



19 May 2026

To All Members of Winwick Parish Council

Dear Councillor

The Annual Meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday 26 May 2026, on the rising of the Assembly, or at 7.30pm, whichever is the later.

Yours sincerely

Julian Joinson

Clerk to the Parish Council

ANNUAL MEETING OF THE PARISH COUNCIL - AGENDA

Part 1

- 1. Election of Chair 2026/27**
- 2. Election of Vice Chair 2026/27**
- 3. Apologies for Absence**
- 4. 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 advise 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. Whilst the Clerk will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

- 5. Peel Hall Ward Vacancy**

6. Re-adoption of Winwick Parish Council Code of Conduct

A revised Model Code of Conduct was published by the Local Government Association in 2020. Warrington Borough Council subsequently updated its own Code in the light of these changes. This Council received a report in 2023 setting out the advantages and disadvantages of adopting the revised Model Code. At that time, Members determined not to change the existing Code, as it was considered to be simpler to understand and proportionate. The existing Code was again readopted in 2024 and 2025.

Members are invited to readopt the existing Code.

7. Re-adoption of Winwick Parish Council Governance and Operational Procedures

- National Association Local Councils Standing Orders: 2010 Edition;
- Scheme of Delegation to Officers;
- Complaints Procedure;
- CCTV Policy;
- Leisure Centre Operational CCTV Policy;
- National Association of Local Councils 'Being a Good Employer Guide';
- ACAS Procedures for dealing with employee discipline and grievance matters;
- Warrington Borough Council discipline policy;
- Data Protection Policy;
- Privacy Notice; and
- Publication Scheme.

Members are invited to readopt the above key governance documents.

8. Review of Committees and Sub-Groups and Appointments for 2026/27

Existing Committees and Sub-Groups are outlined below.

Committees

- Management Committee (all 6 Members)
- Grievance Committee (any 3 Members from the full Council – Chair in the chair)
- Staffing Appeals Committee (any 3 Members from the full Council – Deputy Chair to chair)

Sub-Groups

- Housing and Development Working Group (all 6 Members)

9. Appointments to Outside Bodies for 2026/27

Existing outside bodies are outlined below

- Rights of Way Forum (1 Member)
- Winwick Educational Foundation (2 Representatives)

10. Minutes

To confirm the minutes of the meeting of the Parish Council held on 28 April 2026.

11. Updates on Issues from Previous Meeting(s)

12. Question Time for Electors

13. Police / Community Issues

14. Correspondence

15. Planning Matters

16. Update on Major Planning Developments

17. Finance Officer's Report

18. Reports from Parish Council Committees

- Management Committee – 12 May 2026

19. Ward Reports/Updates

- Peel Hall Ward
(Councillors A Griffiths and W Rennison)
- Winwick Ward
(Councillors J Herron, E Lavender and S Mann)

20. Schedule of Meetings for 2026/27 and Date and Time of Next Meeting

- Next Meeting - Tuesday 28 July 2026 at 7.30 pm
- Schedule of Meetings (to follow)

21. Chairman to Move to Part 2 (as required)

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

22. Finance Officer's / Clerk's Report - Confidential Matters

(a) Debtors

WINWICK PARISH COUNCIL

MEMBERS

CODE OF CONDUCT

Version Number	Date adopted by the Parish Council
1.0	26 February 2013
1.0	Readopted 28 May 2013
1.0	Readopted 27 May 2014
1.0	Readopted 26 May 2015
1.0	Readopted 17 May 2016
1.1	Amended 28 February 2017
1.1	Readopted 23 May 2017
1.1	Readopted 22 May 2018
1.1	Readopted 28 May 2019
1.1	Readopted 18 May 2021
1.1	Readopted 24 May 2022
1.1	Readopted 23 May 2023*
1.1	Readopted 14 May 2024
1.1	Readopted 27 May 2025

* Comprehensive Review undertaken

CODE OF CONDUCT FOR MEMBERS

The Code has been adopted under section 27 of the Localism Act 2011 and is based on the following core principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of members and co-opted members of the authority, together with provisions about registering and declaring interests.

A General obligations

Whenever you are acting as a member or co-opted member of this authority you must act in accordance with the following obligations:

Selflessness

- 1 You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, friends or close associates.

Integrity

- 2 You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

You should exercise independent judgement. Although you may take account of the views of others (including a political group), you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

Objectivity

- 3 When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the authority's officers, into consideration.

Accountability

- 4 You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office, including by local residents.

Openness

- 5 (a) You must be as open and transparent as possible about your decisions and actions and the decisions and actions of your authority. You should be prepared to give reasons for those decisions and

actions. You must not prevent anyone getting information that they are entitled to by law.

(b) Where the law or the wider public interest requires it, you must not disclose confidential information or information to which public access is restricted.

Honesty

6 (a) You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in Section B below.

(b) You must only use or authorise the use of the authority's resources in accordance with the authority's requirements. You must, when using or authorising the use by others of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

Respect for others

7 (a) You must treat others with respect. You should engage with colleagues and staff in a manner that underpins mutual respect, essential to good local government.

(b) You must not do anything which may cause your authority to breach any equality laws.

(c) You must not compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, the authority.

(d) You must not bully any person, including other councillors, officers of the authority or members of the public.

Leadership

8 You must promote and support high standards of conduct when serving as member or co-opted member of the authority, by leadership and example, championing the interests of the community.

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

B Registering and declaring pecuniary and non-pecuniary interests

- 1 Registration and declaration of interests shall be made in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Excerpt from CLG text:

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then you must disclose the interest to any meeting of the authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'*.

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

*A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

CODE OF CONDUCT ON MEMBERS' GIFTS AND HOSPITALITY

The following forms part of the locally adopted Members Code of Conduct under s.27(2) Localism Act 2011. This Code of Conduct on Members' Gifts and Hospitality retains, adapted as appropriate, those elements relating to gifts and hospitality included in the Model Code of Conduct for Members 2007¹, which was in place prior to the implementation of the Localism Act 2011.

What should you register and when?

You must register any gifts or hospitality worth £25 or over that you receive in connection with your official duties as a Member, and the source of the gift or hospitality, within 28 days of receiving it. A pro forma is appended to this Code.

Declaring a gift or hospitality as an interest at meetings

At a meeting of the council, a committee or sub-committee, you may have an interest in a matter under consideration if it is likely to affect a person who gave you a gift or hospitality that is registered. If that is the case you must declare the existence and nature of the gift or hospitality, the person who gave it to you, how the business under consideration relates to that person.

Once three years has passed since you registered the gift or hospitality in your register of interests, your obligation to disclose that interest to any relevant meeting ceases.

Is the gift or hospitality connected to my official duties as a Member?

You should ask yourself, would I have been given this if I was not a Member of the Council? If you are in doubt as to the motive behind a gift or hospitality, you are recommended to register it, or speak to your Monitoring Officer or your Parish Clerk where appropriate.

You do not need to register gifts or hospitality which are not related to your role as a Member, such as Christmas or other gifts from friends and family, or gifts which you do not accept. However, you should always register a gift or hospitality if it could be perceived as something given to you because of your position.

What if you do not know the value of a gift or hospitality?

You may have to estimate how much a gift or hospitality is worth. Also, an accumulation of small gifts you receive from the same source over a short period that add up to £25 or over should be registered.

¹ Published by the now defunct Standards Committee

Agenda Item 6

The general rule is, if in doubt you should register it, as a matter of good practice and in accordance with the principles of openness and accountability in public life.

WINWICK



**PARISH
COUNCIL**

Members Register of Gifts and Hospitality

- 1. Name.....
- 2. Gift/Hospitality.....
.....
.....
- 3. Estimated Value.....
- 4. Name of Company/Organisation/Individual that has provided the gift or hospitality
.....
.....
- 5. Accepted Yes/No
- 6. Date Accepted/Rejected.....
- 7. If gift accepted, how dealt with.....

Signed:.....

Date:.....

Winwick Parish Council

26 May 2026

Report Title: Re-Adoption of Parish Council Governance and Operational Procedures

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
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The Parish Council are requested to re-adopt the following governance and operational procedures;

A. Governance Procedures

1) National Association of Local Councils Standing Orders (Constitution)

The Council currently operates under the NALC Local Councils Standing Orders – 2010 edition – which was adopted on 24 September 2013 and last re-adopted on 27 May 2025. However, sections in relation to the power of wellbeing and contracts are now out of date.

A revised edition, which was not adopted by the Parish Council, was published by NALC in 2013, in their booklet 'Local Councils Explained' and this was again revised in April 2018. The Council at its meeting on 23 April 2019 recommended that the latest version be purchased and adopted by the Council. The Model Standing Orders include a number of sections which are subject to local choice. These will be populated in line with the terms of the existing Standing Orders, in so far as is possible. Where there is ambiguity, it is suggested that this be delegated to the Clerk to complete the document, in consultation with the Chair, and to report back on the final draft at a future meeting of the Council. The existing Standing Orders should remain in place until this is completed.

2) Scheme of Delegation to Officers

A scheme of delegation to Officers was approved on 26 May 2020 and last re-adopted on 27 May 2025, as follows:-

- (1) The delegation of the following powers to the Clerk and RFO, as appropriate, except for those matters reserved exclusively to full Council by statute:
 - (i) To act in an emergency situation, or where there is special urgency, in consultation with the Chair and Vice-Chair (or in the

absence of either of those Members or where there is a conflict of interest by either, with any other member of the Council).

- (ii) To act in matters of urgency regarding all other decisions, where it is not practicable to hold a meeting of Council or the relevant body in a timely manner, in consultation with the Chair and Vice-Chair of the Council and having regard to the views of all members of the Council, having providing three clear working days notice in writing of the proposed decision.
- (2) Any decisions taken under (1)(i) or (ii) above and the reason for urgency or special urgency, to be recorded in writing and reported to the next available meeting of the Council.
- (3) To confirm the delegation of powers to Officers to act generally in accordance with the matters set out in their job descriptions.

3) Complaints Procedure – as last re-adopted on 27 May 2025.

4) Publication Scheme – The document setting out Information available under the Council’s Publication Scheme was first published in May 2019. Since that date some information has changed and a more comprehensive review will be required to update the document. It is proposed that the Clerk undertake this review, as soon as possible and that the existing document remains in place until that work is complete.

B. Operational Procedures

1) CCTV Policy – as last re-adopted on 27 May 2025.

2) Leisure Centre Operational CCTV Policy – Implemented by Leisure Centre Manager on 4 April 2015 (endorsed by the Council on 17 May 2016) and last re-adopted by the Council on 27 May 2026.

3) National Training Strategy for Town and Parish Councils ‘Being a Good Employers Guide’ – as last re-adopted on 27 May 2025.

4) ACAS Procedures for dealing with employee grievance matters – as last re-adopted 27 May 2025 (*Where the application of ACAS procedures requires further explanation or clarification, guidance will be sought from Warrington Borough Council’s procedures*)

5) Warrington Borough Discipline Policy for use with Parish Council Employee’s – as last re-adopted on 27 May 2025

6) Data Protection Policy – first adopted on 23 May 2023 and readopted on 27 May 2025.

- 7) Privacy Notice** – the Privacy Notice, as first adopted on 23 May 2023, sets out what service users should expect in accordance with the General Data Protection Regulation when the Council collects personal information – as readopted on 27 May 2025.

Members are requested to confirm and readopt the above documents, subject to the comments as set out above.

N.B – Copies of Procedures A1 and A3 and B1-B7 will be available for inspection at the meeting. With the exception of document B3, copies are also on deposit at Winwick Community Centre, in the Manager’s Office. Documents A3 and A4 are available on the Council’s website.

Members may obtain an electronic copy of the above documents from the Clerk upon request.

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3. To monitor, review and make recommendations in relation to the budget and operation of the Community Centre.

Recommendation

- 1) That the whole of the Council's membership be appointed to the Management Committee;
 - 2) That the Committee be authorised to elect a Chair and Vice-Chair at its first meeting in 2026/27.
 - 3) That, in the case of a Committee of all 6 Members being appointed, if during the course of exercising the Committee's line management role regarding staff, the Committee determines to initiate disciplinary proceedings, the Committee be authorised to establish a Disciplinary Sub-Committee comprising no more than 3 Members (to include the Chair of the Council) to determine whether or not to take any action and, if so, what measures to take. (The use of a Sub-Committee will enable 3 Members to be kept in reserve to consider any appeal arising therefrom).
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Grievance Committee

The primary function of this committee is:

1. To investigate any formal grievance complaints made against the Parish Council by a member of staff or worker

Recommendation

- 1) That the members of the Grievance Committee be appointed by the Clerk once details of any complaints have been reviewed by the Clerk to ensure that any members appointed to this Committee do not have a conflict of interest.
 - 2) That the Chair be appointed to the Grievance Committee, subject to no conflict of interest being identified (otherwise an alternative will be appointed), plus up to a further 2 members of the Parish Council.
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Staffing Appeals Committee

The primary function of this committee is:

1. To investigate any formal appeals made against a decision of the Grievance Committee of the Parish Council.
2. To hear and determine any employee appeals against a decision under the Council's Disciplinary Procedure.
3. To hear and determine any employee appeals against dismissal.

Recommendation

- 1) That the members of the Staffing Appeals Committee be appointed once details of any appeal have been reviewed by the Clerk to ensure that any members appointed to this Committee do not have a conflict of interest and were not members of a Grievance Committee or a Disciplinary Sub-Committee, which considered the initial matter.
 - 2) That the Deputy Chair be appointed to the Staffing Appeals Committee, subject to no conflict of interest being identified, plus up to a further 2 members of the Parish Council.
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Housing and Development Working Group

This Working Group was established at a meeting of the Council on 28 February 2023, initially comprising 3 seats with one councillor from each of the then Parish wards. The Group had originally been established to look at large scale developments in the area, but has not in fact met as, in practice, these matters have been discussed at full Council meetings.

Given the number and type of new industrial developments being proposed in the vicinity of Winwick, there may be some merit in retaining this Working Group, as it could provide Members with a forum within which to discuss issues quickly and informally before presenting the Council's views in the public arena.

In 2025 it was agreed to appoint former councillor M Steen as Chair of the Housing and Development Group, but not to set a programme of meeting dates at that time until Members had had an opportunity to assess the Council's priorities.

The primary function of this group is:

1. To advise and represent the Council in respect of the various housing and other developments proposed which might affect the area.

Recommendation

- 1) That the Housing and Development Working Group is retained comprising all 6 Members of the Council and that any meetings be arranged, as and when necessary, with the Chair being appointed at its first meeting.

Members are invited to reappoint the various Committees and Working Groups, with the membership as set out in his report.

3. Millennium Fund Trustees

Four Trustees are appointed to manage the Fund, of which three must be councillors and one must be somebody ordinarily resident in the Parish of Winwick. The Trustees of the Fund serve for a period of four years and are eligible for reappointment at the end of that period. The appointments are currently timed to coincide with the election cycle for the Parish. Councillors Griffiths and Mann and former councillor Murray were appointed as the Council's trustees in May 2024 until May 2028. There is a vacancy for the resident trustee since the original trustee's resignation with effect from 28 June 2022.

Notwithstanding the above, the Trustees met on 26 November 2024 to discuss the future of the Fund, given that the capital sum was unable to generate sufficient interest to fulfil its original aims of providing residents with small grants for education or training purposes, or to assist with specific projects. Therefore, the Trustees resolved to wind up the Fund and to return the capital to the Council's control in accordance with Clause 7 of the Trust Deed.

Accordingly, the remaining Trustees will remain in office until the Fund is formally wound up. Under the circumstances, it is not proposed to seek to replace the resident trustee or Ms Steen for the brief period required to wind up the Trust.

Members are invited to make the necessary appointments to the Outside Bodies, as set out in the report.

Winwick Parish Council
Minutes of the Meeting held on 28 April 2026

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

WPC.176 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Herron and W Rennison.

WPC.177 Code of Conduct - Declarations of Interest

There were no formal declarations of interest submitted on this occasion.

WPC.178 Minutes

Decision – That, the Minutes of the meeting of the Council held on 24 March 2026 be agreed and be signed by the Chair as a correct record.

WPC.179 A49 Local Regeneration Fund (LRF) Scheme - Consultation

Members received a presentation from and John Davies, Transport, Planning and Strategy Manager, and Alistair Johnson, Principal Transport Planner, Warrington Borough Council on the Local Regeneration Fund (LRF) scheme to improve pedestrian and cycle connectivity and movement along the A49. The presentation covered the following issues:

- The Connecting North Warrington bid for funding;
- £56M for A49 holistic scheme (walking, wheeling, cycling and bus);
- Scheme objectives;
- Route (Town Centre to Warrington and Vale Royal College was complete. The aim was to progress the scheme Northwards to Winwick and there was an aspiration to link to Newton-le-Willows and other improvements around Parkside and ILPN RFI);
- Detailed breakdown of proposed design feature along the route;
- Phased delivery and rationale (Phase 1 by 2028, Phase 2 from 2028 onwards);
- Timeframe; and
- Engagement (Consultation 11/05/26 - 15/06/26) Various formats, including in-person event at Winwick Community Centre on 26 May 2026 from 12 noon to 7pm.

Questions were raised on the following:

- Whether the improvements would encourage further traffic movements;
- Whether improvements made now would be undone by future developments;
- Whether there would be sufficient funding to complete the scheme;
- The need to coordinate the above scheme with the s106 allocation for junction improvements previously agreed for the Parkside development; and

- The proposed route of the cycle path to Parkside.

Councillor Lavender also raised the matter of overgrown vegetation and litter around Junction 9 of the M62 and the issue of lorries crossing the pavement when turning left out of Golborne Road onto Newton Road.

Mr Johnson undertook to provide some information on the scheme for the Parish Council to make available on its website.

Decision – To note the presentation on the A49 Local Regeneration Fund (LRF) Scheme.

WPC.180 Torus Developments - Public Engagement

Councillors received a presentation from Vanessa Rothwell, Development Strategy & Regeneration Manager, Torus Developments, about public engagement within the parish area. Ms Rothwell made a brief introduction, explaining her experience, area of operation, policy and strategy work and focus on working in communities with large developments and her own personal voluntary work. Torus had around 3,000 properties in the area. Her role involved considering the existing stock, evaluating those assets for improvement or end of life and looking at what community infrastructure was present. Her role in Winwick was for a minimum of 10 years and involved looking at long term support and sustainable development. This included aspects of Place Making covered by:

- the Joint Strategic Needs Assessment;
- Police issues;
- Planning;
- Culture;
- Friends of Peel Hall;
- Ramblers Association;
- Couch to 10k;
- Public Health Challenges;
- Military Heritage Projects;
- Free sunflower seeds;
- A mini scarecrow festival; and
- Some winter activities at the Greenwood Centre.

Previous successes included:

- Organising the repainting of the fence behind Vulcan and Valliant by volunteers;
- The construction of a fence in Greenwood by college students;
- The establishment of a skills academy for Peel Hall involving 3 week placements with a view to a job upon completion of the placement;
- Bulb planting on roundabouts;
- Dementia projects (forget-me-not seeds);
- Suitcase of items for elderly care homes; and
- Providing tree saplings.

She opened the session for any questions or ideas from the public. The Chair requested some information and event dates to publish on the Council's website. Councillor Lavender asked if there were any projects specifically in Winwick. Ms Rothwell confirmed that projects could link across areas and that she was happy to engage further with the Parish Council. The Chair added that the Greenwood Centre was accessible to many Winwick residents, being just outside the parish boundary. Councillor Lavender also highlighted opportunities to link with the Winwick Litter Network and the volunteers involved in the forthcoming BBC documentary in Peel Hall Park. She noted that fly-tipping and litter remained a concern. Ms Rothwell confirmed that she attended the Torus, Residents and Borough Council Waste Group meetings. The new build properties in Peel Hall would be designed with waste collection in mind and would not include the problematic cages seen elsewhere in areas with flats.

Councillor Mann commented that the 1,400 new homes in Peel Hall would be entirely in Winwick Parish. Engagement could also be held with residents in Winwick Village. The Council was considering the future of a proposed wildflower meadow (John Parr Meadow). The advice was that this should be returned to a wooded area.

Ms Rothwell added that there were already lots of ideas for improvement, including information boards and play equipment. Discussions could also take place with the Woodland Trust.

Decision - To note the presentation on behalf of Torus Developments, about public engagement within the parish area.

WPC.181 Peel Hall Ward Vacancy

Members were reminded that no by-election had been called by local government electors for the area, in respect of the remaining vacancy in the Peel Hall Ward, and that the Council should now co-opt a suitable candidate as soon as reasonably practicable.

The Chair indicated that further discussions would be held with Councillor Rennison about any suitable candidates.

Decision – To note the update on the appointment of a co-optee to represent the Peel Hall Ward.

WPC.182 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.

Councillor Mann asked about progress in respect of the change of name and installation of the new signage for the Community Centre. Mrs Hinkins, Operations

and Finance Officer, confirmed that the formal application for a change in name on the premises licence had now been submitted. A response was awaited. The Chair confirmed that one of the new signs had been erected and a second would be installed at the weekend. There would also be a small sign located on the front elevation of the Centre. This would coincide with the official name change. Mrs Hinkins added that other marketing improvements would then follow. The matter could be discussed further at the next Management Committee.

There was no detailed discussion of individual items on the Action List on this occasion.

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

WPC.183 Question Time for Electors

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

Severn Trent – Proposed Anaerobic Digestion (AD) Facility

A resident asked for an update on the proposed AD facility.

Response: Councillor Mann indicated that initially the Environment Agency and United Utilities (UU), as statutory consultees, had objected to the development leading to a delay in determining the application. Subsequently, the applicant had made some changes to their proposals leading to an extension to the timeframe for consideration of the plans. The Environment Agency then agreed to the proposals subject to certain conditions. Whereas, UU continued to maintain its objections on the grounds of the sewer across the site and water table issues. The Borough Council also maintained its objection.

However, the position had recently changed again with the Environment Agency now fully objecting, following discussions with UU. This was due to the fact that much of the development would be below ground level. It was believed that the clay layer was only 1m below the surface, which gave rise to a risk of breach. Accordingly, the timeframe for consideration had been extended again

On a related matter the Borough Council had commended work on its new Local Plan for 2029. This process involved a new call for sites. Some of the proposed development sites were very close to the proposed AD site. There could be an argument that, if additional housing was in place, the AD facility could not go ahead. Councillor Mann was already discussing this issue with the Principal Transport Planner at Warrington Borough Council. There was no formal opinion received yet from the local highways authority.

Decision – To note the questions submitted and responses given.

WPC.184 Written Motions Received

There were no written motions submitted on this occasion.

WPC.185 Police / Community Issues

A written report was provided from PCSO Heaps for March 2026, which had just missed the deadline for the last meeting.

The report indicated:

- Reported Burglaries = 0
- Reported Criminal Damage = 3
- Reported Theft of Motor Vehicle = 0

The points of note for PCSO Heaps were as follows:

- Working with partner agencies to tackle the ongoing ASB on Old Alder Lane and improve the beauty and history of the area;
- Ongoing attention to Myddelton Lane regarding parking on the pavement;
- Letter issued to vehicles on Rectory Lane for the access only;
- Attention paid to Delph Lane regarding parking on the red route;
- Working with the borough councillor regarding to the fly-tipping on Hermitage Green Lane and Old Alder Lane; and
- Passing attention to the Parkside Industrial Estate regarding off-road bikes and racers

Given that PCSO Heaps had only a few shifts left in the area, he had also taken the opportunity to express his thanks to everyone for their support over his time covering the Winwick area.

Councillor Lavendar reported that PCSO Michelle Jones had subsequently been in touch with an up to date report and had indicated that incidence of criminal damage and theft of motor vehicles were both nil. PC Sam Woodall and PCSO Jones had been involved recently in some undercover work. PCSO Jones continued to meet with Councillor Mann to discuss local issues, particularly around parking connected to the car boot events. Conversations had also taken place with PCSO Neil Potter (Warrington North Neighbourhood Team) regarding work in the Peel Hall ward. PC Sophie Berry had recently undertaken some plain clothes work in that area

The public were reminded to continue to fill in the Residents' Voice feedback forms.

Decision – To note the updates about Policing matters.

WPC.186 Correspondence

The following items were reported:

1. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news and other focused correspondence – 13/04/26 and 20/04/26

2. E-mail from a resident, BS, suggesting that the Parish Council employ a Crossing Patrol on Myddleton Lane and that the cost be funded by increasing Community Centre/Parish income from the following:

- Increasing the price of drinks to closer to the market level;
- Reducing the frequency of marking the white lines on the pitches;
- Increasing the charges for the field hire; and
- Decreasing the frequency of grounds maintenance on Swan Green.

The resident also requested that the costs of running the Community Centre should be borne predominantly by those who used the facility – 21/03/26.

3. E-mails and calendar alerts Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, regarding an information event on the Cheshire and Warrington Combined Authority, due to be held on 21 April 2026 – 26/03/26 (x2)
4. Networking e-mail from Benn Minshall, newly appointed Clerk/Responsible Financial Officer, Stockton Heath Parish Council – 27/03/26
5. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursday, 1 April 2026 – 31/03/26 (x2)
6. Website enquiry form from a resident, AR, seeking a discussion with Parish representatives about a root from tree on Myddleton Lane Playing Fields adjacent to his property, which may have caused damage to his fencing – 04/04/26
7. E-mail from a resident, AS, further to the discussions about traffic during Question Time at the Council meeting held on 28/10/25. The resident raised a number of issues and questions, which were summarised as follows:
- On-going congestion caused by parked cars on match days and the increased problem since deployment of the traffic cones ceased.
 - Inconsiderate parking, in particular, around the gated entrance to the Myddleton Lane Playing Fields.
 - Disparity between the Parish's response to parking problems on Myddleton Lane compared to the introduction of a red route to ease car boot parking issues.
 - How does the Parish Council provide information from the SID in support of Police action?
 - The need for a Parish Deployment Strategy for the SID to include: rationale for the duration of deployment; choice of sites; return frequency; analysis of trends throughout the day and seasonal variations; analysis of any changes caused by interventions eg. new 20mph zones.

The resident had also repeated his call for detailed updates on the data collected to be available on the Council's website in an easy-to-understand format – 11/04/26

8. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
- Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - Defibspace - defibrillators and replacement batteries and AED pads
 - Finding Fitness – funding for outdoor fitness equipment
 - ONH - planning consultancy
 - Scottish Power – Network bulletins
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - We find any Learner - training
9. Website enquiry form from a resident, J, asking to be included on the distribution list for the Winwick Parish Council newsletter – 22/04/26

Mr Joinson, Clerk, drew particular attention to Issues 2 (Crossing Patrol) and 7 (Traffic Management)

In respect of Issue 7, Mrs Hinkins reported that the figures were usually published with either the Agendas or Minutes. The Chair undertook to look into a suitable reply and to look at publishing the figures separately on the Council's website.

In respect of Issue 2, Councillor Mann indicated that he had been in touch with the Borough Council about a possible meeting. A number of Parish Councils had been asked to fund crossing patrols, but there was a fear that residents were being asked to pay twice for this service. The Clerk added that there might be employment, training and health and safety issues if the Parish Council were to attempt to provide this service in-house. Councillor Mann indicated that any changes were not due to be implemented until April 2027. In the interim, he was still lobbying for a marked crossing. The Chair expressed a preference for a physical crossing. It was envisaged that continuing with a staffed crossing might hinder any attempts to obtain a marked crossing.

Councillor Mann indicated that he had received several complaints about the frequency of grass cutting. The Chair commented that this was not affordable by the Parish Council. Winwick Park was cut by Warrington Borough Council every 2 weeks. The priority for other grass cutting was health and safety (eg. unobstructed views for motorists). The Parish Council could only take on responsibility for this if it was funded to do so by the Borough Council.

In respect of Issue 8 – Newsletter, Mrs Hinkins reported that not all neighbourhoods had yet received the latest newsletter.

Decision To note the correspondence submitted to the Parish Council.

WPC.187 Planning Matters

The following planning matters were reported:

General Correspondence

1. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 23 March and 10 April 2026 – 30/03/26, 07/04/26 and 13/04/26
2. E-mail from Michael Bell, Planning Policy and Programmes Manager, Warrington Borough Council regarding the Consultation on the Draft Houses in Multiple Occupation (HMO) Supplementary Planning Document (SPD). The consultation period would run from Wednesday 25 March until 5pm on Friday 24 April 2026 – 25/03/26

Domestic Planning Applications

3. Application No: 2026/00485/FULH
Location: 14 Radley Lane, Winwick, Warrington, WA2 0SY
Proposal: Single storey extension to rear.
Consultation End Date: 14/05/26

Non-Domestic Planning Applications

4. Application No: 2026/00352/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington
Proposal: Discharge of Condition 21(Bus Gate scheme) on Application 2025/00745/VARC (Mixed use)
Consultation End Date: 09/04/26
5. Application No: 2026/00324/VARC
Location: Next, NEXT Calver Park Road, Winwick, Warrington, WA2 8RB
Proposal: Variation of Condition No's 2(Plans), 3(CHEMP), 4(Access Points), 5 (Highway improvement works), 7(Parking Spaces), 8 (Planting), 9(Parking Provision), 11(Cycle Parking), 12(Parking Strategy, 15(LEMP), 17(Verification report), etc
Consultation End Date: 09/04/20
6. Application No: 2026/00382/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington
Proposal: Discharge of Condition 50 (Lighting) on application 2025/00745/VARC (Variation of condition 6, 16, 39, 53 and remove condition 38 on approved application 2016/28492 (Residential led mixed use).)

Consultation End Date: 14/04/26

7. Application No: 2026/00307/AGR
Location: Highfield Farm Waterworks Lane, Winwick, Warrington, WA2 8TB
Proposal: Agricultural Storage Building
Consultation End Date: 14/04/26
8. Application No: 2026/00431/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington
Proposal: Discharge of Condition 36 (sports accommodation compliance) on Application 2024/00142/REMM (Mixed Use)
Consultation End Date: 07/05/26
9. Application No: 2026/00528/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington
Proposal: Discharge of condition 4 (Materials) on application 2024/00142 (Residential Development)
Consultation End Date: 14/05/26
10. Application No: 2026/00527/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington
Proposal: Discharge of condition 3 (Planting) and condition 9 (Soft Landscaping) on application 2025/00534 (Residential Development)
Consultation End Date: 14/05/26

Decision – To note the planning matters raised.

WPC.188 Update on Major Planning Developments

The Severn Trent – Anaerobic Digestion (AD) Facility update had been covered at Minute 183 above. There were no other Major Planning Application updates on this occasion.

St Oswalds Place, off Golborne Road

A resident enquired about early morning vehicle noise at the Golborne Road development. He understood that no vehicle movements were permitted between 8am and 5pm. Today, beeping noises had started at 7.40pm. The Chair responded that if this was simply an audible reversing warning this was permitted for health and safety reasons, but noise from large engines of construction vehicles would not be allowed.

On a similar noise question, Councillor Lavender reported that UU had previously commenced grass cutting on Waterworks Lane at around 7am.

Decision – To note the updates provided on major planning applications.

WPC.189 Finance Officer's Report

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

Budget Review 2025/26

Members considered a summary of profit and loss against the Council's Budget for both the Community Centre and Parish Council as at 31 March 2026.

In March £15k of income had been received through the Community Centre. The Centre was showing a £9.2k loss for March. The year to date position was currently showing a loss position of £38.2k, which was a decline of £7.8 from the previous year's loss.

The loss position for March was £3.9k more than the previous year, which was largely due to the following:

- £1.6K less Room hire than previous year;
- £1.2k less Bar sales than previous year;
- Double rates paid due to February rates paid in March too, and extra £863 on the month; and
- PAYE up £403 on previous year

There had been £20k of Parish expenditure against the precept in March, with £149.1k of expenditure on the year to date.

Overall, there was a negative balance of £16,100.25 for 2025/26, with the reserves balance now sitting at minus £18,195.32. This was disappointing, but was rooted in previous decision not to increase the precept, particularly in 2020. Had the Responsible Finance Officer's recommended level been adopted in that year, the reserves would now stand at around £1k. This scenario illustrated that future precepts needed to be set at a realistic level. Most of this year's losses could be attributed to the Community Centre and further work would need to be undertaken in 2026/27 to maximise income and minimise expenditure. The Operations and Finance Officer undertook to work diligently to achieve this throughout the coming year.

Councillor Mann invited a discussion about what could be done to improve the situation going forward. Mrs Hinkins had just completed last year's accounts and would now give this priority. She would focus on income and expenditure. For example, discussions were underway with British Gas about energy costs. The rate per unit would drop, but daily rates were still high.

Councillor Lavender suggested a review of planter costs. Mrs Hinkins noted that this was Parish Council expenditure, but that all aspects of expenditure needed to be considered carefully. However, a key area of focus should be on the Community Centre and what might be considered to be an acceptable cost to the residents of providing such a facility. The Chair reiterated that the Council should identify an acceptable allocation for this asset, as did other parish councils. Mrs Hinkins added that the carnival, bingo and other free uses needed to be clearly identified as community use. Councillor Mann suggested setting aside an amount of say £14k for community use. It was clarified that this was not 'new money', but would need to be identified from within the existing budget for 2026/27. Mrs Hinkins also clarified that the amount previously discussed was for free room use only and not for equipment or materials.

A discussion took place around communications with local craft group which had led to some misunderstandings about the community offer. However, some useful feedback had been received.

Councillor Mann identified some events which might need to be charged a higher rate for usage of the Centre and playing fields, including the Beer Festival and Majorettes groups. The Chair considered that a discussion could be held with the Majorettes, for example, to agree a flat rate with a percentage of any profits made above a certain amount. Councillor Mann noted that, generally, the Council needed to be more aggressive in its management of finances. There was a potential risk to employees' tenure if the budget did not balance in future years.

Members noted that the Millennium Fund monies were still available to the Council as the trustees had previously decided to wind up the Fund, which would result in the money being returned to the Council's General Fund.

Members acknowledged the hard work and efforts of the Management Team. The Chair added that the main issue was overheads, not staffing costs. Mrs Hinkins noted that it would be important to send out a positive message to encourage staff along the journey.

Councillor Mann suggested that savings could be achieved by reviewing planter costs. The Chair agreed that optional spending should be closely scrutinised across both the Centre and Parish budgets. Councillor Mann queried contracts and the tender process. Mrs Hinkins reported that she was responsible for obtaining quotes and then made a recommendations to the Council for a decision. The Chair commented that, in reality, contracts were unlikely to reduce in price. For example, no other quotes had been received for grass cutting on the playing fields other than the Borough Council's bid. In addition, a review of hygiene service for the toilets had produced a lower quote, but the level of service was lower.

Councillor Lavender asked if there was scope for adding more InPost boxes. However, there was no further free space along that exterior wall.

Additional Items

1) Playground Repairs

Wicksteed repairs had been completed, but the in-house repairs and repaint remained outstanding

2) Entrance Gates

Further progress had been made on the fences/gates. There remained 5 fences and 3 gates to paint, plus the 2 gates that had been started to finish. Work on this would continue in the new Municipal Year as weather conditions had not been suitable to continue this.

3) HMP Thorn Cross Rehabilitation Initiative

The toilets had now been painted and work had been undertaken on the Main Hall, with varnishing of woodwork and stripping and refinishing of doors still outstanding. Work had also started on the lower end of the hallway.

The remaining areas for completion included:

- The slope;
- Upper hallway – including entrance;
- Kitchen;
- Main hall fire escape hallway; and
- Review of doors throughout the building

4) Tree Works

The tree surgeon had completed the agreed works on 27 April 2026. Further tree works were required due to a leaning tree causing damage to a resident's fence and driveway (due to roots). The cost for removal of this tree with the root ground out was £850.

Mrs Hinkins undertook to inspect other potentially problem trees with a view to their inclusion in next year's list of works.

In response to a question by the Chair, it was noted that the Council's insurance would cover personal injury or damage to property by falling branches, but it was not clear whether natural growth would be covered.

Payments made since those reported at the last Council meeting on 24 March 2026

Payments Leisure Centre		
27Apr2026	£561.60	Syrve Limited
20Apr2026	£66.60	Easyflow ltd
20Apr2026	£45.00	C Gleave
16Apr2026	£88.80	Easyflow ltd
09Apr2026	£135.60	Clear Brew
31Mar2026	£44.40	Easyflow ltd
25Mar2026	£44.40	Easyflow
Payment Parish		
22Apr2026	£2,877.01	HMRC Cumbernauld
31Mar2026	£26.50	Service Charge
31Mar2026	£43.90	Handling Charge
31Mar2026	£240.00	David Hannan
30Mar2026	£174.00	Xeinadin LTD
Direct debit Leisure Centre		
20Apr2026	£801.81	BRITISH GAS
20Apr2026	£214.70	GASKELLS WASTE
08Apr2026	£1,040.00	SCOTTISHPOWER
07Apr2026	£305.41	TNTSPORTS
30Mar2026	£863.00	WBC
26Mar2026	£680.82	BTGROUP PLC
Direct debit Parish		
21Apr2026	£378.50	WORLDPAY
16Apr2026	£335.14	LLOYDS BANKPLC
16Apr2026	£10.00	PAYZONE
13Apr2026	£42.38	PAYZONE
08Apr2026	£44.40	XERO UK
02Apr2026	£63.45	PAYZONE

Speed Indicator Device (SID)

Members considered a report on the recent deployment of the Council's Speed Indicator Device (SID).

The recent deployment for Myddleton Lane had provided the following statistics:

Myddleton Lane deployment had seen a total of 65,402 cars over the 37 day deployment (23/03/26 – 28/04/26). This broke down to approximately 1,767 cars per day utilising this route. The fastest cars travelling this route were in the 60mph bracket (0.02%). The percentage breakdown of speeds were as set out below:

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	under 20	20	30	40	50	60	70	80	90
00:00- 24:00	5.00%	41.87%	50.76%	2.28%	0.07%	0.02%	0.00%	0.00%	0.00%

As per the usual pattern, the majority of cars were travelling in the 30mph bracket despite this being marked as a 20mph zone.

Annual Governance and Accountability Return 2025/26

Mrs Hinkins presented a copy of the draft Annual Governance and Accountability Return (AGAR) documents for 2025/26, for approval.

(a) Annual Governance Statement 2025/26

A draft of the AGAR Section 1 – Annual Governance Statement 2025/26 was considered. This statement needed to be approved before the Accounting Statements 2025/26 could be signed off.

(b) Accounting Statements 2025/26

A draft of the AGAR Section 2 – Accounting Statements 2025/26 was considered.

The necessary public notice regarding the exercise of public rights in relation to the accounts would be published shortly.

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2025/26 at the end of March 2026, the additional items, list of payments made and SID report.
- (2) To approve expenditure in the sum of £850 for the removal of a tree on Mydleyton Lane Playing Fields which is causing damage to a neighbouring resident's fence and driveway
- (3) To approve the draft of the AGAR Section 1 – Annual Governance Statement 2025/26 and to authorise its signature by the Chair and Clerk and its submission to the external auditors.
- (4) To approve the draft AGAR Section 2 – Accounting Statements 2025/26 for signature by the Chair and Responsible Finance Officer and its submission to the external auditors.

WPC.190 **Triple Planters**

Councillor Mann offered to buy plants for and manage the triple planters for the Summer season 2026. Mrs Hinkins understood that the gardener might have already planted some trailing plants for this year. Councillor Mann suggested a discussion

with the gardener with a view to saving some money on this item through voluntary maintenance by the councillor.

Decision

WPC.191 Ward Reports / Updates

There were no ward reports / updates on this occasion

WPC.192 Date and Time of Next Meeting

Decision – To note the date of the next meetings as follows

- Parsh Assembly – Tuesday 25 May 2026 at 7.00pm
- Annual Council Meeting – Tuesday 25 May 2028, on the rising of the Assembly or at 7.30pm, whichever is the later.

WPC.193 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.194 Finance Officer's / Clerk's Report - Confidential Matters

(a) Debtors

The were no debts over 90 days. There were three debts recorded in the range 30-89 days. Two of the debtors had now paid. A third debt was likely to be paid very soon.

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

(b) Incident Report - 24 March 2026

Members considered a report of the Operations and Finance Officer regarding an incident, which had occurred at the Community Centre on 24 March 2026. The report included e-mails dated 25 March 2026 from a customer, BT, and an e-mail dated 27 March 2026 from a serving parish councillor. A further complaint had also been received from a resident, which was currently the subject of the Council's formal complaints procedure. Accordingly, the report also considered a number of the issues detailed within the formal complaint

The matter had been fully investigated by the Operations and Finance officer and her report provided management recommendations in relation to the complaints raised, a response to the queries raised by the councillor and a summary of the actions that had been taken since the incident. The Chair confirmed that he had independently

viewed the CCTV footage to verify what had occurred.

The incident had also raised some concerns about whether confidentiality had been breached, but it was ascertained that the information circulated had come from a source outside of the internal management and staff procedures.

In response to a related question by Councillor Mann, Mrs Hinkins reported that any immediate concerns about Centre staff should be reported in the first instance to Paul Wharton, Centre Manager.

Decision – To note the Operations and Finance Officer's report in respect of the incident on 24 March 2026





(c) Incident – 3 April 2026

A councillor raised the matter of an incident which had occurred on 3 April 2026 at the Community Centre, which had involved an insensitive verbal challenge by a member of staff.





Mrs Hinkins provided some context as to the actions of the staff member concerned and was satisfied that that no malice or upset was intended. The Clerk, as senior member of staff on the Council's establishment, provided an unreserved apology for the behaviour complained of and for any upset caused. A formal reply had already been sent to the councillor concerned.

Decision – To note the Operations and Finance Officer's comments and Clerk's apology in respect of the incident on 3 April 2026






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	-	-	Draft close to completion. 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 agree to look into the development of a rationalised core specification for gardening and grounds maintenance provision, including consideration of what enhancements might be delivered via volunteers.	WPC.59	23/07/24	All councillors and Operations and Finance Officer	-	-	Further 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	






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	That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with assistance for litter picking.	WPC.98(2)	22/10/24	Councillor Griffiths			be identified. Start up and progress would continue to be monitored	
5	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 has taken some legal advice and has written to the land owners. The Chair had received some further information from the land owners which was under consideration	
6	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 has sent a copy of the existing Scheme to the Chair and will commence a review of the document shortly.	
7	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 are considering a possible in-house repair to the board.	
8	To note the report, to approve the overarching project themes and to request the Operations and Finance Officer (subject to any time constraints) to develop	WPC 109	25/11/25	Operations and Finance Officer	-	-	Under consideration The project themes, linked to possible grant funding, related to the following: • Wildflowers and tree	


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	suitable project plans in consultation with elected members.						planting; <ul style="list-style-type: none"> • Resurfacing the children's play areas on Myddleton Lane Playing Fields; and • Improvements to facilities at the Community Centre. 	
9	To undertake to work in collaboration with the Operations and Finance Officer to identify efficiencies and savings within the Budget.	WPC 117(3)	13/01/26	All Members and Operations and Finance Officer	-	-	Consideration of efficiencies is on-going	
10	To note that the most recent vacancy in the Peel Hall Ward may now be filled by co-option, and to consider any suitable candidate(s) as soon as reasonably practicable.	WPC 125(2)	27/01/26	All councillors	-	-	An item is included elsewhere on the Agenda. Discussions are on-going with a potential candidate	
11	To request that the Clerk write to Winwick CE Primary School to advise them to contact Warrington Borough Council to chase up any s.106 funding available to them from the St Oswalds Place development.	WPC 126(2)	27/01/26	Clerk	-	-	Not yet commenced	
12	To reinstate the Action to write to Chef and Brewer about the Swan/Premier Inn Fence	WPC 160(2)	24/03/26	Clerk	-	-	A chase up letter will be sent shortly	
13	To approve the holding of a meeting at the Community Centre between interested parties in respect of the proposed Tritax ILP development.	WPC 165(2)	24/03/26	Councillor Mann	-	-	A verbal update may be provided	







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14	To approve the reappointment of the internal auditors, Xeinadin (formerly Styles), for the completion of the accounting statements for 2025/26 and for any matters arising in 2026/27, subject to there being no significant increase in costs as determined by the Operations and Finance Officer.	WPC 167(2)	24/03/26	Operations and Finance Officer	-	-	Audit of accounts is underway	
15	To approve the drafting and circulation to councillors of a Social Media Policy, for comments.	WPC 169	24/03/26	Chair/Clerk	-	-	A verbal update may be provided	
16	To approve expenditure in the sum of £850 for the removal of a tree on Mydleyton Lane Playing Fields which is causing damage to a neighbouring resident's fence and driveway	WPC 189(2)	28/04/26	Operations and Finance Officer	-	-	A verbal update may be provided	
17	To approve the draft of the AGAR Section 1 – Annual Governance Statement 2025/26 and to authorise its signature by the Chair and Clerk and its submission to the external auditors.	WPC 189(3)	28/04/26	Operations and Finance Officer/ Chair/Clerk	-	-	Signed on 28/04/26	
18	To approve the draft AGAR Section 2 – Accounting Statements 2025/26 for signature by the Chair and Responsible	WPC 189(4)	28/04/26	Operations and Finance Officer/ Chair/	-	-	Signed on 28/04/26	

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	Finance Officer and its submission to the external auditors.							
19	To approve a discussion with the Council's gardener about the maintenance of triple planters.	WPC 190	28/04/26	Operations and Finance Officer	-	-	A verbal update may be provided	

Progress Legend

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

**Version 1.0 - (Final) –
27/04/26**

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Winwick Parish Council

Correspondence since 28 March 2026
(or not previously reported)

1. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news and other focused correspondence – 27/04/26, 04/05/26, 11/05/26 and 18/05/26
2. E-mail reminder from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, regarding the Cheshire and Warrington Devolution - Elected Member Session for Warrington due to be held on Tuesday 21 April, 5.30–7.00pm at Warrington Town Hall - 14/04/26
3. E-mails from Chief Inspector Rob McLoughlin, Warrington LPU Commander, Cheshire Constabulary, providing a summary of a briefing delivered on 16/04/26 to stakeholders regarding: reasons for change; PCSO engagement duties; performance overview key highlights; structures including engagement personnel and the 6 Beat Teams and their personnel and providing details of a mop up session due to be held on Thursday 7 May between 6:00pm–8:00pm at the Museum of Policing, Warrington Police Station, Arpley Street – 21/04/26 and 27/04/26
4. Internal e-mails from Cllr Lavender about a road traffic collision on Swan Green in the early hours of 26 April 2026, enclosing photographic evidence of the damage and details of the vehicle involved - 26/04/26 and 27/04/26
5. 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, 30 April and 7, 14 and 21 May 2026 – 28/04/26, 06/05/26, 12/05/26 and 19/05/26
6. Website enquiry form from a resident, IM, asking for contact details in order to log a complaint regarding the lack of upkeep of the grass verges in Myddleton Lane – 28/04/26
7. Internal e-mail from Cllr Mann suggesting a course of action in relation to the planting and watering of flowers in the parish's triple planters for the summer period – 29/04/26
8. E-mail from the Warrington Climate Emergency Commission about community screening of The People's Emergency Briefing film, created by the National Emergency Briefing initiative, which is due to take place at 6pm on 22 May 2026 in the University Centre, Time Square, Warrington – 30/04/26
9. Website enquiry form from Ella Williams, Cheshire West and Chester Council, seeking updated Parish Council contact details in connection with administration of the Local Government Pension Scheme – 08/05/26

10. E-mail from Fay Taylor, Urban Traffic Management and Control (UTMC), Warrington Borough Council, advising the Council about permission which has been granted to conduct CCTV a traffic survey on Mill Lane in the Winwick Quay area – 08/05/26
11. E-mail from Adam Keppel-Green, Training Officer, Cheshire Branch, Society of Local Council Clerks (SLCC) promoting the Cheshire SLCC Branch Conference, which is due to take place on 24 September 2026, between 9.30am and 4.30pm, at the Canalside Conference Centre in Middlewich – 09/05/25.
12. Website enquiry form from a customer, LM, providing largely positive feedback about the Artisan Market event held on Sunday 10 May 2026, but expressing disappointment that competing loud amplified sound from food vendors spoiled the event – 10/05/26
13. Website enquiry form from a customer, A, providing feedback about the Artisan Market event held on Sunday 10 May 2026, expressing the view that the stalls were good, but that there was too much emphasis on fun day, party, drinking, and food and that loud music was excessive – 10/05/26
13. Website enquiry form from a resident, E, expressing the view that traffic cones are only laid out when commercial events are taking place at the Community Centre (such as the Artisan Market) and are never deployed for the regular Sunday football matches and that generally on street parking on Myddleton Lane is never monitored during ordinary weekly usage. The resident also complains that the generator noise and loud music from the Artisan Market over two days was intrusive – 10/05/26
14. E-mail from the Mayoral Office, Warrington Borough Council, inviting a Parish Council representative to the incoming Mayor of Warrington, Councillor Sagheer Zaman's Civic Service taking place at St Elphin's Parish Church, Church Street, Warrington, on Sunday 14 June 2026, at 11am – 11/05/26
15. E-mail from Emmelia Keenan, EK ELITES Sports Academy CIC, enquiring about the possibility a holding a discussion with the Council about the use of Radley Common as a long-term home ground for the Sports Academy. The organisation is described as community football and sports organisation based in Warrington, focused on creating positive opportunities for children and young people through sport, mentoring, wellbeing support, and community engagement – 11/05/26
16. E-mail from, AS, chasing up a response to his initial enquiry on parking and traffic issues (see item 7 of the Minute on Correspondence from 28/04/26) and highlighting on-going parking issues. In particular, he raises a concern around an HGV parked on the pavement on Myddleton Lane, which is understood to have been linked to the Artisan Market event. The resident is seeking information about what advice or instructions are provided by the Council to event organisers about parking – 12/05/26

17. E-mail from Sharon Grafton, Senior Case Officer, NHS Cheshire and Merseyside ICB acknowledging receipt of the Parish Council's letter dated 7 April to the Warrington Place Team, making representations about primary dare in Winwick. The e-mail apologises for the delay in providing a response due to capacity issues - 13/05/25
18. E-mail from Alistair Johnson, Principal Transport Planner, Warrington Borough Council, further to the presentation delivered at the Council meeting on 28 April 2026, providing engagement information in respect of the Local Regeneration Fund (LRF) – A49 Access Improvement Scheme. The e-mail reports that a public engagement will be held on Tuesday 26 May 2026, at Winwick Leisure Centre, between 12pm - 7pm – 15/05/26
19. Website enquiry form from Tabitha Wilson, Reporter, Warrington Guardian, seeking a quote for an article about the documentary 'Stacey Dooley Cleans Up', covering the filming visit and the work undertaken by volunteers – 18/05/26
20. E-mail from Amy Sample requesting the Council to display poster promoting weekly 'Friday Feeling' drop in sessions at St Oswalds Church Hall between 10am and 12noon, commencing Friday 5 June 2026. The events aim to include hot drinks and cake, board games and crafts, friendly pets and there are future plans for seed/plant swaps – 18/05/26
21. E-mails from a Warrington resident, MKA, (Fairfield and Howley Ward) enquiring about possible co-option to the Parish Council – 13/05/26 and 19/05/26
22. E-mail from Benn Minshall, Clerk and Responsible Financial Officer, Stockto Heath Parish Council, networking with other Clerks in the Warrington area – 18/05/26
23. E-mail from Dan Price, Police & Crime Commissioner for Cheshire, reflecting on progress to date including achievements around Fresh Start programme, phone-free education work with schools about protection from on-line harm, a domestic abuse intervention pilot and citizens' assemblies
24. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs – signs, information and notice boards
 - Clear Councils Insurance – insurance and risk management
 - CloudyIT – IT solutions
 - Finding Fitness – funding for outdoor fitness equipment
 - GeViews - planters, benches, noticeboards and picnic tables
 - Overton (UK) Limited – electric grass mowers
 - Severnside Defibs and Training Ltd – defibrillators and bleed control kits
 - Sutcliffe Play – outdoor play equipment

Up to date as at 22/05/26

Winwick Parish Council

Planning Matters since 28 April 2026

General Correspondence (10)

1. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 13 April and 15 May 2026 – 20/04/26, 27/04/26 05/05/26 and 18/05/26
2. E-mail from Michael Bell, Planning Policy and Programmes Manager, Warrington Borough Council, about the publication of a Notice of Intention to Commence Local Plan Preparation and their Local Plan Timetable. To support the updating of the Local Plan, the Borough Council is also carrying out a Scoping Consultation and is consulting on a Call for Sites, with both consultations running from Thursday 16 April until 5pm on Monday 1 June 2026 - 16/04/26
3. E-mail received from the Technical Support Team signposting the above consultations and highlighting the call for views on the current local plan and whether the current vision and priorities are still right, as well as seeking comments on the challenges of planning for more homes, the infrastructure needed to support growth, how the Council can protect and enhance the built and natural environments, support jobs and the economy, tackle climate change, and create well-designed, healthy communities. Comments are also being sought on communication methods –24/04/26
4. E-mail from Philip Forster, Senior Planning Officer (Majors), Warrington Borough Council, clarifying responsibility for the long-term maintenance of the acoustic fencing along M62 adjacent to the Peel Hall (Countryside Properties/Vistry) / Miller Lane (Muir) Developments – 23/04/26
5. E-mail from ILPN RFI Communications Team, providing an update regarding the proposed Intermodal Logistics Park North Rail Freight Interchange (ILPN RFI) project. In the light of extensive feedback during the statutory consultation, including significant commentary on traffic, transport capacity and the timing of future consultation stages and a further request from local authorities for additional detail and work to be undertaken on the traffic modelling, a decision has been taken to postpone the next stage of consultation. This is now likely to progress later in the year, rather than in early Summer, as previously indicated.- 21/04/26
6. Copy of an e-mail by Niki Gallagher, Development Manager, Warrington Borough Council, in response to an enquiry by Cllr Mann dated 21/04/26, about how Winwick Parish Council should undertake discussions with the Borough Council regarding the Section 106 contribution associated with the Bellway development at Golborne Road, specifically the funding identified for improvements to the playing fields at Myddleton Lane - 01/05/26.
7. Copy of presentation slides (not for publication) from a Local Plan Briefing for councillors by Warrington Borough Council– 03/05/26

8. Copies of various e-mails from Cllr Mann and replies about proposed major water main works by United Utilities (UU) within Winwick village, including a letter from UU dated 28/04/26. Receipt of a calendar appointment for a meeting on 15 May 2026 with UU. Additional internal e-mails from Cllr Mann following engagement with UU – 03/05/26(x3), 04/05/26, 05/05/26(x7), 06/05/26, 10/05/26, 15/05/26 (x2) and 18/05/26(x2)
9. E-mail from the Planning Policy Team, St Helens Borough Council, about a Strategic Housing Land Availability Assessment Call for Sites consultation taking place between Tuesday 12 May 2026 to 5pm on Friday 29 May 2026 – 12/05/26
10. E-mails from Cllr Mann enclosing a draft Residents Guide to the Local Plan Initial Engagement / Scoping Consultation. The Council is being requested consider sharing the document via Parish council social media pages and the Parish Council website – 13/05/26(x2)

Domestic Planning Applications (1)

11. Application No: 2025/00589/FULH
Location: 124 Kinross Close, Winwick, Warrington, WA2 0UR
Proposal: Proposed single storey front and side extension and single storey rear extension
Consultation End Date: 25-06-2025

Non-Domestic Planning Applications (2)

12. Application No: 2026/00400/DISCON
Location: Land At Peel Hall; Land South Of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington
Proposal: Discharge of Condition no. 48 (BNG Offsetting) attached to planning permission 2025/00745/VARC (Mixed use)
Consultation End Date: 25/05/2026
13. Application No: 2025/00534/REMM
Location: Land At Peel Hall; Land South Of M62 Bounded By, Elm Road: Birch Avenue; Poplars Avenue; Newhaven Road; Windermere Avenue, Grasmere Avenue; Merewood Close, Osprey Close Lockerbie Close, Ballater Drive And Mill Lane, Poplars & Hulme, Warrington
Proposal: Approval of layout, scale, appearance and landscaping of 501 dwellings, public open space including an area of play, internal estate roads and footways, and other associated infrastructure pursuant to outline planning permission 2025/00745/VARC
Consultation End Date: 05/06/2025

Up to date as at 22/05/26

Proposed Parish Council Meeting Dates for 2026/27

Annual Parish Assembly – 7pm on Tuesday 26 May 2028

Annual Council Meeting – On the rising of the Assembly and no sooner than 7.30pm

Council Meeting – 7.30pm on Tuesday 23 June 2026

Management Committee – 7.30pm on Tuesday 14 July 2026

Council Meeting – 7.30pm on 2 Tuesday 8 July 2026

Management Committee – 7.30pm on Tuesday 8 September 2026

Council Meeting – 7.30pm on Tuesday 22 September 2026

Council Meeting – 7.30pm on Tuesday 27 October 2026

Management Committee – 7.30pm on Tuesday 10 November 2026

Council Meeting – 7.30pm on Tuesday 24 November 2026

Management Committee – 7.30pm on Tuesday 12 January 2027

Council Meeting – 7.30pm on Tuesday 26 January 2027

Council Meeting – 7.30pm on Tuesday 23 February 2027

Management Committee – 7.30pm on Tuesday 9 March 2027

Council Meeting – 7.30pm on Tuesday 23 March 2027

Council Meeting – 7.30pm on Tuesday 27 April 2027

Management Committee – 7.30pm on Tuesday 11 May 2027

Proposed Parish Council Meeting Dates for 2027/28

Annual Parish Assembly – 7pm on Tuesday 25 May 2027

Annual Council Meeting – On the rising of the Assembly and no sooner than 7.30pm

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