



17 June 2026

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, 23 June 2026 at 7.30pm.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

Part 1

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

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

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

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

- 3. Minutes**
To confirm the minutes of the Annual Council meeting held on 26 May 2026.
- 4. Peel Hall Ward Vacancy**
- 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. Management Update**
 - Meeting held on 12 June 2026
- 14. Reports from Parish Council Committees**
 - Management Committee – 12 May 2026
- 15. Ward Reports / Updates**
 - Peel Hall Ward (Councillors A Griffiths, W Rennison and one vacancy)
 - Winwick Ward (Councillors J Herron, E Lavender and S Mann)
- 16. Date and Time of Next Meeting**
 - Tuesday 28 July 2026 at 7.30 pm
- 17. 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

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

Winwick Parish Council
Minutes of the Annual Meeting held on 26 May 2026

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

There were two members of the public present on this occasion.

WPC.1 Election of Chair 2026/27

Nominations were sought for the Chair for 2026/27. The nomination of Councillor Andy Griffiths was moved and seconded. No alternative nomination was received.

Decision – That Councillor A Griffiths be appointed Chair of the Parish Council for the Municipal Year 2026/27.

The Chair then welcomed all to the meeting.

WPC.2 Election of Vice-Chair 2026/27

Nominations were sought for the position of Vice-Chair for 2026/27. The nomination of Councillor James Herron was moved and seconded. No alternative nomination was received.

Decision – That Councillor J Herron be appointed Vice-Chair of the Parish Council for the Municipal Year 2026/27.

WPC.3 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors E Lavender and W Rennison.

WPC.4 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.5 Peel Hall Ward Vacancy

Members considered the matter of the vacancy in the Peel Hall ward. An approach had been made to a potential candidate for co-option, but that person had not yet responded to the invitation. Councillor Mann indicated that another individual had been in touch with him seeking information about co-option. The Clerk confirmed that e-mails from the individual concerned were reported at Issue 22 of Agenda Item 14 on the Agenda.

Members considered the need to set some criteria and a procedure for the recruitment of a suitable candidate, particularly if there were multiple applicants. The Chair requested that Councilor Mann seek to obtain an example from his contact at Croft Parish Council. The Chair considered that it might be useful to co-opt an individual who lived within the parish, preferably in the Peel Hall ward, and who had different but complementary skills to the existing councillors.

Decision –

- (1) That an example of possible selection criteria and a procedure for the appointment of co-optees be sought from Croft Parish Council
- (2) That the Clerk be requested to write to the correspondent identified at Issue 22 of Agenda Item 14 to explain the recruitment arrangements being proposed
- (3) That delegated authority be given to the Clerk to approve the selection criteria and procedure for co-option, following consultation with all councilors by e-mail.

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

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

Members were invited to readopt the existing Code as attached

The Clerk reported that not all principal authorities had adopted the revised code. It was a matter for individual authorities to determine. The existing Code could be considered to be proportionate, particularly given that there had been no standards issues affecting Winwick parish councillors reported to the Monitoring Officer for at least ten years.

Decision – That the existing Code of Conduct be re-adopted.

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

Members were reminded that the Parish Council had previously adopted numerous governance and operational procedures. It remained good practice to review the policies on an annual basis. Key governance documents comprised the following:

- 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 (to provide detail and context in support of the ACAS document, as appropriate);;

- Data Protection Policy;
- Privacy Notice; and
- Publication Scheme.

With the exception of the Being a Good Councillor Guide, copies had also been placed on deposit in the Manager's Office at Winwick Community Centre. The Complaints Procedure and Publication Scheme were available on the Council's website.

Members were informed that the Council currently operated under the National Association of Local Councils (NALC) Standing Orders – 2010 edition – which had been adopted on 24 September 2013 and last re-adopted on 27 May 2025. However, sections of that document in relation to the 'power of wellbeing' and contracts were now out of date.

A revised edition had been published by NALC in 2013, in their booklet 'Local Councils Explained' and had been revised again in April 2018. The Council, at its meeting on 23 April 2019, had recommended that the latest version be purchased and adopted by the Council. The Model Standing Orders included a number of sections which were subject to local choice. These would be populated in line with the terms of the existing Standing Orders, in so far as was possible. Where there was ambiguity, it was recommended 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 was completed.

The document setting out Information available under the Council's Publication Scheme was first published in May 2019. Since that date some information had changed and a more comprehensive review would be required to update the document. It was proposed that the Clerk should undertake this review, as soon as possible.

The Clerk would aim to complete the updates in July 2026.

The Council was invited to re-adopt the other documents as described in the report.

Councillor Mann enquired if the CCTV policy covered audio recording. The Operations and Finance officer confirmed that audio recording was not available.

Decision -

- (1) 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.
- (2) 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.

(3) To note and re-adopt the following policy documents:

- National Association Local Councils Standing Orders: 2010 Edition – as adopted on 24 September 2013 and last re-adopted on 27 May 2025, until the implementation of the 2018 Edition at (1) above.
- Scheme of Delegation to Officers, as re-adopted on 27 May 2025.
- Complaints Procedure – as re-adopted 27 May 2025.
- CCTV Policy – as re-adopted on 27 May 2025.
- Leisure Centre Operational CCTV Policy – Implemented by Leisure Centre Manager on 4 April 2015, endorsed by the Council on 17 May 2016 and re-adopted on 27 May 2025.
- National Association of Local Councils 'Being a Good Employer Guide' – as re-adopted on 27 May 2025.
- ACAS Procedures for dealing with employee discipline and grievance matters – as re-adopted on 27 May 2025.
- Warrington Borough Council discipline policy – as readopted on 27 May 2025
- Data Protection Policy – as re-adopted on 27 May 2025.
- Privacy Notice – as re-adopted on 27 May 2025.
- Publication Scheme – as re-adopted on 27 May 2025.

WPC.8 Appointments to Committees and Sub-Groups

Members were asked to consider re-establishing a number of Committees and Sub-Groups and also to consider their terms of reference and the appointments to those bodies.

There was a presumption that, where possible, Committees would include the Chair and / or Vice-Chair, as appropriate. The frequency of meetings for each body would normally be agreed at the first meeting of each body.

In respect of meetings of the Management Committee Councillor Herron proposed that the formal committee should be disestablished and that an informal group be established to include Councillors Griffiths and Herron, the Operations and Finance Officer and Centre Manager, with meetings held approximately once every quarter. Any financial information which required consideration by the Council in a formal setting would be forwarded to full Council and there would be a standing item to report any discussions held at the Sub-Group. Councillor Mann noted that the above suggestion had been discussed at a recent Management Committee and would ensure a more efficient use of members' and officers' time. The Chair commented that the change would provide a more streamlined structure.

In the light of the proposed dissolution of the Management Committee, a Disciplinary Committee comprising 3 members (to include the Chair of the Council) may need to be established by the Council from time to time, in relation to staffing issues.

The Grievance and Staffing Appeals Committees should be retained and would normally be chaired by the Chair and Deputy Chair of the Council respectively to

ensure that any evidence would be considered afresh on appeal by different councillors.

It was proposed that the Housing and Development Group should be disestablished, as this body had not in fact met. In practice, planning-related matters had been discussed at full Council meetings.

It was proposed to establish a Funding Group to look into and consider any funding opportunities for the Council and potential projects, based on any s106 funding available and other potential sources of grant income. The Group should meet on a quarterly basis. The Group would comprise Councillors Lavender, Mann and Rennison.

Decision –

- (1) To establish the following Committees and Working Groups for 2026/27 with the terms of reference as set out in the detailed report:-

Committees:

- Grievance Committee (3 selected from all 6 Members);
- Disciplinary Committee (3 selected from all 6 Members)
- Staffing Appeals Committee (3 selected from all 6 Members);

Working Groups:

- Management Group (Councillors Griffiths, Herron, Operations and Finance Officer and Centre Manager);
 - Funding Group (Councillors Lavender, Mann and Rennison and officers, as necessary)
- (2) To authorise the Clerk to select appointees to individual meetings of the Grievance, Disciplinary and Staffing Appeals Committees, as necessary, in accordance with the recommendations in the report and following consultation with the Chair of the Council.
 - (3) To disestablish the Management Committee and Housing and Development Group.

WPC.9 Appointments to Outside Bodies and Other Positions of Responsibility

Members were asked to consider the appointment of persons to serve on behalf of the Parish Council on a number of outside bodies or in other positions of responsibility.

Rights of Way Forum

One representative was required from the Parish Council. Councillor Andy Griffiths had initially been appointed to undertake this role on 27 February 2024 and had

been reappointed on 27 May 2025. However, subsequently, Councillor Mann had undertaken this role as a substitute.

Winwick Educational Foundation

In previous years, one representative had been required from the Parish Council to serve on this body. The Parish Council at its meeting on 24 May 2022 had agreed to endorse the on-going appointment of (former councillor) Mr Mike Matthews to this role, in view of his knowledge and experience of the Foundation's circumstances. Mr Matthews had last been reappointed to the Trust by the Council on 27 May 2025.

Following an update report from Mr Matthews to the Council on 23 July 2024, about the winding up of the Foundation and the disposal of its assets, the Council had requested that the Clerk write to the Foundation to seek the co-option of a second representative from the Council. A letter to this effect had been sent on 6 January 2025. The Clerk to the Trust, Rebecca Matthews, had responded at that time to indicate she would raise the matter with Trust's members. She had confirmed in writing on 12 May 2025, that co-option of another representative was likely to be well received and had asked the Council for a nomination. Accordingly, Councillor Griffiths had also been nominated to serve on that body and had been formally co-opted.

An update on the most recent developments in relation to the fund would be provided in Part 2 of the Agenda.

Millennium Fund Trustees

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

Notwithstanding the above, the Trustees had 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 had 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 would remain in office until the Fund was formally wound up. Under the circumstances, it was not proposed to seek to replace the resident trustee or former councillor Teresa Murray for the brief period required to wind up the Trust.

Decision –

- (1) To confirm the appointment of Councillor Mann to the Public Rights of Way Forum.
- (2) In respect of the Millennium Fund, in the light of the Trustees’ decision to wind up the Fund:
 - (a) to note the continuing appointment of Councillors Griffiths and Mann as the Council’s trustees until May 2028, or until the affairs of the Trust have been wound up, whichever is sooner;
 - (b) not to seek to appoint a community representative trustee or a replacement parish councillor trustee to the vacant positions.
- (3) To approve the appointment of two representatives to the Winwick Educational Foundation comprising Councillor Griffiths (as the Council’s formal representative and former councillor Mr Mike Matthews (as a co-optee nominated by the Council), subject to the latter person agreeing to continue on that body.

WPC.10 Minutes

Decision – That the Minutes of the meeting held on 28 April 2026 be agreed and be signed by the Chair as a correct record.

WPC.11 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions had been completed or were progressing, although a small number of outstanding matters still remained. Completed actions, denoted by a solid green bullet on the schedule or reported verbally at the meeting, would be removed from the schedule when published for the next meeting.

A summary of the actions discussed is provided below:

No.	Issue	Action
1	3G Pitch	<p>Updates had been provided at the Management Committee as part of its general discussions about pitch improvements. A draft Grass Pitch Maintenance Agreement between the site owner (Winwick Parish Council) and the site users (Winwick Spartans FC) was circulated. The draft agreement was based upon a model developed by the Football Foundation, which would facilitate access to grant funding to improve the quality of the grass pitches at the site. The document did not constitute a formal lease, but was an agreed commitment about roles and responsibilities.</p> <p>Mrs Hinkins reported that the pitches were cut fortnightly</p>

		<p>throughout the season except when the ground was too wet. The maintenance responsibilities for the Council included cutting and line marking. The Chair noted that both parties would have a list of duties and that the agreement would be subject to review every 12 months.</p> <p>It was proposed that the Council approve the agreement and delegate authority to the Clerk and Responsible Finance Officer to take any necessary actions to finalise the details and to sign off the agreement. Mr Joinson and Mrs Hinkins undertook to review the document as soon as possible. Mrs Hinkins added that the Council would have access to the football club's fixture list so would have a better understanding of what dates were required for match usage. Training was normally on set days of the week – Delete and discuss as and when necessary</p>
5	Access Road	<p>The Chair had not yet been able to locate the last correspondence received from the school's representatives. It was considered best to leave the matter in abeyance unless the school pursued this matter further.</p> <p>In response to a question by a member of the public, the Chair explained that the Warrington CE Educational Trust owned the access road to the Centre, but that an access agreement was in place. The school were seeking to vary the agreement to increase the annual fee. Councillor Mann commented that the school received certain free usage of the Community Centre's facilities in a quid pro quo arrangement.</p> <p>The Chair added that there was some s.106 funding available to build a new school in the Peel Hall area, but this responsibility could potentially be met by expanding other schools such as Winwick CE Primary School.</p> <p>The matter would be followed up as and when necessary - Retain</p>
19	Tower Planters	<p>Mrs Hinkins enquired if the rotavator had been repaired to enable the wildflowers to be planted, as the seeds would need to be sown soon. The Chair responded that it should be available by this weekend - Delete</p>

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

WPC.12 Question Time for Electors

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

Proposed Anaerobic Digestion (AD) Facility

A resident asked for an update on the planning application for the proposed Anaerobic Digestion Facility and asked who would have the final say.

Response: The Chair indicated that both the Environment Agency (EA) and United Utilities (UU) had updated their objections to the development. There were some specific points and a general objection to the proposed subsurface excavations in relation to contaminants such as nitrates. In summary, there was only a thin layer of clay beneath the topsoil, but the proposed tanks would be too deep, lying below this level. The watershed supplied around half of the Borough's fresh water, ie. to some 29,000 homes. The developer had submitted a counter-challenge on a number of technicalities. The Borough Council had set a deadline of 2 weeks for EA and UU to respond.

Councillor Mann noted that the matter had been going on for some time, but that the planning authority was legally required to give sufficient time for interested parties to make their case. He also commented that the new Local Plan process had commenced with a call for sites. In the existing Plan there were five sites in the area owned by housing developers that may be resubmitted for inclusion in the new plan. Housing development remained a Government priority. Accordingly, an AD facility might not be compatible with local housing plans.

The Chair commented that the Council should know more next week. The planning application would be determined by the Borough Council's Development Management Committee, which would need to have regard to officer recommendations. A decision to refuse the application could lead to an appeal to the Planning Inspectorate and the decision could be called-in by the Secretary of State. Councillor Mann observed that the local MP could become involved in the latter process. The Chair added that any appeal process might take up to 12 months to determine, by which time any Government funding for a biogas facility might have elapsed.

A further update would be provided at the next meeting.

Parkside Development

A member of the public asked if the Parkside development was on-going and if the Parish Council was meeting with St Helens Borough Council.

Response: Councillor Mann replied that Phases 1 and 2 would go ahead. The Phase 2 approval would provide money for various road junction improvements in Winwick. There was no longer any opportunity to halt this phase of the development. Both Phases 1 and 2 were on the old colliery site footprint and, as such, the Parish Council had no objection to its repurposing. In fact, construction on Phase 2 was already underway.

The footpath consultation mentioned at the last meeting was also interlinked with the Parkside development.

The proposed Rail Freight Interchange (RFI) was also still planned. A considerable degree of oversight as to this phase of the development was in place, with a number of local parish councils working together. This might result in the formation of a Rule 6 body to coordinate any comments or objections. It was also known that the new administration in St Helens was against the RFI proposal and that there was wider political opposition. Councillor Mann confirmed that he had already asked councillors in St Helens for a meeting.

Waterworks Lane - Roadworks

A resident referred to roadworks last week on Waterworks Lane. She noted that a further closure was planned when the new gasmain pipe was due to be installed. She expressed concern that the recent road closure had not been manned and that drivers had simply moved both the first and second sets of barriers. The workmen on site had commented that the situation was very dangerous and that damage had been caused by a very heavy vehicle to the metal plates covering the excavation site. She asked if the Parish Council could write to the utilities company to request 24 hour manning of the barriers.

Response: Councillor Mann indicated that the utilities company was United Utilities. He also undertook to write to them to report the issue. An initial concern had been that if the closure barriers were only placed at by the junction with Hornby Lane, HGVs would be unable to turn around at that point. He reminded members of the public that road closures also applied to pedestrians and were done for safety reasons.

Parking Issues

A member of the public reported that drivers regularly parked on the pavement on Waterworks Lane. A second member of the public reported that cars frequently double-parked on Rectory Lane, potentially causing an obstruction to access by emergency vehicles.

Response: Councillor Mann responded that the legislation was usually interpreted to mean that if a pram or wheelchair could pass the vehicle without being obstructed, parking on the pavement was not illegal. From time to time, notices had been placed on cars in the vicinity for information purposes. He had discussed parking with the local PCSO and where the vehicles were taxed and insured and matched the line of parking by other vehicles, no action would be taken by the Police. In specific cases, where the pavement had been completely blocked, vehicles had been reported.

The Chair reiterated that the determining factor was the gap left on the pavement. The Council only had the power to report any issues observed to the PCSO. The PCSO had recently provided a report of his actions in respect of Rectory Lane and Rectory Close. He reminded residents to continue to report any parking infringements to the Police and to fill in their neighbourhood surveys. Councillor Mann undertook to raise the matter generally with the new PCSO for the Winwick ward, Michelle Jones

Dog Fouling

A resident asked if posters could be displayed on lampposts to deter dog fouling and encourage owners to pick up and dispose of faeces.

Response: The Chair replied that the Council did still have a stock of signs and could display these in affected areas.

Wildflowers

A resident thanked those responsible for the wildflowers that had been planted on Waterworks Lane.

Response: The Chair indicated that more wildflowers would be planted shortly on Myddleton Lane Playing Fields.

Decision – To note the questions submitted and responses given.

Councillor Herron gave his apologies and left the meeting at this point, due to a work commitment. Therefore, the meeting was no longer quorate.

The remaining members agreed to continue to hear the business set out in the Agenda as in informal group. Any decisions proposed would need to be either ratified at the next Council meeting, or be determined by officers under the urgency procedures.

IWPC.1 Police / Community Issues

There were no police updates or community issues raised on this occasion.

IWPC.2 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 – 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 had been granted to conduct a CCTV 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 was 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

14. Website enquiry form from a resident, E, expressing the view that traffic cones were only laid out when commercial events were taking place at the Community Centre (such as the Artisan Market) and were never deployed for the regular Sunday football matches and that generally on street parking on Myddleton Lane was never monitored during ordinary weekly usage. The resident also complained that the generator noise and loud music from the Artisan Market over two days was intrusive – 10/05/26
15. 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
16. 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 was 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
17. E-mail from, AS, chasing up a response to his initial enquiry on parking and traffic issues (see item 7 of the Minutes on Correspondence from 28/04/26) and highlighting on-going parking issues. In particular, he raised a concern around an HGV parked on the pavement on Myddleton Lane, which was understood to have been linked to the Artisan Market event. The resident was seeking information about what advice or instructions were provided by the Council to event organisers about parking – 12/05/26
18. 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 care in Winwick. The e-mail apologised for the delay in providing a response due to capacity issues - 13/05/25
19. 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 reported that a public engagement would be held on Tuesday 26 May 2026, at Winwick Leisure Centre, between 12pm - 7pm – 15/05/26
20. 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
21. 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 aimed to

include hot drinks and cake, board games and crafts, friendly pets and there were future plans for seed/plant swaps – 18/05/26

22. 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
23. E-mail from Benn Minshall, Clerk and Responsible Financial Officer, Stockton Heath Parish Council, networking with other Clerks in the Warrington area – 18/05/26
24. E-mail from Dan Price, Police & Crime Commissioner for Cheshire, reflecting on progress to date including achievements around the Fresh Start programme, phone-free education work with schools about protection from on-line harm, a domestic abuse intervention pilot and citizens' assemblies
25. 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

Regarding Items 12, 13 and 14– Artisan Market, the Clerk reported that although there were some positive comments made, negative feedback had been received about competing loud music being played, too much emphasis on food stalls and parking issues on Myddleton Lane. Councillor Mann confirmed that the traffic cones had been deployed for this event and were used on most weekends. For the Artisan Market, an HGV had arrived before that cones had been put out and this had been reported to the Police. The truck had later been moved onto the field. The Chair reminded councillors that at a recent meeting members of the public present had not been in favour of double yellow lines on Myddleton Lane. Mrs Hinkins confirmed that there had been a Temporary Event Notice (TEN) in place for the Artisan Market event. Members noted that, overall, the event had been a success.

In connection with Item 15 – Mayor's Civic Service, Councillor Mann reported that he had a number of tickets which he would circulate.

In respect of Item 16 - EK ELITES Sports Academy CIC, Members considered that the request must refer to the new sports pitches in place as part of the Peel Hall development. The Clerk was requested to refer the enquirer to Warrington Borough Council who would operate the new pitches and to copy in Councillor Rennison to the correspondence. Possible contacts at Warrington Borough Council might include Angus Lord or Ian Brackenbury. Correspondence had also been received recently from a contact about Lancashire sports pitch development.

In connection with item 17 – Parking and Traffic Issues on Myddleton Lane, Mrs Hinkins commented that the Community Centre did provide instructions to visitors and event organisers about where they should park. She also reported that the schedule for deployment of the SID had been discussed recently. The Chair undertook to create a page on the parish website to post the Speed Indicator Device (SID) data. It was also hoped to be able to publish the proposed schedule of locations with the caveat that the list could be amended from time to time.

In connection with Item 21 – Display of ‘Friday Feeling’ Posters, Mrs Hinkins reported that it was not the usual practice to display posters for events at other venues in the Parish Council’s notice boards. However, it might be possible to display these types of posters in the bus stop notice boards.

Decision – To recommend that the Council notes the correspondence submitted.

IWPC.3 Planning Matters

General Correspondence

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 was also carrying out a Scoping Consultation and was 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 were still right, as well as seeking comments on the challenges of planning for more homes, the infrastructure needed to support growth, how the Council could protect and enhance the built and natural environments, support jobs and the economy, tackle climate change, and create well-designed, healthy communities. Comments were 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 had been taken to postpone the next stage of consultation. This was 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 was being requested to consider sharing the document via Parish council social media pages and the Parish Council website – 13/05/26(x2)

Domestic Planning Applications

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

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

Decision – To recommend that the Council notes the planning matters submitted.

IWPC.4 Update on Major Planning Developments

Updates had been provided on the proposed AD Facility, Parkside development and proposed RFI development at Agenda Item 12 (Minutes WPC.12 refers)

Decision – To recommend that the Council notes the update on major planning developments.

WPC.5 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 2026/27

Members considered a detailed breakdown of profit and loss against the Council’s Budget for the year to date for both the Community Centre and Parish Council as at 30 April 2026.

In April, the Leisure Centre had generated £21.5k of income. The Centre was showing a £65.66 loss for April.

There had been £13.2k of expenditure against the precept in April.

Community Items and Usage

A breakdown was provided of usage of the community allowance for April, which was summarised below:

Community Items/Usage	£594.50
Additional Costs of Events	£25.00
Football Usage	£60.00
Total	£679.50

Mrs Hinkins anticipated that the costs of community items and usage were likely to rise in June.

Additional Items

1) Playground Repairs

The in-house repairs and repaint had yet to be completed.

2) Entrance Gates

Further progress had been made on the fences/gates. There were still 5 fences and 3 gates to paint, plus finishing off of the 2 gates that had already been started. Work on this would continue in the new Municipal Year as weather conditions had not previously been suitable.

3) Use of HMP Thorncross Rehabilitation Initiative

The toilets had now been painted and the work undertaken on Main Hall was on-going, with varnishing of woodwork, stripping and refinishing doors to complete. Work had also started on the slope and the upper hallway. Remaining areas to renovate included the following:

- Entrance;
- Kitchen;
- Main Hall fire escape hallway; and
- Review of doors through building

There was currently only one tradesperson working on this initiative, whereas previously two people had been deployed. There had also been some communications issues with the coordinator about opening hours leading to some confusion.

4) Heating System

The Chair reported that he had purchased some electronic control units for the radiators, so that these could be controlled by the staff and not adjusted by customers. Some 17 units had been purchased at £3.50 each, but it might be possible to sell on some unused parts to recover a portion of the costs. The new control units would need to be tested first.

Payments made since those reported to the Management Committee on 12 May 2026

Payments Leisure Centre		
26May2026	£629.62	T&JT Barton
26May2026	£113.40	Maxigiene
22May2026	£26.18	A Griffiths
19May2026	£111.00	Easyflow ltd
18May2026	£135.60	Clear Brew
18May2026	£2,079.50	Concept Hygiene
18May2026	£200.00	B. Muflihi
18May2026	£432.57	Water Plus Limited
13May2026	£105.00	Amy Davin
12May2026	£4,520.60	T&JT Barton
08May2026	£6,423.92	T&JT Barton
08May2026	£44.40	Easyflow ltd
08May2026	£470.86	Concept Hygiene
08May2026	£609.60	DJ Fire & Safety
Payments Parish		
21May2026	£4,282.89	HMRC Cumbernauld
21May2026	£3,008.45	Chsh. Pension Fund
19May2026	£3,407.09	Chsh. Pension Fund
18May2026	£195.00	Gardenia Gardens
18May2026	£1,047.72	Wicksteed Leisure
12May2026	£850.00	Joaby Lee
12May2026	£2,803.83	Chsh. Pension Fund
08May2026	£2,814.04	Chsh. Pension Fund
08May2026	£195.00	Gardenia Gardens
08May2026	£222.00	Xeinadin LTD
08May2026	£330.00	David Hannan
Direct debits Leisure Centre		
20May2026	£457.26	BRITISH GAS
20May2026	£187.60	GASKELLS WASTE
08May2026	£1,040.00	SCOTTISHPOWER
07May2026	£305.41	TNT SPORTS
Direct debits Parish		
19May2026	£915.85	LLOYDS BANK PLC
19May2026	£411.25	WORLDPAY
11May2026	£42.44	PAYZONE
07May2026	£44.40	XERO UK LTD
07May2026	£30.00	PAYZONE

Decision – To recommend that the Council notes the Finance Officer’s update report, including the Budget Review 2026/27, community items and usage, additional items and payments made.

IWPC.6 Report from Parish Council Committees

The Clerk reported that the minutes of the meeting of the Management Committee of 12 May 2026 would be reported at the next Council meeting in June 2026.

Decision – To recommend the Council to note that the minutes of the Management Committee of 12 May 2026 would be provided at the next Council meeting in June 2026.

IWPC.7 Ward Reports / Updates

Peel Hall Ward

The Chair reported that he continued to escalate any issues arising from the Peel Hall development to the relevant bodies. There had been a large number of posts on social media about the roadworks on Mill Lane. This had been caused by some gas and electricity connection issues, which were not the responsibility of the Peel Hall developers, Vistry. The Chair had logged one complaint to the Brough Council and continued to monitor the situation. There were some routine complaints about flooding and dust, but most of these issues were the inevitable consequence of construction works.

Councillor Mann noted that the Parish Council had posted an assurance on its website that it would support residents if they had any concerns. Residents could also report issues directly to their ward councillors for the Borough.

The Chair indicated that Councillors Rennison and Lavender had recently attended the filming of the BBC documentary, Stacey Cleans Up, featuring Stacey Dooley.

Winwick Ward

Councilor Mann reported that there would be significant works undertaken by UU and Cadent in the coming weeks to replace gas and water mains in the area. The work would not disturb the cobbled stonework on Swan Green, which was part of the battlefield site. The excavation would go around the site, but would affect Church Walk and Hollins Lane.

It was reported that D Hannon had carried out part of the summer flower planting and that Councillor Mann would undertake some of the watering. Mrs Hinkins added that she had planted some of the free sunflower seeds distributed recently.

Councillor Mann indicated that the speed limit on Golborne Road had now changed to 20mph. Mrs Hinkins suggested that the SID be deployed there to raise awareness of the changes.

Decision – To recommend that the Council notes the ward updates provided.

IWPC.8 Schedule of Meetings 2026/27 and Date and Time of Next Meeting

A schedule of meetings for 2026/27 was considered. In view of the decision at Minute WPC.8(3), to disestablish the Management Committee, those proposed meeting dates were no longer required.

Decision – To recommend that the Council approves the formal schedule of meetings for 2026/27, noting that the next meeting will take place on Tuesday 23 June 2026 at 7.30pm.

IWPC.9 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the informal meeting at this point in view of the possible disclosure of confidential information.

WPC.10 Finance Officer's Report - Confidential Matters

(a) Debtors

Members considered a report of the Operations and Finance Officer on debtors. There were no outstanding debts over 90 days old indicated. There were three outstanding debts listed at 30-89 days. However, two of the hirers normally paid on a termly basis. An interest letter was being considered in respect of the third debtor

Decision – To recommend that the Council notes the report on debtors and the actions proposed.

(b) Incident Report

A report was provided in relation to an incident which occurred at the Community Centre on 16 May 2026 involving a homeless man, which also required emergency medical intervention.

Decision – To recommend that the Council notes the incident, places on record its thanks to those patrons who assisted at that time and endorses the learning points for staff identified in the report.




(c) Winwick Educational Foundation

The Chair reported that the trustees had continued to work towards the disposal of the assets of the Trust including the land which it owned. The land had been marketed, but it had subsequently emerged that the site was landlocked, with no direct access to the public highway. This was likely to adversely affect the commercial value of the site. Accordingly, discussions were on-going with an interested party, who might be in a position to use this for Biodiversity Net Gain purposes and allow access by school pupils. It was hoped to be able to wind up the Trust's affairs during 2026.





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Decision – To recommend that the Council notes the update on the Winwick Educational Foundation.







WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2026/27

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	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.	
2	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.	
3	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 be identified.	
	That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with	WPC.98(2)	22/10/24	Councillor Griffiths			Start up and progress would continue to be monitored	

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	assistance for litter picking.							
4	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	
5	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.	
6	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.	
7	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 suitable project plans in consultation with elected members.	WPC 109	25/11/25	Operations and Finance Officer	-	-	Under consideration The project themes, linked to possible grant funding, related to the following: <ul style="list-style-type: none"> • Wildflowers and tree planting; • Resurfacing the children's play areas on Myddleton Lane Playing Fields; and • Improvements to facilities at 	

Agenda Item 5

							the Community Centre.	
8	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	
9	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	
10	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	
11	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	
12	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	
13	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	

Agenda Item 5

14	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	-	-	Remedial work has been programmed	●
15	That an example of possible selection criteria and a procedure for the appointment of co-optees be sought from Croft Parish Council	WPC 5(1)	26/05/26	Councillor Mann	-	-	Received. The document sets out a recruitment procedure, but selection criteria are not included	●
16	That the Clerk be requested to write to the correspondent identified at Issue 22 of Agenda Item 14 to explain the recruitment arrangements being proposed	WPC 5(2)	26/05/26	Clerk	-	-	Not yet commenced	○
17	That delegated authority be given to the Clerk to approve the selection criteria and procedure for co-option, following consultation with all councilors by e-mail.	WPC 5(3)	26/05/26	Clerk	-	-	Not yet commenced (see 15 above)	○

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) –
23/06/26**

Winwick Parish Council

Correspondence since 26 May 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 – 25/05/26, 01/06/26 and 08/06/26
2. E-mail from Jamie Fisher, Interim Traffic Management, Road Safety & Highway Adoptions Manager, Warrington Borough Council, providing background information on the cost of employing a crossing patrol warden – 08/06/26
3. Website enquiry form from a resident, LM, about disturbance to vulnerable elderly residents by amplified music and children's raised voices during the majorettes temporary event on Saturday 7 June. A particular concern is the number of similar such outdoor events held over a short period of time during the spring months. Information has been provided to the Clerk by the Operations and Finance Officer and a reply will be drafted shortly. - 08/06/26
4. Networking e-mail from Benn Minshall, Clerk and RFO, Stockton Heath Parish Council, seeking sickness absence cover for a parish ranger post and copies of various responses from across the Warrington Parishes Network – 08/06/26
5. Various e-mails comprising internal correspondence and external replies about unauthorised excavation works taking place on Myddleton Lane Playing Fields and noting the breakdown of the approval process for commencement of the works – 10/06/26(x4)
6. 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, 11 June 2026 – 10/06/26
7. 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
 - Futurform – entrance mats

Up to date as at 10/06/26

Winwick Parish Council

Planning Matters since 26 May 2026

General Correspondence (1)

1. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 18 May and 5 June 2026 – 27/05/26, 01/06/26 and 08/06/26

Domestic Planning Applications (2)

2. Application No: 2026/00474/FULH
Location: 5 Gerosa Avenue, Winwick, Warrington, WA2 8SR
Proposal: Part retrospective single storey rear extension .
Consultation End Date: 25/06/2026
3. Application No: 2026/00737/CLDP
Location: 236 Newton Road, Winwick, Warrington, WA2 8QL
Proposal: Proposed single storey side extension
Consultation End Date: 06/07/2026

Non-Domestic Planning Applications (0)

NIL

Up to date as at 21/06/26

Finance report to Winwick Parish Council to Full Council meeting 23rd June 2026

In May we have had £21.6k of income through the centre. This is made up of the following income streams which are denoted against target figures:

Bar sales missed target by £67.13 in May, exceeding a straight monthly split by £348.50

	Apr	May	June	July	Aug	Sept
Percentage of total	8.26%	8.58%	10.17%	11.56%	7.60%	8.99%
Budget	£13,918.10	£14,457.30	£17,136.45	£19,478.60	£12,806.00	£15,148.15
Actuals	£14,902.11	£14,390.17	£0.00	£0.00	£0.00	£0.00
P/L	-£65.66	-£426.16				
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	8.32%	8.06%	8.28%	6.12%	6.45%	7.62%
Budget	£14,019.20	£13,581.10	£13,951.80	£10,312.20	£10,868.25	£12,839.70
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

Monthly averages bar sales

Overall average	£190.84	£206.81	£214.11	£300.43	£574.07	£1,101.80	£714.16
Apr Average	£227.17	£218.92	£247.67	£316.90	£589.43	£1,182.23	£802.08
May Average	£154.52	£194.70	£172.16	£279.83	£561.78	£1,037.46	£643.82

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

Room hire sales missed target by £463.00 in May, exceeding a straight monthly split by £80.83

	Apr	May	June	July	Aug	Sept
Percentage	8.58%	9.17%	9.01%	9.36%	5.18%	9.13%
Fee	£5,577.00	£5,960.50	£5,856.50	£6,084.00	£3,367.00	£5,934.50
Actual	£4,979.50	£5,497.50	£0.00	£0.00	£0.00	£0.00
P/L	-£65.66	-£426.16				
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	8.45%	10.05%	6.53%	8.67%	8.33%	7.56%
Fee	£5,492.50	£6,532.50	£4,244.50	£5,635.50	£5,414.50	£4,914.00
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

Room hire hours monthly averages

	10.71%	19.25%	16.09%	13.60%	5.67%	20.29%	14.39%
annual average	10.50	18.88	15.78	13.33	5.56	19.89	14.11
APR ave	11.25	18.25	13.40	11.80	3.25	20.25	16.25
MAY ave	9.75	19.50	18.75	15.25	7.40	19.60	12.40

Key
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

Room hire statistics are showing for 37.98% of rooms utilised 23.52% of hours available are used.

	AM (9-3)	PM (3-7)	Night (7-close)	Total room usage	Total room availability	%
April	38	47	52	137	360	38.06%
May	43	48	50	141	372	37.90%

	Hours utilised	Total hours availability	%
April	403	1784	22.59%
May	450	1840	24.46%

Field hire sales exceeded target by £357.35, and exceeded a straight monthly split by £106.00

	Apr	May	June	July	Aug	Sept
Percentage	4.13%	6.81%	3.03%	5.81%	3.36%	2.59%
Fee	£681.45	£1,123.65	£499.95	£958.65	£554.40	£427.35
Actual	£1,132.00	£1,481.00	£0.00	£0.00	£0.00	£0.00
P/L	-£65.66	-£426.16				
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	1.69%	1.32%	0.35%	67.15%	2.61%	1.14%
Fee	£278.85	£217.80	£57.75	£11,079.75	£430.65	£188.10
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
P/L						

The centre is showing a £426.16 loss for May. This puts us at a loss of £491.82 on the year to date which is an improvement of £1,046.09 on the previous year.

There has been £10.3k of expenditure against the precept in May, precept monies were received in May. We have had £23.6k of expenditure against the precept on the year to date.

April's community allowance is summarized below:

Summary

Item	Cost
Bingo	£192.00
Forget me not café	£192.00
Community meetings	£175.00
Parish events	£490.00
PTFA events	£105.00
Borough surgery	£70.00
Parish meetings	£292.50
Quiz nights	£400.00
Beer festival	£0.00
Carnival	£0.00
Christmas tree	£0.00
Sports	£455.00
Total	£2,371.50

Additional costs - events

Item	Cost
April	£25.00
May	£125.00
June	£0.00
July	£0.00
August	£0.00
September	£0.00
October	£0.00
November	£0.00
December	£0.00
Jan	£0.00
Feb	£0.00
Mar	£0.00
Total	£150.00

Total used
£2,671.50

Football clubs

Month	Sessions	Total hours used	Value
April	1	2	£60.00
May	1	3	£90.00
June			£0.00
July			£0.00
Aug			£0.00
Sept			£0.00
Oct			£0.00
Nov			£0.00
Dec			£0.00
Jan			£0.00
Feb			£0.00
Mar			£0.00
	2	5	£150.00

Other items:

- Playground repairs - Parish repairs and repaint 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. - work on this will continue in the new year as weather conditions have not been suitable to continue this.
- Use of HMP Thorncross rehabilitation initiative – Item being recorded in Management team report.

Events

Events in May have had the following results:

May quiz 1/05

Tickets Sold	0
Ticket Price	£0.00
Ticket Sales	£0.00
Bar Sales	£828.36
Total Income	£828.36

Act	£0.00
Bar Stock	£383.50
Prize	£25.00
Staff	£282.45
Food	£0.00
Total expenditure	£690.95

Profit/ Loss	£137.41
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Artisan markets 9 &10/5

field hire	2
Field hire cost	£500.00
Field hire total	£1,000.00
Bar Sales	£1,460.53
Total Income	£2,460.53

Act	£0.00
Bar Stock	£676.17
Prize	£0.00
Staff	£504.83
Food	£0.00
Total expenditure	£1,181.00

Profit/ Loss	£1,279.53
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Band night 15/05

Tickets Sold	0
Ticket Price	£0.00
Ticket Sales	£0.00
Bar Sales	£1,076.45
Total Income	£1,076.45

Act	£100.00
Bar Stock	£498.36
Prize	£0.00
Staff	£228.65
Food	£0.00
Total expenditure	£827.01

Profit/ Loss	£249.44
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Majorettes 17/05

field hire	1
Field hire cost	£500.00
Field hire total	£500.00
Bar Sales	£1,532.11
Total Income	£2,032.11

Act	£0.00
Bar Stock	£709.31
Prize	£0.00
Staff	£539.58
Food	£0.00
Total expenditure	£1,248.89

Profit/ Loss	£783.22
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Bingo

Bingo has been ongoing every Tuesday and has resulted in a small amount to put back into covering overheads.

Month	P/L
April	£48.70
May	£15.85
June	
July	
August	
Sept	
Oct	
Nov	
Dec	
Jan	
Feb	
Mar	
Total	£64.55

Payments made since those reported in the Full Council meeting report May 2026.

Payments Leisure Centre		
15Jun2026	£1,518.59	T&JT Barton
11Jun2026	£88.80	Easyflow ltd
08Jun2026	£168.00	Protive security
08Jun2026	£693.75	RIJO
08Jun2026	£1,240.74	T&JT Barton
08Jun2026	£135.60	Clear Brew
01Jun2026	£300.00	SJ Leisure
01Jun2026	£1,820.63	T&JT Barton
Payments Parish		
15Jun2026	£195.00	Gardenia Gardens
11Jun2026	£590.00	David Hannan
01Jun2026	£11,334.73	Warrington BC
31May2026	£25.30	Service Charge
Direct debits Leisure Centre		
08Jun2026	£1,040.00	SCOTTISHPOWER
04Jun2026	£305.41	TNT SPORTS
01Jun2026	£776.00	WBC
Direct debits Parish		
11Jun2026	£30.00	PAYZONE
08Jun2026	£44.09	PAYZONE
04Jun2026	£44.40	XERO UK LTD
04Jun2026	£30.00	PAYZONE
01Jun2026	£3,614.42	PUBLIC WORKS LOANS

Part 2:

1) Debtors

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Management update to Full Council meeting 23rd June

Updates from meeting held 12th June 2026

Attendees: Cllr Griffiths, Cllr Herron, C Hinkins, P Wharton

Name change progress – as per email received from licencing as the 29th May has passed the name change should be in effect. CH has chased for an updated copy of the licence for display purposes. Cllrs Herron and Griffiths have undertaken to put up the new community centre signs following the beer festival (date tbc) at which point CH will update the facebook name and contact email, and we will update google maps.

World cup football – CH to obtain a TENS for the 3rd July in case England come second in their group.

Repairs – Electrical repairs to be the priority – new fuseboard required for Cellar and sockets to be made safe.

Shower room toilet repairs to be undertaken ahead of carnival.

Radiator temperature controls to be implemented before winter (est Sept)

HMP redecorating – The hall is ongoing due to bubbling. However the noticeboard walls have been completed and noticeboards will be reinstalled on 5th June.

Equipment to purchase – folding tables for field

Equipment to source – Bartons are looking into 2 replacement fridges for us.

Agenda Item 12

Newsletter – July version to be put together following the beer festival – this will likely mean they will need distributing the second week in July.

Event gaps – bands to be sourced for the 3rd week in August and September

Profit and Loss
Winwick Parish Council
1 April 2026 to 31 May 2026

	31 May 26	YTD
Income		
210 Room hire income	£5,497.50	£10,477.00
225 Buffet sales income	£0.00	£0.00
230 Bar sales income	£11,372.60	£23,176.87
231 Bar snacks income	£573.80	£1,051.44
232 Soft drinks income	£1,603.57	£3,515.17
260 Ticket sales income (Events)	£190.00	£434.00
Bar tea and coffee	£870.20	£1,578.80
Inpost income	£0.00	£270.00
Entertainer	£0.00	£0.00
Field income	£1,481.00	£2,613.00
Payzone income	£60.00	£60.00
LC Bar till discrepancies	-£15.71	£33.23
Total Income	£21,632.96	£43,209.51
Less Cost of Sales		
bar snacks expenditure	£211.09	£418.23
Beverage supplies (Coffee, milk)	£710.30	£731.85
Entertainer	£0.00	£0.00
buffet events	£0.00	£0.00
Buffets	£0.00	£0.00
Tuck shop	£0.00	£0.00
Payzone	£30.00	£103.45
Drink purchases (and other bar it	£4,953.91	£9,389.64
LC Direct Wages	£6,333.99	£12,359.56
soft drinks expenditure	£691.42	£1,296.73
Total Cost of Sales	£12,930.71	£24,299.46
Gross Profit	£8,702.25	£18,910.05
Less Operating Expenses		
Bad Debt	£0.00	£0.00
DJ's bouncy castles, etc - events	£463.96	£668.54
LC Bar & Cleaning sundries	£292.28	£740.62
LC Bottled Gas	£129.50	£259.00
BT sport	£254.51	£509.02
LC Cleaning	£807.00	£1,600.55
LC consulting	£59.50	£119.00
LC Electricity (Light, Power)	£866.67	£1,733.34
LC Equipment	£83.36	£147.87
LC Fire extinguishers	£0.00	£0.00
LC Gas (Heating)	£381.05	£1,049.23
LC General Expenses	£0.00	£0.00
LC Landline telephone and Broad	£0.00	£0.00
LC Pension costs	£1,346.49	£2,465.04
Rates	£0.00	£774.00
LC Repairs & Maintenance	£177.06	£602.06
tv licence	£0.00	£0.00
LC Trade waste	£156.32	£312.64
LC Water and Sewerage	£426.96	£859.53
Managers salary and NI	£2,872.53	£5,706.10
PAYE Payable	£811.22	£1,655.33
Stocktaking Services	£0.00	£200.00
Total Operating Expenses	£9,128.41	£19,401.87
Net Profit	-£426.16	-£491.82

Profit and Loss
Winwick Parish Council
1 April 2025 to 31 May 2026

	31 May 26	YTD
Income		
Litter picker income	£2,115.00	£4,230.00
Advertising	£0.00	£0.00
Precept	£157,176.58	£157,176.58
Total Income	£159,291.58	£161,406.58
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
Gross Profit	£159,291.58	£161,406.58
Less Operating Expenses		
Administration expenses	£12.54	£128.08
advertising	£0.00	£170.28
internal audit	£1,675.00	£1,675.00
external audit fee	£0.00	£0.00
cctv	£0.00	£0.00
election expenses	£0.00	£0.00
donations	£0.00	£0.00
RBL Donation	£0.00	£0.00
xmas tree lights	£0.00	£0.00
intruder alarms	£0.00	£0.00
Bank Fees	£386.03	£793.41
Clerk's salary	£248.35	£1,222.04
Training	£0.00	£0.00
Consulting	£0.00	£0.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£162.50	£325.00
Insurance	£0.00	£0.00
Legal / Licencing Expenses	£0.00	£476.75
Litter Pick Costs (Shared)	£2,019.44	£4,010.01
Litter pick vehicle	£0.00	£0.00
Loan charges	£0.00	£0.00
PAYE Payable	£601.06	£2,113.29
Payroll	£370.00	£370.00
Pay zone fees	£35.37	£70.69
Pensions Costs (Empr's contr)	£1,413.92	£2,655.39
Playground repairs	£0.00	£0.00
Tree maintenance	£0.00	£2,700.00
Professional fees	£0.00	£0.00
Repairs and maintenance	£0.00	£0.00
RFO Salary (and NI)	£2,788.00	£5,879.56
Traffic management	£0.00	£0.00
Japanese Knotweed	£0.00	£0.00
Subscriptions	£53.14	£106.28
Planters	£300.00	£300.00
Swan green, winwick park, radley com	£290.00	£620.00
Total Operating Expenses	£10,355.35	£23,615.78
Net Profit		£137,790.80
Parish reserves		-£18,195.32
Leisure Centre deficit/profit 25/26		-£491.82
Balance of overall reserves		£119,103.66

Winwick Parish - Management Committee 12 May 2026

Present: Councillors J Herron (Chair), E Laender, S Mann and W Rennison

WPMC 48 Apologies

Apologies for absence were submitted on behalf of Councillor A Griffiths.

WPMC 49 Code of Conduct - Declarations of Interest

There were no declarations of interest made on this occasion.

WPMC 50 Minutes

Julian Joinson, Clerk, reported that the minutes for signature had been updated to correct an error in the heading of the draft minutes as published with the agenda. This now referred to '10 March 2026', not '10 February 2026'.

Decision – That the Minutes of the meeting held on 10 March 2026 be agreed as a correct record.

WPMC 51 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	Room Dressing for Marketing Photos	<p>Councillor Lavender asked when the marketing photographs for the Community Centre would be available on the website and Facebook. Mrs Hinkins, Operations and Finance Officer, reported that Councillor Griffiths had indicated that the website page was ready to launch, but the photographs were still awaited. The licensing paperwork had now been completed and the new signage for the access road was ready.</p> <p>The Centre Manger, Paul Wharton, had been liaising with SJ Leisure who would take the room photographs. The basic room set up could be arranged at any time, but the timeframe for photographing parties and events would had not yet</p>

		<p>been finalised.</p> <p>Councillor Mann suggested that everything should be completed in time for the next Management Committee meeting. It was understood that Councillor Griffiths had identified 20 May 2026 as the provisional launch date.</p> <p>Councillor Lavender asked if the photographs could be taken in advance of the name change. Mrs Hinkins confirmed that this should be possible, but finalising the accounts and internal audit for 2025/26 had needed to be prioritised first.</p> <p>The Chair undertook to jet wash the patio area.</p> <p>It was agreed that the rebranding should be launched by no later than the June Council meeting. Mrs Hinkins confirmed that this was achievable, but that any photographs might not be available until the end of June. Councillor Mann added that the name change and erection of the new signs should take place at the same time.</p> <p>Councillor Lavender asked if all of the meeting rooms had been repainted along with the floor in the Main Hall. Mrs Hinkins responded that work was still on-going to darken the wood in the Main Hall at the edges of the seating. However, the decorator supplied under the HMP Thorn Cross Rehabilitation Programme was no longer available - Retain</p>
4	Premier Inn perimeter fence	The Clerk indicated that he had been awaiting details of the address of the property department for Chef & Brewer. However, he would now chase this up via the main company address - Retain
5	Entrance signs	These has now been prepared (see Action 1 above) - Delete
6	Tuck Shop Operator	Councillor Lavender asked whether any progress had been made in securing an operator for the tuck shop. Mrs Hinkins responded that Winwick Athletic FC were considering this. Councillor Lavender noted that the facility was still listed as operating on the Centre's website. Mrs Hinkins confirmed that this would be amended. It was proposed that the new arrangements would commence at the start of the next football season - Retain

Additional actions discussed included the following:

Councillor Lavender asked for an update on the playground equipment inspection and proposed repairs. Mrs Hinkins indicated that this was a matter for the Council and that an update would be provided at the next meeting.

Councillor Mann asked for an update on the tree stump carving. The Chair indicated that he was currently chasing this up. Councillor Mann indicated that he might be prepared to fund this work.

A discussion took place about the publicity for events at the Centre. Councillor Mann asked for more comprehensive promotion of the dates of upcoming events and the use of other social media platforms, such as Instagram and Tik Tok, to maximise the demographic of the audience. He also provided a reminder that Councillor Lavender was responsible for promoting the headline events, including football matches, darts and bands and that Mrs Hinkins would arrange for the routine weekly posts on social media. Mrs Hinkins was also asked to notify Councilor Lavender of any other significant events planned. Councillor Lavender commented that there had been only a limited number of sporting events to promote for the coming weekend. Screening of the FA Cup Final on Saturday 16 May 2026, was the only major event planned.

Councillor Lavender noted that one of the majorettes groups would hold their annual event on the Playing Fields on Sunday 17 May 2026. Mrs Hinkins undertook to monitor the event and to provide any feedback, as necessary.

The Chair reiterated the need to keep Councillor Lavender informed of any events and asked whether the availability of TNT Sports at the Centre could be promoted. Mrs Hinkins confirmed that this could be carried out, but noted that footfall was limited unless the following teams were being shown, Manchester United, Manchester City, Liverpool and Everton FC. It would not be feasible to advertise every match available. The cost of TNT Sports was £234 + VAT, with Sky Sports around double that amount. Mrs Hinkins clarified that the BT payments made were for the broadband and telephones only and not linked to sports.

Councillor Mann accepted that not every football match could be promoted, but there might be some merit in promoting, in the weekly posts, any flagship matches featuring English clubs in the three European football competitions aired on TNT Sports, namely the UEFA Champions League, UEFA Europa League and Europa Conference League. Chair noted that UEFA Champions League final between Paris St Germain and Arsenal on 30 May should be a popular attraction. Mrs Hinkins asked councillors to keep her informed of any key matches. It was agreed that Councillor Lavender would provide the schedules for key football matches.

Councillor Lavender reminded the Clerk that Councillor Rennison's details had not yet be added to the Council's website. The Clerk agreed to carry out the update as soon as possible.

Decision – To note the schedule of actions and referrals from previous

meetings and the verbal updates provided.

WPMC 52 Winwick Community Centre Update Report

Finance Report

Members were reminded that information had been circulated outside of the meeting in the April update report (covering the period to 31 March 2026), 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 30 April 2026.

The report for April 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 2026/27 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. 2026/27 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month would be shown in future reports.

2026/27	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	8.26	8.58	10.17	11.56	7.60	8.99	8.32	8.06	8.28	6.12	6.45	7.76
Budget (£1,000s)	13.92	14.46	17.14	19.48	12.81	15.15	14.02	13.58	13.95	10.31	10.87	12.84
Actual (£1,000s)	14.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)												

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at April 2026, using the profile outlined above. April bar sales were above target by £984.01. Stronger bar takings in recent weeks were attributed to quiz nights, artisan markets, a band performance, majorettes and a number of private parties.

Councillors Lavender and Mann asked if the artisan market organisers had been happy with the footfall and mentioned that signage into the Main Hall could have been improved. Mrs Hinkins indicated that no feedback had yet been received. Councillor Mann commented that he had removed their posters and had retained their banner in case they were needed again.

Bar Takings Cumulative

Graphs showing the cumulative budgeted and actual bar takings would be provided at future meetings.

Monthly averages had been calculated for income on each weekday, as per the table below, which would assist in monitoring the impacts of any operational changes introduced.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Apr Average	£227.17	£218.92	£247.67	£316.90	589.43	£1,182.23	£802.08

Key:

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

Councillor Mann highlighted the strong weekend performance figures.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees for 2026/27 were £65,013, including buffet sales. These had been split across the relevant months by percentage. 2026/27 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month would be shown in future reports.

2026/27	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	8.58	9.17	9.01	9.36	5.18	9.13	8.45	10.05	6.53	8.67	8.33	7.56
Expctd Fee (£1,000s)	5.58	5.96	5.86	6.08	3.37	5.93	5.49	6.53	4.24	5.64	5.41	4.91
Actual (£1,000s)	4.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P/L (£1,000s)												

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at April using the profile outlined above. The table showed that room hires for April were £597.50 below target. However, the position for

May to date was better with multiple hires in the diary.

Room Lettings Cumulative

Graphs showing the cumulative budgeted and actual room lettings income would be provided at future meetings.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected total fees for 2026/27 was £16,498. This had been split across the relevant months by the expected percentage. 2026/27 actual income (also shown) would be assessed against the table provided below. Profit/loss figures for each month would be shown in future reports.

2025/26	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	4.13	6.81	3.03	5.81	3.36	2.59	1.69	1.32	0.35	67.15	2.61	1.14
Expctd Fee (£s)	681	1,124	500	959	554	427	279	218	58	11,080	431	188
Actual (£s)	1,132	0	0	0	0	0	0	0	0	0	0	0
P/L (£s)												

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at April 2026, using the profile outlined above. The field hire was £450.55 ahead of the target for the month. The position for May was also promising, with income expected from FC Spartans and the majorettes.

Field Income Cumulative

Graphs showing the cumulative budgeted and actual field lettings income would be provided at future meetings.

Councillor Mann noted that the playing field had been in use for football training on Monday of this week. Mrs Hinkins confirmed that both local football clubs did make training bookings and that this was a chargeable activity.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of April showed an average of 8.8 cups per day sold and income of £708.60. This was an increase of 0.5 cups per day on last year's figures. This equated to an increase of £129.10 (22.28%) due to these being full price hot drinks, rather than the tuck shop priced items.

The percentage profit on tuck shop drinks was high, but these were lower cost items. Further discussions would be held with the amalgamated football club, Winwick Spartans FC, about the future of the tuck shop.

Additional Income

- Ticket sales = £244.00
- InPost = £270

Additional Items

(a) Events

A detailed cost analysis was provided for events in April 2026, with the profit/loss figures as indicated below:

- April Quiz = £426.66
- Majorettes = £767.29
- Bingo (07/04/26) = £25.83
- Bingo (14/04/26) = £21.45
- Bingo (21/04/26) = £7.69
- Bingo (28/04/26) = -£6.27

Bingo in April had returned a small profit of £48.70 towards the electricity and heating costs.

Forthcoming Events

- 1 May 2026 – Parish quiz
- 9 and 10 May 2026 – Artisan Markets
- 15 May 2026 – Geehler band night
- 17 May 2026 – Halton Komets Majorettes
- Tuesdays in May 2026 – Midday Bingo

Other Items of Note

1) World Cup Football

A report was provided including England World Cup match dates and times for the group stages and, if qualifying, the next round which would depend on England's finishing position from the group stages. The report also included the operational implications, including extended bar opening times, staffing and temporary events notices. A discussion took place about optimum staffing levels during the tournament. Mrs Hinkins considered that the weekday matches would probably only require one member of staff, but two might be required for weekend England matches. It was noted that on 27 June there would also be a football presentation event at the Centre.

Councillor Mann asked if the Centre should re-open later in the day on the days following the hours extensions for England matches. Mrs Hinkins commented that this would depend on existing bookings.

Members noted that the England v Ghana fixture on 23 June would coincide with the date of the next Parish Council meeting. It might be preferable to move the Council meeting into the Radley Suite.

Councillor Lavender advised that the Swan planned to close during the World Cup, which might increase footfall at the Community Centre.

It was not known whether the Government might grant a universal extension of hours for any late matches, if England progressed beyond the group stages.

Councillor Mann asked about publicity for other countries' matches. Mrs Hinkins suggested a general advert that all 9pm matches would be shown in the Millennium Bar. Other key matches could also be promoted. The semi-finals were being played on Tuesday 14 and Wednesday 15 July. The final would take place on Sunday 17 July at 8pm. These could be shown on the big screen in the Main Hall, if the room was not otherwise in use. It might also be possible to provide some pizza slices.

2) Winwick Spartans - Update

A report was provided in connection with the proposed merger on 1 July 2026 of Winwick Athletic with FC Spartans to form Winwick Spartans. It was anticipated that the amalgamated club would support some 22 teams. The report detailed the pitch and room usage requirements and forthcoming events connected to the newly formed club. The Countryside Suite would be used as a club room on match days. Some signage stating 'Home of Winwick Spartans' would be erected at a suitable location and team photos could be hung in the sloping corridor. Mrs Hinkins reported that the new club would take on board minor repair of the pitches, but that line painting and grass cutting would remain the responsibility of the Council. The club had also requested exclusive use of the 11-a-side pitch on the bottom field.

Details of the fees had yet to be discussed. The contract would run until April each year. Details of the proposed agreement would need to be submitted to the next Council meeting. The teams had offered to arrange away fixtures on dates earmarked for the majorettes. The arrangements would enable the club to access some funding from the Football Foundation, although this would reduce over time.

3) Cashflow

Members were informed that receipt of the precept payment from Warrington Borough Council by Winwick Council had been delayed, with other parishes receiving this on 30 April. This had necessitated negotiating with some suppliers to rephase the Council's payments. However, staff wages and tax

liabilities had been prioritised. Councillor Mann had been in touch with Warrington’s s151 Officer and the precept had now been received. On a previous occasion the Operations and Finance Officer and Clerk had agreed to a late wage payment. Managing the cashflow had been challenging, but not critical. The Borough Council had acknowledged that the payment glitch had only affected Winwick. Councillor Mann commented that the deficit for 2025/26 and delay of payment had created a difficult situation.

Payments

A list of payments made, since those prepared for the Council meeting on 28 April 2026, was as follows:

Payments Leisure Centre		
05May2026	£293.41	RJO
05May2026	£2,051.25	T&JT Barton
29Apr2026	£73.50	Water Plus Limited
29Apr2026	£135.60	Clear Brew
Payment Parish		
05May2026	£195.00	Gardenia Gardens
01May2026	£1,850.00	JbabyLee
30Apr2026	£27.85	Service Charge
Direct debits Leisure Centre		
30Apr2026	£774.00	WBC

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 front car park lighting would be reviewed and brightened.

(b) Room Hire

Tables were provided showing the following information for April:

- Daily Room Hire by hours usage, showing the days where usage was highest and highlighting the lower usage days, such as Fridays;
- Room usage breakdown by morning/afternoon/evening (number of rooms occupied). This showed that the Centre had approximately 38.06% room occupation; and
- Actual hours of room occupation against overall availability. This showed an average of around 22.59% of hours occupation.

(c) Community Use - Room Costs 2026/27

The following tables were provided:

Summary

Item	Cost
Bingo	£96.00
Forget me not café	£96.00
Community meetings	£70.00
Parish events	£0.00
PTFA events	£0.00
Borough surgery	£35.00
Parish meetings	£97.50
Quiz nights	£200.00
Beer festival	£0.00
Carnival	£0.00
Christmas tree	£0.00
Sports	£0.00
Total	£594.50

Additional costs - events

Item	Cost
April	£25.00
May	£0.00
June	£0.00
July	£0.00
August	£0.00
September	£0.00
October	£0.00
November	£0.00
December	£0.00
Jan	£0.00
Feb	£0.00
Mar	£0.00
Total	£25.00

Football clubs

Month	Sessions	Total hours used	Value
April	1	2	£60.00
May			£0.00
June			£0.00
July			£0.00
Aug			£0.00
Sept			£0.00
Oct			£0.00
Nov			£0.00
Dec			£0.00
Jan			£0.00
Feb			£0.00
Mar			£0.00
	1	2	£60.00

Total used
£679.50

Decision –

- (1) To note that performance information had been circulated directly to councillors in lieu of a meeting in April 2026, comprising an update report covering the period to 31 March 2026.
- (2) To note the update report for April 2026 on the Community Centre performance, repairs, additional income, additional items, the list of payments and community usage costs.
- (3) To note the report on Non-Financial Metrics for April 2026.
- (4) To request Officers to submit the proposed agreement between Winwick Spartans and Winwick Parish Council to the next meeting of the Council for approval.

WPMC 53 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 54 Community Centre Update Report

(a) Debtors

There were no outstanding debts over 90 days. There were two debtors listed in the range 30-89 days, of which one had recently paid and one was expected to pay shortly.

Decision – To note the report on debtors.

WPMC 55 Employee Matters

There were no employee matters submitted on this occasion.

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