External Audit

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

Council's website.

The Council, as a body, was required to consider the auditor's final report at its next meeting and decide what, if any, action was required. A copy of the report was provided with the agenda.

The Auditor's opinion was that Sections 1 and 2 of the AGAR were in accordance with proper practices and that no other matter had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. The Auditor drew attention to one other matter not affecting the opinion, namely a recommendation that the Council should give consideration to the level of reserves when setting its precept, having noted that as at 31 March 2025 the reserves balance was negative.

Decision – To note the External Auditor's report for the year ended 31 March 2025.

WPC.90 Winwick Christmas Tree

This matter had been covered at Agenda Item 12 (Minute 88(3) refers).

WPC.91 Parish Council Grant Opportunities

Councillor Mann had requested the inclusion of a report in respect of potential funding opportunities that might be available for tree planting and playground projects in the Parish.

Decision – That consideration of the information on potential grant opportunities be deferred until the next meeting.

WPC.92 Ward Reports / Updates

Peel Hall Ward

The Chair reported that a site visit held in conjunction with Vistry (Peel Hall developers) had been constructive. Parish councillors had spent around three hours with the developers on Wednesday 22 October 2025 and had been joined by two Borough councillors. The development land all fell within the Parish, with the exception of the access road. A number of residents' concerns had been discussed, including mud on the highway, HGV routes and noise from pumps.

The developers were currently laying approximately 15 concrete foundation slabs per day. The majority of the homes currently being built were affordable Homes for Torus. Construction work was now progressing well.

Work to minimise flood risk had been completed with the installation of an attenuation pond and dredging of the brook and new gates fitted to prevent rubbish build up. Water drained naturally from north of the M62 to the south.

Most of the internal roads within the site had been completed which should reduce the amount of mud deposited on surrounding access roads. The site compound had

also moved. The first residents were anticipated to be able to move in during spring 2026. Torus homes would be occupied from mid-summer 2026.

The Mill Lane development was progressing slowly. However, the acoustic fencing had now been erected. Occupation of the houses was expected in around 18 months' time. A new public right of way would also be created.

A resident commented that the developments in Peel Hall would permanently change the landscape of Winwick Parish. The Chair added that these would triple the number of homes in Peel Hall and much of the development would be visible from Winwick village. Councillor Mann indicated that the Parish Council and residents had fought hard to resist development on that site, but it had ultimately been approved. He was of the view that the existence of the Peel Hall development made the approval of further development off Golborne Road at St Oswald's Place particularly unfair.

A resident enquired about the facilities on the Peel Hall development. The Chair reported that a community centre and school were planned. Councillor Mann added the Council was continuing to talk to the developers. The Chair noted that around 1,000 expressions of interest had been lodged via Vistry's website. This compared with only 4 on Bellway's website for St Oswald's Place.

The Chair reported that the Friends of Peel Hall group had now been resurrected. Councillor Lavender, Charlotte Nichols MP and himself had met the group recently. Lots of volunteers had come forward and the group wished to engage with the Parish Council about the rewilding project on John Parr Meadow back to woodland. It might be possible to relocate the proposed wildflower meadow to Peel Hall Park instead. Vistry might also provide some assistance with environmental projects. Councillor Mann suggested that the green space in that area would be something of an oasis within the developed site.

Members were informed that a new bollard had been installed at the entrance to Peel Hall Park to prevent further vehicles from being abandoned at that location.

Winwick Ward

Councillor Lavender reported that the sales office at St Oswald's Place had now closed and would be relocated into a showhouse. The Chair indicated that if no houses were sold, the developer was likely to cease construction. Residents expressed concern that this would lead to a bigger blot on the landscape. However, the Chair considered that the unused site would be landscaped and sold on.

Councillor Lavender reminded Members of the damage to the fence and gate owned by United Utilities (UU) near the junction of Spires Gardens and Golborne Road. The gate had not been repaired. She had written to UU to ask them to replace the gate and would continue to pursue this matter.

Decision – To note the ward updates provided.

WPC.93 Date and Time of Next Meeting

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

WPC.94 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.95 Finance Officer's / Clerk's Report - Confidential Matters

(a) Debtors

There were no debts over 90 days. There were four debts recorded in the range 30-89 days. Three of those debtors paid on a termly basis due to their funding arrangements.

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

(b) Budget/Precept Models 2026/27

Members considered draft budget models for 2026/27, with initial figures based on the current cost centres. Councillors were invited to consider any additional projects for 2026/27 to enable these to be factored into the draft budget before the November Council meeting. Three models were provided which set out possible increases on the parish element of Council Tax payable of 1%, 2% and 3%, based on a Band D property.

An assumption had been made that staff wages would rise by 2.4%. For most staff, wages were linked to the Real Living Wage, but the proposed increase was not yet known.

Councillor Mann raised the issue of staffing costs generally, which he estimated would account for about 61% of controllable expenditure in 2026/27. He was concerned that this percentage was too high and should be in the region of 40%. He also considered that the Employment Rights Bill, if implemented, would place additional financial pressure on the Council due to the staffing rota system in operation. The Chair commented that considering the bar staff costs in isolation would be unfair, as there were other relevant factors. Mrs Hinkins reminded Members that the Council had previously committed to paying staff the Real Living Wage, rather than the National Minimum Wage. She also noted that the management team continued to optimise use of staff hours to ensure that the Centre was not overstaffed when usage was low. The Chair commented that the ideal position was that all bar staff wages should be covered by the bar income.

Members discussed other budget pressures for next year which included:

- The need to build up some reserves; and
- No increase to room hire targets, reflecting poor performance in 2025/26

Members also heard about some potential savings and windfall income including:

- No planned elections (£6k);
- Possible availability of the contingency set aside to cover the reduction in the Operations and Finance Officer's hours;
- Recovery of the Millennium Fund; and
- End of the first PWLB loan in the near future (not available in 2026/27).

Councillor Mann suggested a reduction in the Centre's opening hours or smarter use of salaried staff's hours. Mrs Hinkins reported that if no meetings were booked the Centre was not staffed. The Centre Manager covered the bar on Monday, Wednesday and Friday, plus 1 weekend day and some evenings (as required). He was the only member of staff in during the daytime on other weekdays if there were no meetings booked. Mrs Hinkins covered Tuesday daytimes. Staffing for parties was gauged on the estimated numbers and comprised either 1 bar person and 1 glass collector or 2 bar persons and 1 glass collector. Full closure on certain days would be difficult to sustain given the existing pattern of community usage.

The Chair commented that the Council did need to carefully control how much of the precept should be used to support the Centre. However, there were limited opportunities to close the Centre in the evening. Parish Council meetings and darts took place on Tuesdays and other clubs such as the camera club and horologists, needed to have specific days of the week to meet. Any change of day could risk losing a regular booking. Councillor Mann reiterated that the Centre's flexibility lay in its smarter use of the zero/guaranteed hours contract arrangements. Mrs Hinkins confirmed that this was already happening. It was acknowledged that some hospitality venues closed to the public on Mondays, but the Centre used that day for essential management tasks and other administrative functions. Several NHS bookings were also made on Mondays.

Councillor Mann noted that even with a 3% increase in the precept the margin was tight and the Council could find itself with negative reserves again. With a 3% increase the Parish would only be £2k better off than the budgeted position for 2025/26. He suggested further scrutiny of the fixed contracts around gardening and grass cutting. The Chair advised against making any significant staffing changes at this time. He recommended setting the Budget using the figures proposed in the report and reviewing the position in January 2026. The room decoration had not yet been completed to allow the new look to be promoted. Other items on the action list also need to be completed as soon as possible.

The Chair asked if broadband costs could be reduced. Mrs Hinkins responded that the Parish was currently tied into a multi-year contract with BT. Councillor Mann highlighted energy contracts as a possible area for obtaining better value. Mrs Hinkins reaffirmed that she regularly reviewed contracts to obtain best value. Some of the additional costs this year had been due to staff sickness which was atypical.

The Chair summarised by suggesting that Monday closures remained an option, but

should be considered only as a last resort. The Council should aim for a 3% Council Tax increase when it considered its budget. He added that some level of losses by the Centre might be inevitable due to the cost of running a community asset. Some improvements had not yet been completed and might increase revenue. Councillor Mann commented that it would be useful for the Council to publicise the reason for any increase in Council Tax and that this was not simply to fill a black hole in finances. The Chair considered that there was little room for manoeuvre within the operating parameters that the Council had set (opening 7 days per week) and that ultimately it might be necessary to change those parameters.

Decision –

- (1) To note the initial budget models for 2026/27 and to request that the Operations and Finance Officer provide models for a 1%, 2%, 3% and 5% increase in Council Tax for the next Council meeting.
- (2) To request the Management Committee, at its next meeting, to identify target dates for the completion of refurbishment works at the Centre and other actions.
- (3) To request the Management Committee, at its January 2026 meeting, to review progress as to any actions identified under (2) above.

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

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request an update as to progress on the 3G pitch proposals at each meeting (in discussion with Winwick Athletic FC).	WPC.108(3) WPC.36(a)(2)	23/11/21 25/06/24	Councillor Herron	-	-	Councillor Herron has provided regular updates. The matter is on hold pending the identification of suitable funding	
2	To request the Clerk to provide a report to a future meeting on the implications of Neighbourhood Plans.	WPC.65(2)	27/09/22	Clerk	-	-	Initial research undertaken. A full report will be provided to a future meeting.	
3	To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as possible.	WPC.6(1)	14/05/24	Clerk	-	-	In progress. The core document has now been prepared, but further work is required to refine those sections where there are local choice options available. A full report will be provided in the near future.	
4	To request the Operations and Finance Officer to ask the tree surgeons to quote for trimming the trees overhanging the entrance way park bench in November.	WPC.23(5)	25/06/24	Operations and Finance Officer	-	-	The matter was being progressed and would include consideration of the overhanging trees reported 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 discussions on rationalising the gardening provision might include use of the Community Payback Scheme or HM Thorn Cross Prison outreach programme. Work to date had focused on redecorating the Community Centre. Inmates with suitable gardening skills would need to be identified. 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 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.	
9	To note that the Council's Publication Scheme contained some information that was now out of date and to request that the Clerk carry out a review of the document, as soon as possible and in any event, within the next six months.	WPC 8(2)	27/05/25	Clerk	-	-	The Clerk would send a dopy to the Chair shorty for comments	

Agenda Item 5

10	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	-	-	Councillors were considering a possible in-house repair to the board.	
11	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	-	-	On hold following a site meeting to enable the improving situation to be monitored	
12	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	-	-	Organiser wishes to recommence the work of the Hub, but is awaiting food pick-up slots becoming available	
13	To note the verbal report on the procedure for the co-ordination of a councillor to fill the vacancy in the Peel Hall Ward and to request the Clerk to forward a copy of the application form to the Chair.	WPC 80	28/10/25	Clerk	-	-	Completed. A decision on the proposed method of appointment is awaited	
14	To request Councillor Mann to contact Councillor Murray about possible	WPC 81(2)	28/10/25	Councillor Mann	-	-	A verbal update may be available	

Agenda Item 5

	additional paint supplies and, if none was available, to look into any offers at suitable DIY stores/paint manufacturers.							
15	To request the Clerk to forward the Publication Scheme to the Chair to provide some feedback on the document.	WPC 81(4)	28/10/25	Clerk	-	-	First draft of the updated scheme is in progress	
16	To request the Clerk to remove former Councillor Margaret Steen's information from the published Register of Interests on the Council's website.	WPC 81(5)	28/10/25	Clerk	-	-	Completed. Website now updated	
17	To request the Clerk to write to Warrington Borough Council to request the provision of double yellow lines on Myddleton Lane.	WPC 82(1)	28/10/25	Clerk	-	-	Not yet commenced	
18	To request the Clerk to write to Warrington Borough Council to request that the public litter bin by the junction of Myddleton Lane and Golborne Road be relocated to the Pilgrim Close area.	WPC 82(2)	28/10/25	Clerk	-	-	Not yet commenced	
19	To request that Councillor Mann deploys the yellow traffic cones to deter parking at key locations on Myddleton Lane.	WPC 82(3)	28/10/25	Councillor Mann	-	-	A verbal update may be available	

Agenda Item 5

20	To request the Clerk to write to Warrington Borough Council to report the fault with the tactile spinning cone devices at the pedestrian crossings on Winwick Park Roundabout.	8 WPC 2(4)	28/10/25	Clerk	-	-	Not yet commenced	
21	In respect of Item 10 - Community Resilience Maturity Index project, to request the Clerk to send the details to the Chair.	WPC 85(2)	28/10/25	Clerk	-	-	Completed	
22	Regarding Item 11 - Winwick Park Pedestrian Crossing, to request the Clerk to write to Warrington Borough Council to report the safety concerns about traffic lights.	WPC 85(3)	28/10/25	Clerk	-	-	Not yet commenced	
23	In connection with Item 13 - Environmental Improvements in Peel Hall, the Clerk was requested to provide Torus with contact details for Councillor Griffiths and Mann with a view to their participation in any discussions with the various partner organisations identified.	WPC 85(4)	28/10/25	Clerk	-	-	Completed	
24	To authorise the Operations and Finance Officer to commission the playground repairs in the sum of £905.06.	WPC 88(2)	28/10/25	Operations and Finance Officer	-	-	In progress	
25	To approve the annual donation in respect of the Christmas tree and lighting in the sum of £300.	WPC 88(3)	28/10/25	Operations and Finance Officer	-	-	In progress	

Agenda Item 5

26	That consideration of the information on potential grant opportunities be deferred until the next meeting.	WPC 91	28/10/25	Clerk	-	-	Completed. The item appears elsewhere on this Agenda	
27	To request the Management Committee, at its next meeting, to identify target dates for the completion of refurbishment works at the Centre and other actions.	WPC 95(b)(2)	28/10/25	Management Committee	-	-	Discussions about progress on room redecoration took place on 11/11/25	
28	To request the Management Committee, at its January 2026 meeting, to review progress as to any actions identified under (2) above.	WPC 95(b)(3)	28/10/25	Management Committee	-	-	To be reviewed in January 2026	

Progress Legend

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

Version 1.0 - (Final) – 19/11/25

Winwick Parish Council

Correspondence since 28 October 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 – 12/11/25
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news – 03/11/25, 10/11/25 and 17/11/25
3. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about a notice issued under the Town Police Clauses Act 1847 in connection with Remembrance Sunday – 04/11/25(x2)
4. E-mail from Councillor Mann enclosing information about the proposed shared cycle / footpath funded by Levelling Up money - 11/11/25
5. E-mail from Dr Andrew Abram, Secretary, Battle of Winwick Society, about the outcome of the Society's recent meeting. The society have agreed to establish a working group to deliver the Battlefields Monument project, chaired by Richard Ward, and have invited the Parish Council to nominate a representative to serve on that group – 13/11/25
6. E-mail from Shelley Brown, Director of Operations, Age UK Mid Mersey requesting the Council to consider a £250 contribution towards that organisation's work supporting older people in Winwick - 17/11/25
7. E-mail from Dan Price, Police and Crime Commissioner (PCC) for Cheshire, enclosing a letter drawing attention to the Government's proposal to remove the current PCC model when the existing terms of office end in May 2028. He also sets out his commitment to continue to work up until that point with the Chief Constable to deliver an effective, efficient police service for local communities - 18/11/25
8. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs Ltd – signs and notice boards
 - Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - Make Me Something Special - signs and notice boards
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - We find any Learner - training

Up to date as at 19/11/25

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Winwick Parish Council

Planning Matters since 28 October 2025

General Correspondence (5)

1. E-mail from Martin Stuart, Grappenhall and Thelwall Parish Council, enclosing a copy of a Regulation 14 notice of a consultation on a pre- submission draft Neighbourhood Plan for Grappenhall and Thelwall Parish. The consultation is due to run from 1 November 2025 to 1 January 2026 – 30/10/25
2. E-mails from David Acton, Senior Planning Policy Officer and Councillor Stuart Mann, Warrington Borough Council, about a public consultation on the draft Bold Forest Garden Village Masterplan Framework, in accordance with the Local Plan for St Helens Council. The consultation commenced on 3 November and will run until 24 November 2025 – 03/11/25(x2)
3. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 3 November and 14 November 2025 – 10/11/25 and 17/11/28
4. E-mail from Councillor Mann, forwarding correspondence dated 28/10/25 from Warrington Borough Council seeking comments from Croft Parish Council on the ILPN development to enable them to formulate a response to Tritax Big Box's statutory consultation, prior to a Development Consent Order (DCO) submission to the Secretary of State. A response is required within 21 days of the e-mail. In view of the urgency Councillor Mann has provided a response dated 16/11/25.
5. E-mail reminder from the ILPN RFI Commuincations Team about the forthcoming webinar for parish councils due to be held on Wednesday 26 November 2025, between 6:30pm and 8:00pm. Councillors need to register in advance to view the event. A separate webinar for the general public, will take place on Wednesday 3 December 2025 – 18/11/25

Domestic Planning Applications (0)

NIL

Non-Domestic Planning Applications (0)

NIL

Up to date as at 19/11/25

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Finance report to Winwick Parish Council Full Council meeting 25th November 2025

In October we have had £15.4k of income through the centre. The centre is showing a £5.7k loss for October. The year to date profit/ loss is currently in a loss position of £19.3k, a decline of £4.5k from the previous years loss.

The loss position for October is £6.5k worse than the previous year and is likely due to:

£2.4k less room hire than previous year

£400 less bar sales than previous year

£145 less field hire.

£1.9k bar stock (ordered end Oct due to quiz, Halloween parties, etc that weekend)

£1.3k wages, largely covering holidays

There has been £11.7k of expenditure against the precept in October, with £81.7k of expenditure on the ytd.

Other items:

- Playground repairs – Wicksteed have been contacted and we await a date for repairs to be done.
- Entrance gates – Further progress made on the fences/gates. Still 5 fences and 3 gates to paint, plus the 2 gates that have been started to finish.
- Use of HMP Thorncross rehabilitation initiative – Radley has been started awaiting a date for completion.
- Tree works – only 1 quote received for £1,850, this covers work on 4 tree areas.

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

Payments Leisure Centre		
17Nov2025	£108.00	Maxigiene
17Nov2025	£394.68	Water Plus Limited
13Nov2025	£66.60	Easyflow
13Nov2025	£77.80	IBA Electrical
10Nov2025	£574.38	RIJO
10Nov2025	£129.60	Clear Brew
10Nov2025	£1,373.75	T&JT Barton
05Nov2025	£250.00	Jason Taylor
Payments Parish		
17Nov2025	£195.00	Gardenia Gardens
13Nov2025	£300.00	Winwick.org
13Nov2025	£330.00	David Hannan
Direct debits Leisure Centre		
20Nov2025	£171.76	GASKELLS
10Nov2025	£1,040.00	SCOTTISHPOWER
06Nov2025	£305.41	TNT SPORTS
Direct debits Parish		
20Nov2025	£101.54	PAYZONE
19Nov2025	£350.45	WORLDPAY
17Nov2025	£632.48	LLOYDS BANK
12Nov2025	£1,821.72	HMRC E VAT
05Nov2025	£44.40	XERO UK LTD

Part 2:

- 1) Debtors
- 2) Precept budgets – provisional figures ahead of Chancellors budget release on 26th Nov

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

	31 Oct 25	YTD
Income		
210 Room hire income	£3,563.00	£31,742.50
225 Buffet sales income	£0.00	£0.00
230 Bar sales income	£8,857.68	£72,866.30
231 Bar snacks income	£381.05	£3,338.26
232 Soft drinks income	£992.90	£10,996.74
260 Ticket sales income (Events)	£524.00	£1,751.50
Bar tea and coffee	£671.50	£4,040.10
Inpost income	£270.00	£810.00
Entertainer	£0.00	£0.00
Field income	£90.00	£4,035.00
Payzone income	£70.00	£1,010.30
LC Bar till discrepancies	£32.52	£72.86
Total Income	£15,452.65	£130,663.56
Less Cost of Sales		
bar snacks expenditure	£202.23	£1,388.77
Beverage supplies (Coffee, milk)	£289.42	£1,196.25
Buffets	£0.00	£35.23
Tuck shop	£0.00	£62.33
Payzone	£140.08	£1,117.00
Drink purchases (and other bar it	£4,688.41	£29,567.22
LC Direct Wages	£5,594.35	£41,338.75
soft drinks expenditure	£469.28	£4,518.64
Total Cost of Sales	£11,383.77	£79,224.19
Gross Profit	£4,068.88	£51,439.37
Less Operating Expenses		
Bad Debt	£0.00	£350.00
DJ's bouncy castles, etc - events	£448.69	£1,942.66
LC Bar & Cleaning sundries	£429.22	£2,616.25
LC Bottled Gas	£92.50	£851.00
BT sport	£254.51	£1,669.79
LC Cleaning	£765.24	£4,847.64
LC consulting	£59.50	£416.50
LC Electricity (Light, Power)	£866.67	£6,065.70
LC Equipment	£331.54	£2,094.19
LC Fire extinguishers	£0.00	£150.00
LC Gas (Heating)	£169.19	£1,604.69
LC General Expenses	£0.00	£0.00
LC Landline telephone and Broad	£0.00	£1,459.44
LC Pension costs	£1,102.30	£8,273.87
Rates	£863.00	£6,039.25
LC Repairs & Maintenance	£390.92	£2,620.91
tv licence	£0.00	£0.00
LC Trade waste	£143.12	£1,037.62
LC Water and Sewerage	£394.68	£3,039.56
Managers salary and NI	£2,745.57	£20,591.77
PAYE Payable	£718.29	£4,970.97
Stocktaking Services	£0.00	£190.00
Total Operating Expenses	£9,774.94	£70,831.81
Net Profit	-£5,706.06	-£19,392.44

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

	31 Oct 25	YTD
Income		
Litter picker income	£2,020.00	£14,191.50
Advertising	£0.00	£60.00
Precept	£0.00	£146,894.00
Total Income	£2,020.00	£161,145.50
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
Gross Profit	£2,020.00	£161,145.50
Less Operating Expenses		
Administration expenses	£11.54	£340.94
advertising	£0.00	£143.41
internal audit	£0.00	£1,595.00
external audit fee	£0.00	£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	£500.00	£500.00
Bank Fees	£350.57	£2,303.88
Clerk's salary	£943.37	£6,603.59
Training	£0.00	£0.00
Consulting	£0.00	£400.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£162.50	£1,137.50
Insurance	£0.00	£0.00
Legal / Licencing Expenses	£2,014.47	£2,983.61
Litter Pick Costs (Shared)	£1,864.80	£14,074.84
Litter pick vehicle	£0.00	£0.00
Loan charges	£0.00	£4,847.54
PAYE Payable	£1,330.34	£6,020.60
Payroll	£225.00	£1,005.00
Pay zone fees	£35.20	£298.43
Pensions Costs (Empr's contr)	£1,176.44	£9,509.36
Playground repairs	£0.00	£410.00
Tree maintenance	£0.00	£0.00
Professional fees	£0.00	£0.00
Repairs and maintenance	£40.42	£474.14
RFO Salary (and NI)	£2,663.65	£23,639.90
Traffic management	£0.00	£0.00
Japanese Knotweed	£0.00	£0.00
Subscriptions	£53.14	£347.98
Games tax	£0.00	£654.44
Planters	£0.00	£1,070.00
Swan green, winwick park, radley com	£330.00	£2,110.00
Total Operating Expenses	£11,701.44	£81,723.59
Net Profit		£79,421.91
Parish reserves		-£2,095.07
Leisure Centre deficit/profit 25/26		-£19,392.44
Balance of overall reserves		£57,934.40

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.

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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

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- • 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? _____

- 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	

Winwick Parish - Management Committee 11 November 2025

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

There was one member of the public in attendance.

WPMC 24 Apologies

Apologies for absence were submitted on behalf of Councillors A Griffiths and T Murray.

WPMC 25 Code of Conduct - Declarations of Interest

Councillor Mann declared a personal interest in any potential cross-boundary issues, as a parish councillor in Croft.

WPMC 26 Minutes

Decision – That the Minutes of the meeting held on 9 September 2025 be agreed as a correct record.

WPMC 27 Action List

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

The following comments were raised:

No.	Action	Comments
1	Cement blob (Instant Grip)	This task had not yet been completed - <i>Retain</i>
2	Entrance Sign Design	The Chair reminded Members that the sign design had been completed and amended slightly to provide for a 'What's On' banner. The sign included the new 'Community Centre' branding. Councillor Lavender enquired if there was any mention of Winwick Athletic FC on the sign. Councillor Mann added that the other football team, FC Spartans, should be mentioned if sports clubs were being added. The Chair indicated that he understood that talks were on-going about the two clubs merging. The Chair requested approval to spend £100 to remove the blob and to complete the production and installation of the new sign. Inclusion of information about sports teams could be considered at a later date - <i>Retain</i>

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3	Room Dressing for Marketing Photos	Mrs Hinkins, Operations and Finance Officer, reported that the intention had been to take some photographs at the Centre Manager's recent party. However, this had not proved possible. She would need to get in touch with S J Leisure to obtain photographs of the rooms when set up for parties. Photographs of the outdoor areas would need to be taken in the summer. The Centre Manager undertook to contact S J Leisure. Councillor Mann requested that this be completed in time for the New Year. Mrs Hinkins added that the Myddleton Suite had now been fully redecorated. A projector and screen was due to be installed. The painters from the HMP Thorn Cross Rehabilitation Programme had not attended on 31 October to complete work in the Radley Suite. This was the second time that they had missed a scheduled slot, but might have been due to the coordinator being on leave at the time. Once the Radley Suite was complete, the decorators would be invited to repaint the Countryside Suite, which was the most attractive room. Following that the Management Team would assess what other projects might be suitable for programme participants - Retain
4	New Fridge	The fridge had been installed and a subsequent fault had been repaired - Delete
5	Winwick CE Primary School's use of Playing Fields	The Chair confirmed that he had spoken to the headteacher, who had undertaken to get back to him - Retain
6	Authorised Food Hub Representatives	Mrs Hinkins reported that the Centre Manager had contacted the Food Hub coordinator who had expressed an interest in continuing to operate at the Centre. Ideally, she would like a Thursday morning slot. However, currently her organisation was not in a position to run any sessions. Mr Wharton, Centre Manager, clarified that a volunteer was available on Thursdays, but there was no pick-up slot available for the food, as these were currently all taken. The coordinator was waiting for new slots to open up and she would be in touch with the Center once the arrangements were in place - Delete
7	Booking System	Bar staff were able to check room availability using the existing booking system, but no progress had yet been made on identifying a smarter electronic booking system - Retain
8	Pest Damage to Playing Fields	Councillor Mann reported that the problem seemed to have lessened recently and the matter had not

		been pursued any further. The Chair noted that the installation of some owl boxes in the area might be attracting natural predators to keep the rabbit population down - Delete
9	Damaged Fence to Rear of Premier Inn	The Clerk indicated that he had not yet actioned this matter but would do so shortly. A letter would be sent to the pub owners, Chef & Brewer, rather than to the Swan directly - Retain

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To authorise the Chair to seek the completion and installation of the Community Centre's new entrance sign and to authorise any related expenditure up to £100.

WPMC 28 Winwick Community Centre Update Report

Finance Report

Members were reminded that information had been circulated outside of the meeting, in an update report (covering the period to 30 September 2025), which should be noted.

Clare Hinkins, Operations and Finance Officer, also provided a report which showed the financial position at the Community Centre as at 31 October 2025.

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

Income Information

Key Performance Indicators (Bar Sales)

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

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	8.06	8.14	9.42	11.36	7.53	9.69	8.48	8.45	8.15	6.65	6.67	7.40
Budget (£1,000s)	12.57	12.70	14.70	17.72	11.75	15.12	13.23	13.18	12.71	10.37	10.41	11.54
Actual	12.23	13.61	17.02	16.86	10.82	9.78	10.90	0.00	0.00	0.00	0.00	0.00

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(£1,000s)												
P/L (£1,000s)	0.38	-1.92	-3.74	2.96	-5.45	-5.92						

Bar Takings Monthly

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

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at October 2025, using the profile outlined above. This put the Centre at £6.5k behind the target to date and £241.40 ahead of a straight monthly split.

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

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Overall average	£159.37	£194.61	£194.41	£345.82	£688.14	£797.69	£590.54
Apr Average	£236.02	£180.19	£166.88	£296.60	£633.25	£464.66	£865.09
May Average	£124.55	£185.53	£219.54	£306.38	£671.53	£480.37	£1,002.92
June Average	£169.60	£205.83	£229.14	£355.37	£891.46	£1,751.65	£488.61
July Average	£200.28	£219.09	£230.39	£503.18	£566.20	£1,620.07	£638.70
Aug Average	£155.15	£261.04	£196.07	£319.27	£552.93	£382.47	£484.28
Sept Average	£119.50	£187.60	£177.52	£253.16	£665.80	£636.33	329.32
Oct Average	£117.92	£122.21	£150.25	£354.99	£836.62	£431.38	£376.95

Key:

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

Mrs Hinkins reported that daily bar take averages were only significant on Fridays. In October this had relied heavily on a party for the Centre Manager and two quiz nights. One Thursday had done well due to a funeral.

Councillor Lavender asked what action could be taken to improve the position.

Mrs Hinkins responded that it was difficult to tempt high numbers of people to visit regularly. Attendance often increased when football was being shown. She had been discussing the potential to instal of Sky Sports with Councillor Griffiths, but it was not possible to trial this for a short period due to the standard 2 year contract offered.

Generally, the lowest bar sales were on Mondays, Tuesdays and Wednesdays, but, paradoxically, these were generally the days with the most activities taking pace in the Centre. However, usage by groups such as the chess team and dog training classes did not tend to result in high bar sales. The dartboards were now available and would be advertised shortly. Councillor Mann indicated that it would be good to get a league team up and running. Mr Wharton reported that the wooden doors between the Millennium Lounge and the Main Hall were open on weekday evenings, unless there was a private function on, which should allow access to the dartboards. Mrs Hinkins noted that it would be useful to identify a leader for a darts team. Councillor Mann commented that pubs continued to close, displacing existing players. He undertook to advertise the new darts equipment on social media. Mr Wharton added that, if darts took off, it might be useful to purchase a digital score box.

Key Performance Indicators (Room Lettings)

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

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.63	9.97	9.93	8.74	5.47	8.56	9.13	9.54	6.37	8.28	8.18	8.19
Expctd Fee (£1,000s)	5.00	6.49	6.45	5.68	3.56	5.56	5.93	6.20	4.14	5.38	5.32	5.32
Actual (£1,000s)	6.38	3.74	3.46	6.25	2.39	6.04	3.56	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)	0.38	-1.92	-3.74	2.96	-5.45	-5.92						

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at October using the profile outlined above. The table showed that room hires for October were £2.3k behind target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at October 2025, using the profile outlined above. This put the Centre at £6.8k behind target sales for the year to date and £6k behind a straight monthly split.

Councillor Lavender noted that the Centre was still behind in attracting new bookings. Mrs Hinkins added that, even if the Centre met the remaining targets, it would fail to cover the current deficit. Councillor Lavender suggested the printing of A4 posters advertising room hire to be set out in plastic holders on the tables. Mr Wharton undertook to locate the holders, which had been moved from their original storage location. Mrs Hinkins noted that, when the tables were dressed for a function, the posters could only be displayed on the bar and the shelves behind fixed seating.

Councillor Mann repeated his call for improvements to data capture about prospective or existing customers to facilitate targeted marketing. Measures could include admission to a prize draw for completing an enquiry form or the production of automatic reminders about birthday events. The Centre Manager confirmed that staff were proactively checking the availability of rooms when customers asked, but it was acknowledged that the booking system could be better.

Councillor Lavender reported that she had advertised the Jimmy Jermaine (Cliff Richard Tribute) event widely. However, Mr Wharton noted that the organiser had been slow to promote details of the event. Councillor Lavender commented that this evening could be an opportunity for the Centre to shine.

Key Performance Indicators (Field Income)

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

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	4.04	3.67	2.57	5.31	4.05	2.06	2.33	1.07	0.59	72.77	0.59	0.94
Expctd Fee (£s)	363.6	330.3	231.3	477.9	364.5	185.4	209.7	96.3	53.1	6,549.3	53.1	84.6
Actual (£s)	530.0	1,430.0	460.0	815.0	290.0	420.0	90.0	0.00	0.00	0.00	0.00	0.00
P/L (£s)	381.7	-1,920	-3,737	2,957	-5,448	-5,921						

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at October 2025, using the profile outlined above. The field hire was £119.70 behind the target for the month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at October 2025, using the profile outlined above.

This showed that the field hire was £1.8k ahead of the year to date target and £1.2k behind a straight monthly split. The large deficit against the straight monthly split was because of the annual January pay date for Winwick Athletic FC.

Councillor Mann asked if usage of the pitches was monitored and asked about payment terms. Mrs Hinkins reported that Winick Athletic FC paid an annual rate per team, which included field usage and training sessions and was based on the number of league games played plus an amount for cup competitions. FC Spartans who played on Sundays, paid on a match-by-match basis. Other public pitch bookings were possible with matches having to be paid for, but informal kick-about would be free. The Chair commented that both clubs were valued customers and paid appropriate fees. In addition, FC Spartans held their annual presentation night at the Centre in December and contributed to bar sales.

Councillor Mann noted that field hire was going well. He repeated his previous suggestion to allow parking on the bottom field during summer for appropriate events and for a fee.

Mr Wharton reported that one of the regular majorette groups had indicated that they might not return to Winwick because of the complexity of the booking form. However, another regular group had already booked their event. The Clerk suggested that users might initially require support to fill in the new form.

Mrs Hinkins noted the operators of RJ's Food Truck had not yet come back with their proposals for events at the Centre. Members asked the officers to chase up the food vendors.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of October showed an average of 11.1 cups per day sold and income of £671.50. This was a decrease of 2.3 cups per day on last year's figures. This equated to an decrease of £108.80 (14%). Total year to date sales were £4,040.10.

Mrs Hinkins considered that there might be an upturn in coffee sales as the weather worsened.

Additional Income

- Ticket sales - £524.00
- Payzone - £70.00
- InPost - £270.00

Additional Items

(a) Tuck Shop

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

Month	Expenditure £	Income £	Balance £
Apr	-	158	158
May	-	214	214
June	-	-	-
July	-	-	-
Aug	-	-	-
Sept	62.33	133.50	71.17
Oct		152.50	152.50
			£595.67

Councillor Mann commented that he had been unable to assist with the tuck shop recently due to a clash of commitments. Both he and the Chair were unavailable this weekend. It was unclear whether the football matches would be on this weekend due to the weather. Mr Wharton noted that the bottom pitch was almost always available as it drained quickly. This might be due to the installation of an overflow tank at that location by United Utilities.

(b) Events

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

- October Quiz = £259.70
- Halloween Quiz = £257.59
- Bingo (07/10/25) = £2.17
- Bingo (14/10/25) = -£2.99
- Bingo (21/10/25) = -£8.60

Mrs Hinkins reported that the quizzes in October had not been as busy as usual but had still returned a profit.

The children's Halloween parties would fall under the November sales and, as such, would be reported in the December report, however these had not made a profit. The earlier party had been particularly poorly subscribed. Profitability had also been affected by the use of 2 bar staff at each event, which was prudent but not ultimately necessary. Following the lack of uptake this year, the Centre would be reducing the number of Halloween parties from 2 to 1 in 2026. Members discussed whether the cost of tickets had put off customers, but the price had only been a nominal charge of £1.50.

The Management Team would review the uptake on the children's Christmas parties to see if a similar decision might be required for Christmas events too.

Uptake at Christmas might be a good indicator of likely demand for next year's Halloween parties. Councillor Lavender expressed concern that tickets for the children's Christmas parties might not sell and she raised the issue of possible overstaffing. Mrs Hinkins confirmed that tickets were already selling and usually sold well. Mr Wharton added that he would need to make a judgement about staffing numbers based on uptake, but that the licensing objectives were his primary concern and as Designated Premises Supervisor he would have to err on the side of caution around safety matters. He indicated that salaried staff were normally used for these types of events, with 2 bar staff working in total. He acknowledged that management needed to use the staffing resource as efficiently as possible, but there was also a need to give zero hours staff some work in order to retain them. If advance ticket sales were low, the event could be staffed accordingly, with a limitation then set on the numbers of walk-ins. Councillor Mann indicated that councillors would be supportive of officers in finding an acceptable balance. Councillor Lavender added that Members were aware that they were in charge of public money and needed to be prudent in its use.

Mrs Hinkins also reported that the attendees at the quiz were not the usual customers and that there may have been some confusion between the children's parties and the adult quiz. Councillor Lavender asked if the school had been involved in promotion of the children's event. Mr Wharton confirmed that parents had publicised the event via their WhatsApp group. Councillor Lavender also suggested that the appeal of the quiz might have been too narrow, as it comprised a Harry Potter themed quiz. Mrs Hinkins commented that low uptake had been unexpected, as a previous James Bond themed quiz had been well attended. The overall day itself was still profitable, due to a separate private party, which had also been booked that evening.

The events running in November 2025 were as follows:

- 01/11/25 – Halloween parties
- 16/11/25 – Cliff Richard tribute
- 21/11/25 – Cavendish Consultation (Intermodal Logistics Park North)
- 26/11/25 – Warrington BC Consultation – Cycle improvement scheme
- 29/11/25 – Light Up Winwick - Tree switch on
- Tuesdays – Midday bingo.

Mrs Hinkins reported that the bingo events held so far in November had made a small profit. Costs covered prizes such as a slow cooker, or dishes, but did not include heating and lighting of the Centre. The initial setup costs of the bingo equipment had yet to be recovered, in the sum of £230.

Councillor Mann indicated that the Cycle consultation might be deferred. He also advised that additional supervision of children might be required for the Light Up Winwick event. Entertainment, such as a film, could be provided in the Countryside Suite, as a holding area for those children wishing to visit Santa's Grotto.

Payments

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

Payments Leisure Centre		
03Nov2025	£623.46	T&JT Barton
27Oct2025	£66.60	Easyflow
27Oct2025	£244.17	IBA Electrical
27Oct2025	£2,469.14	T&JT Barton
Payments Parish		
03Nov2025	£2,417.36	PPLPRS
27Oct2025	£600.00	Protime security
Direct debits Leisure Centre		
30Oct2025	£863.00	WBC
21Oct2025	£177.64	BRITISH GAS
Direct debits Parish		
31Oct2025	£28.50	Service Charge
30Oct2025	£20.00	PAYZONE
27Oct2025	£42.24	PAYZONE
21Oct2025	£329.65	WORLDPAY

Non-Financial Metrics Reporting

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

(a) Damages incurred / additional repairs required

The patio lighting had been checked for faults and repaired. Work was required to remove the fairy lights on the front of the Centre and to illuminate the front car park.

(b) Room Hire

Tables were provided showing the following information for each month:

- Daily Room Hire by hours usage, showing the days where usage was highest and highlighting the lower usage days, such as Fridays. Generally, usage was highest on Tuesdays and Wednesdays;
- Room usage breakdown by morning/afternoon/evening (number of rooms occupied). This showed that the Centre had approximately 37.37% room occupation; and

- Actual hours of room occupation against overall availability. This showed an average of around 21.36% of hours occupation and 21.9% of hours in October.

Councillor Lavender queried whether the Centre needed to be open during the daytime on Fridays, given the low room bookings. Mr Wharton indicated that he used Fridays to develop the rotas, complete necessary paperwork and clean the beer lines. The Centre would be closed to the public if there were no bookings. An alternative would be to use the laptop to work from home for administrative items, but this would save minimal amounts on heating and lighting, as the whole building was not heated under those circumstances. There were also concerns about work-life balance, with staff tending to work excessive hours when taking the laptop home.

Decision –

- (1) To note that performance information had been circulated directly to councillors in lieu of a meeting in October, comprising an update report covering the period to 30 September 2025.
- (2) To note the update report for October 2025 on the Community Centre performance, repairs, additional income, additional items and the list of payments
- (3) To note the report on Non-Financial Metrics for October 2025.

WPMC 29 Exclusion of the Public (including the Press)

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

WPMC 30 Community Centre Update Report

(a) Debtors

There were no outstanding debts over 90 days. There were four debtors listed in the range 30-89 days, of which two had recently paid and two that normally paid on a termly basis, which was expected in December.

Decision – To note the report on debtors.

(b) Causing an Obstruction

Councillor Mann reported that PCSO Heaps had issue a warning letter to the owner of a vehicle which had blocked the pedestrian access ramp to the

Centre's rear car park.

(c) New Years Eve

Councillor Lavender asked what plans were in place for New Year's Eve. Mrs Hinkins indicated that the event would be along similar lines to last year. The Chair suggested that the quiz date should be brought forward to New Year's Eve from 9 January 2026, but should be at an earlier time in the day. The event would need to be ticketed to manage numbers, but would run as a single event. Mrs Hinkins commented that the advertisement would need to be clear about the offer and that the quiz was part of the party. Mr Wharton added that the advert could inform customers of a 7:00 pm start time for the quiz, but that ticket holders could still attend later. Security would be arranged for the door and Mr Wharton undertook to e-mail the operative shortly.

Mrs Hinkins confirmed that the event would start at 7:00 pm or 7:30 pm. Tickets would cost £5 and would include a raffle ticket for 'play your cards right'. Substantial catering might not be possible, but pizza delivery was a possible option.

Decision – To note the proposals for the New Year's Eve party.

WPMC 23 Employee Matters

Councillor Mann enquired about number of bar staff employed at the Centre. Mr Wharton responded that the staffing complement comprised 7 people including himself. In addition, it was hoped to train up the glass collector next year.

Councillor Mann commented that, for those on zero hours contracts, their contract of employment would need to be reviewed upon the implementation of the relevant provisions of the Employment Rights Bill. The opportunity should also be taken to review staff job descriptions at the same time, for example, to include sweeping and cleaning activities.

Mrs Hinkins indicated that the legislative changes would not affect staff job descriptions, but their terms of employment might need to be changed. Winwick staff were not currently on zero hours contracts, but were on flexible contracts. There were new 'day one' rights included in the Bill around parental leave and unfair dismissal. It might be more difficult to dismiss a new starter under the proposed new rules.

An existing staff member with expertise in human resources might be in a position to assist in reviewing any employment documents, as required.

Decision – To note the potential changes to contracts of employment under the Employment Rights Bill.