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Clerk to the Council
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21 October 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, 27 October 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 Council meeting held on 22 September 2026.

4. Updates on Issues from Previous Meetings

5. Question Time for Electors

6. Written Motions Received

7. Police / Community Issues

8. Correspondence

9. Planning Matters

10. Update on Major Planning Developments

11. Finance Officer's Report

12. Conclusion of Audit 2025/26 – External Auditor's Report and Certificate 2025/26

The external auditor on 25 September 2026 completed the limited assurance review for the year ended 31 March 2026 and issued their final report and certificate. The relevant notices and Annual Governance & Accountability Return (AGAR) documents were published by the Council before 30 September 2026, including on the Council's website.

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

13. Library Box – Winwick Park Estate

14. **Winwick Educational Foundation - Update**

15. Ward Reports / Updates

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

16. Date and Time of Next Meeting

- Tuesday 24 November 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 Meeting held on 22 September 2026

Present: Councillors J Herron (Vice-Chair in the Chair), E Lavender, S Mann, B Meager and W Rennison.

WPC.44 Apologies for Absence

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

WPC.45 Code of Conduct - Declarations of Interest

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

WPC.46 Minutes

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

WPC.47 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions were progressing well, although there were a number of outstanding matters. Completed actions now identified, denoted by a solid green bullet or reported verbally at the meeting, would be removed from the schedule when published for the next meeting.

A summary of the actions discussed is provided below:

No.	Issue	Action
4	Access Road	Councillor Herron reported that he was due to meet with the Headteacher of Winwick CE Primary School next week. It was also und understood the PTFA was considering holding four events at the Community Centre over the year. Councillor Mann queried whether the room hire was chargeable. Councillor Mann explained the background to the access road issue to the new councillors. Councillor Herron indicated that it was anticipated that the original agreement would remain in force. The Headteacher was now leading the negotiations from the school's side and was more pragmatic about finding a solution. Councillor Rennison noted that if the Council had to pay an excessive amount for access it would have no option but to charge for the school's sports usage of the playing fields.

		Councillor Mann also raised the matter of the street lamps along the access road. The two lamps furthest from the Community Centre did not work. The lamp closest to the Centre was presumed to be the Council's responsibility and worked only intermittently. He requested that officers contact Warrington Borough Council to ascertain if they were responsible for maintaining the lamps - ***Retain***
6	Plough Notice Board	Councillor Lavender enquired if the Parish Council intended to repair the its notice board at the Plough. Councillor Herron reported that Vistry had now offered to replace this board. In the interim the existing board had been made safe. Councillor Mann added that Vistry had also undertake to provide 2 or 3 more boards at the new play areas within the Peel Hall development - ***Retain***
9	Chef & Brewer (Premier Inn boundary fence)	Councillor Lavender asked about progress in relation to the repair or replacement of the fence to the rear of the car park at the Premier Inn. The Clerk indicated that he had not yet written to the Swan. Councillor Mann commented that he now had the contact details for the new licensee - ***Retain***
12	Improvement to Children's/Youths' play areas	It was understood that Councillor Griffiths had been in touch with Bellway Homes, but that they were unable to carry out the work, which required the installation of specialist flooring. Thay might still be in a position to fund the works. Around £2k had already been secured to enable the Council to pay Wicksteed for repairs to the mini play area. In response to a query by Councillor Lavender, Mrs Hinkins confirmed that the height of the swings had been raised last year. Councillor Herron added that there might also be money available to improve the drainage for the area of ground which flooded. Mrs Hinkins indicated that the money would need to be spent within the next 7 months and that photographic evidence of the work would be required. She undertook to obtain a quote for the roundabout floor and 2 new children's rockers. The roundabout floor might need a temporary fix in the interim to make it safe for use. Councillor Herron added that it might be useful to purchase some posts to prevent damage to the equipment by the mowing tractor - ***Retain***
13	Battle of Winwick Pass Monument	A planning application for the monument had been submitted, but then had been withdrawn for technical reasons. A biodiversity net gain statement had been submitted with the application, but this was not in fact required, and would have led to the application being refused. Accordingly, a new application had now been submitted and should appear on the planning portal today. Councillor Herron requested that the Council send

		a letter of support for the application. Councillor Mann reported that 4 objections had been submitted in respect of the original application - ***Retain***

Councillors raised a number of additional queries on Management Group matters, as follows.

Winwick Educational Foundation

Councillor Lavender asked if the Council would receive any money from the winding up of the Winwick Educational Foundation. Mrs Hinkins responded that Councillor Griffiths and former councillor Mike Matthews served on this body. It was agreed to add this to future Action Lists and to request an update. Julian Joinson, Clerk, added that an update had been provided at a recent meeting and that sale of the land was progressing, but the land was not suitable for housing development and might be used for Biodiversity Net Gain or educational purposes.

Millennium Fund

On a similar matter, Councillor Mann indicated that the Millennium Fund trustees had agreed to wind up this fund, as the capital was no longer making sufficient interest to make small grants to its intended beneficiaries. Mrs Hinkins indicated that she had been in touch with the bank to transfer the money back to the Council's general fund, but they had been unable to locate the paperwork, which included the Previous Responsible Finance Officer's signature. Mrs Hinkins was working with the bank to facilitate access to the account. The Clerk added that he intended to draft a letter on behalf of the trustees formally notifying the Council of the decision to wind up the fund.

Tree Stump Carving

Councillor Lavender asked about progress in relation to the tree stump carving. Councillors had not yet heard back from the artisan.

S.106 Funding

Councillor Lavender enquired about access to s.106 funding. Councillor Mann responded that the Chair had been chasing up access to this money with Warrington Borough Council, but had not yet received a reply. Councillor Mann had also raised this matter via the work programme of the Borough's Overview and Scrutiny Committees.

Newsletter

Councillor Lavender enquired about the publication date for the latest parish newsletter. Councillor Herron indicated that this draft was almost complete. Any further articles or details of planned events should be provided to him as soon as possible, and by no later than this Friday.

Councillor Lavender noted that St Oswald's CE Church had enquired about holding an event at the Centre. Mrs Hinkins confirmed that they had been in touch with Mr Wharton, Centre Manger, about possible dates. The Chair asked for details to be sent to him if a date had been agreed.

Councillor Rennison commented that a number of adverse comments had been received when she had delivered previous newsletters in the Peel Hall ward. Generally, Peel Hall residents felt that there was nothing in the newsletter for them. This view had been reinforced when the advertised transport to the beer festival had not materialised. Councillor Meager commented that the newsletter needed to include more focus on Peel Hall. Councillors Herron and Mann suggested that at least one page should be dedicated to Peel Hall. Councillors from that ward could draft some articles, such as about the work of the Friends of Peel Hall Park, the Impact Days, the Stacey Dooley Cleans Up documentary, the Pride in Place funding available and Torus community engagement projects. It was also considered that the covering page might include a narrative on Peel Hall and perhaps feature a photograph from that ward. Mrs Hinkins commented that much of the work on-going in Peel Hall was not very visible and should be promoted more vigorously in the newsletter. The Clerk added that the Parish Council had a significant presence in Peel Hall, with amenities available at Radey Common, Radley Wood and John Parr Meadow. There was lots of potential for the Parish Council to have a more visible offer in that ward.

Councillor Lavender asked whether the date of Light Up Winwick would feature in the newsletter. Councillor Herron noted that he had not yet received this information, but could include it if the date was known.

Decision –

(1) To note the position regarding updates from previous meetings and some on-going matters.

(2) To request that the Clerk submit a letter of support on behalf of the Parish Council in respect of the planning application for the Battle of Winwick Pass monument.

(3) That the Council's representatives on the Winwick Educational Foundation be requested to provide an update on the Trust at the next meeting of the Council

WPC.48 Question Time for Electors

There were no members of the public present on this occasion.

WPC.49 Written Motions Received

There were no written motions submitted on this occasion.

WPC.50 Police / Community Issues

The Clerk read aloud a joint Parish Beat Update report from PCSO Michelle Jones for the Winwick Ward and from PCSO Neil Potter for the Peel Hall Ward, covering the period July to September 2026.

Winwick Ward

PCSO Jones had reported the following headline figures

- Reported Burglaries = 1
- Reported Criminal Damage = 1
- Reported Theft of Motor Vehicles = 1

Additional information was provided as follows:

- The SID device would be deployed to Hollins Lane and Newton Road
- Speed Enforcement with the Camera would be conducted this week on Lumber Lane and Hollins Lane
- Street of the week had been conducted on Browning Drive linked to reports of ASB involving e-bikes
- Speed monitoring with the handheld gun was planned for Myddelton Lane (there being no site code here to use the enforcement camera) and monitoring was planned of the parking issues that were being reported.
- Parking issues had been monitored on Falcondale with Parking Advisory Notices given, as appropriate.

Peel Hall Ward

PCSO Neil Potter had reported the following

Throughout the month, patrols had been conducted on foot of Peel Hall Park and the surrounding area including Mill Lane, Radley Lane, Dundee Close and Kinross Close. There had been no issues identified on these patrols.

The Police were aware of issues with electric and petrol bikes and this matter was being looked into by the Warrington North Team. The Constabulary was currently gathering intelligence on this issue and advised that any information should be reported to them via 101 quoting #OpScrambler.

Surgery Dates

Surgery dates, between 10-11 am, on Fridays, at Winwick Community Centre were noted as below :

- 2 October
- 23 October
- 13 November
- 4 December

Councillor Lavender noted that the report had been produced prior to the recent attempted robbery on Winwick Park.

Councillor Mann commented that the speed cameras used in Burtonwood and Westbrook belonged to the Police, rather than the Parish Council.

Councillor Meager indicated that the gateway sign for Houghton Green had been taken away. Councillor Mann confirmed that it had been removed legitimately by Warrington Borough Council and would probably be replaced. For the benefit of the new councilors, Councillor Mann outlined Winwick Parish and its ward boundaries on the large projector screen. He also highlighted Houghton Green village and explained that it was split between Winwick and Poulton with Fearnhead Parish Councils

Decision – To note the Parish Beat Update report provided.

WPC.51 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 – 27/07/26, 03/08/26, 10/08/26, 17/08/26, 24/08/26, 07/09/26 and 14/09/26

2. E-mail from Phil Perry, Democratic Services Assistant, Warrington Borough Council, about the inaugural Wilder Cheshire Awards, organised by the Cheshire & Warrington Local Nature Partnership, which would recognise individuals, schools, businesses, farmers and community groups making a positive difference for nature and inspiring others to take action. Entries were due to close on 13 September 2026, with winners to be announced at a celebration event later this autumn – 29/07/26

3. E-mail from Danny McGuire, Licensing Team, Warrington Borough Council, about a consultation on the Council's Draft Pavement Café Policy, which was due to close on 7 September 2026 - 29/09/26

4. E-mail from the Environmental Crime Team, Warrington Borough Council, about a consultation on proposals to renew and extend the Borough's Dog Control Public Spaces Protection Order (PSPO). The consultation was due to close on 30 September 2026 – 07/08/26

5. E-mail from Adam Keppel-Green, Town Clerk, Knutsford Town Council, about a half day training course with grant funding expert Stephen Wright, which was due to be held on 14 September 2026. The training “How to Write and Develop Exceptional Grant Funding Applications” aimed to help people develop winning grant funding applications – 03/08/26

6. E-mail from resident, JR, expressing safety concerns about wagon drivers frequently ignoring the sign on Delph Lane near the cattery giving directions for deliveries to the Peel Hall development site. A recent incident had resulted in a disagreement over a blockage to the road, with the wagon driver expecting the resident to reverse around the bend to allow the wagon to pass. The resident had provided the registration number of the vehicle and had asked if the Council would pass this on to the developers, or alternatively to provide him with their contact details – 07/08/26

7. 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, 13 and 20 August and 10 and 17 September 2026 and a Town Police and Clauses Act Notice relating to MELA which was due to take place on Sunday 6 September 2026. – 11/08/26, 18/08/26, 03/09/26, 08/09/26 and 15/09/26

8. Copy of an e-mail from Cllr Andy Griffiths, Chair, Winwick Parish Council, to Niki Gallgher, Development Manager, Warrington Borough Council, about co-ordinating plans for use of s106 funding from Bellway Homes, the developers of the St Oswald Place site off Golborne Road – 18/08/26

9. E-mail from the Climate & Sustainability Team, Warrington Borough Council, encouraging Parish Councils to support residents and community organisations around energy schemes including:
    - Warm Homes Local Grant - with delivery taking place across 2026/27 and 2027/28. The scheme, managed by Cheshire East Council, aimed to improve the energy performance of eligible homes by funding measures such as insulation, double glazing and solar panels.
    - Switch Together - A fourth round of Switch Together had just been launched. The group buying scheme allowed residents to explore whether installing solar panels would help them to generate their own clean energy and reduce their energy bills.
    - Community Energy - Great British Energy had recently highlighted the important role that communities could play in developing local renewable energy projects and reducing energy costs. Potential funding opportunities might become available in the future to support feasibility studies for projects such as rooftop solar photovoltaics (PV) on community buildings. – 18/08/26

10. E-mail from Adam Keppel-Green, Town Clerk, Knutsford Town Council, promoting a training session on 30 September 2026, leading to the LANTRA award 'Traffic Management for Community Events'. The session was aimed at organisers or individuals that had responsibility for the traffic management of organised community events, working in conjunction with local highway authority, staff involved in the organisation or approval of these events and/or event stewards, where duties might include guiding vehicles, maintaining emergency routes, erecting signs and notices, dealing with pedestrian control, etc. – 19/08/26

11. E-mail from Liz Corfield, Personal Assistant, to Dan Price, Cheshire Police and Crime Commissioner, about a meeting providing an update on the work and projects that the PCC and his office had been involved in over the last 12 months. The session was due to be held between 18:00 – 19:30 on Wednesday 23 September 2026, at the Council Chambers, Runcorn Town Hall, Heath Road, Runcorn, WA7 5TD – 28/08/26

12. Website enquiry form from a resident, RR, about the Ladies Walk footpath that ran between Hollins Lane and Newton Road, which had been blocked at the Newton Road end by the planting of shrubs and the removal of the footpath signpost. The resident had asked if the Council could remove the shrubs and replace the signpost – 19/08/26

13. E-mail and letter from Denise O'Hare on behalf of Jenny Allcock, Founder and CEO of Creating Adventures, a Warrington-based charity which provided social and life-skills opportunities for adults aged 18 and over who were neurodivergent, helping them to develop confidence, independence, friendships and valuable skills within a safe and supportive environment. The e-mail sought information about suitable accommodation to allow the organisation to expand its base of operations – 07/09/26

14. E-mails from Councillor Alicia Edwards, Chair of Culcheth and Glazebury Parish Council, inviting parish councillors from Culcheth & Glazebury, Croft, Winwick and Burtonwood & Westbrook Councils to a joint public planning information meeting at Croft Memorial Hall on Wednesday 30 September 2026, from 8.00pm to 9.30pm – 11/09/26 and 17/09/26

15. Website enquiry form from resident, PC, asking if the Council had made any representations regarding the application to knock down Peel Cottage, Radley Lane, Houghton Green and build 7 new houses. The resident had included a copy of her comments submitted in which she did not object to the application as long as the developer came to an agreement with Vistry to use their new roads to access the site. She raised a number of concerns about unsuitable access and safety matters in respect of Radley Lane -16/0926

16. Networking e-mail from Benn Minshall, Clerk and Responsible Financial Officer, Stockton Heath Parish Council, seeking information about the disposal of sharps in relation to a community group's use of its facilities and copies of various responses received – 16/09/26 and 17/09/29

17. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-

    - Arien Signs Ltd – notice boards and signs
    - Clear Councils - Insurance
    - CloudyIT – IT solutions
    - Futurform – outdoor seating
    - Healthmatic – public toilets
    - ONH - planning consultants
    - Severnside Defibs and Training Ltd - AEDs

- Sutcliffe Play – outdoor play equipment
- We Find Any Learner – training courses
- Waht3words – location and visitor directions

In connection with Issue 6 – Construction Traffic Using Delph Lane, Councillor Mann highlighted that the prescribed route for access to the Peel Hall development was past Aldi and Costa Coffee and along Poplars Avenue. For the Mill Lane development the route was along Blackbrook Avenue. There should be no construction traffic movements along Myddleton Lane or Delph Lane. However, it was known that some contractors were ignoring the restrictions. Councillor Mann regularly took photographs of vehicles infringing the rules and sent these on to Vistry. Overall, the speed and volume of trucks remained a concern. The Chair had been asked to forward details of this resident's complaint to his contact at Vistry.

Councillor Meager raised a concern that when the development was complete cars would use a cut-through to access and exit the estate. Councillor Mann commented that the situation had already been identified and that it was intended to configure this access point as a bus gate only with automatic number plate recognition (ANPR) cameras, so that other vehicles could not use it as a thoroughfare.

Councillor Mann commented that Radley Lane from Mill Lane towards Peel Hall was now owned by Vistry

Regarding Issue 12 – Ladies Walk, Councillor Mann indicated that he believed that the footpath sign was still in situ, denoted by a green acorn, and that the path remained accessible. However, he would ask the Battle of Winwick Society to keep the site under observation.

With regard to Issue 14 – Planning Matters Meeting, Councillor Mann reported that he and Councillor Griffiths were aware of the proposed meeting on 30 September 2026 between north Warrington parishes and other interested parties. Councillor Mann was due to attend this meeting on behalf of the parishes of Croft and Winwick. He also provided an illustration on screen of the proposed development sites using the projection equipment.

In connection with Issue 15 – Demolition of Peel Cottage, Councillor Lavender enquired about what action the resident was seeking from the Council. The Clerk indicated that the resident had asked if the Council intended to respond to the consultation. The resident had not objected to the demolition, but had expressed concerns about the traffic and safety implications of any development along Radley Lane. Councillor Mann undertook to look into the detail of what was being proposed in the planning application, which was reported elsewhere on the Agenda, at Item 9 (Issue 17).

On the general matter of correspondence, Councillors noted that Royal Mail postal deliveries in the area were becoming unreliable. This was a particular concern in respect of elderly residents who might not have access to e-mail and online information and were potentially at risk of missing important NHS appointments due to delayed post.

Decision

(1) To note the correspondence submitted to the Parish Council.

(2) To request the Clerk to write to Charlotte Nichols MP to express concern about the current unreliability of Royal Mail postal deliveries and the potential implications for residents' healthcare.

WPC.52 Planning Matters

The following planning matters were reported:

General Correspondence

1. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 27 July and 18 September 2026 – 03/08/26, 10/08/26, 17/08/26, 24/08/26, 01/09/26, 07/09/26, 14/09/26 and 21/09/26

2. Copies of e-mails from Councillor S Mann to ENTG Enforcement, Warrington Borough Council, and St Helens Council, about possible breaches of planning conditions in relation to the drainage infrastructure currently being implemented as part of the Parkside Phase 1 development, particularly the approved surface water outfall adjacent to Hermitage Brook and the Registered Battle of Winwick Battlefield – 31/07/26 and 12/08/26

3. Copy of an e-mail from Councillor S Mann enclosing a confidential note of meeting held on 12 August 2026, with Charlotte Nichols MP, Norman Partington from Croft PC, Matt Smith ward Councillor for Croft, Culcheth & Glazebury and local residents concerned about proposed developments in Croft, Culcheth & Glazebury – 12/08/26

4. Copy of an e-mail from Councillor S Mann about his proposed attendance at a Preliminary Joint Area Meeting regarding the Tritax Big Box ILPN RFI development due to be held on 24 August 2026, at 14.30 at the Travel Lodge Conference Room, Newton Road, Lowton. WA3 1HD. Attendees were to include Jo Platt, MP for Leigh, and representatives of Wigan and Warrington Councils and various Parishes, Lowton East Neighbourhood Development Forum (LENDF), Lowton West, and Lane Head South Residents Group (LHSRG) – 12/08/26

5. Copy of an e-mail from Councillor S Mann seeking approval to a draft of an objection submitted on behalf of Winwick Parish Council to Planning Application No. 2026/00773/OUTM – Turret Hall Farm, Croft. Copies of responses from Winwick Parish councillors were also received and a formal objection was then submitted by the Clerk on 25 Augst 2026 - 19/08/26

6. E-mail from the Planning Policy Team, St Helens Borough Council, reminding neighbouring authorities that a Notice of Intent to Commence (Regulation 19) and the Local Plan Timetable (Regulation 4) had been published on 30 June

2026 in accordance with the new Regulations. That Council was required to undertake this Scoping Consultation (Regulation 20), prior to passing through Gateway 1 Self-Assessment by 13 November 2026, which marked the start of the formal plan making process. A consultation would run from 1 September 2026 until 5pm on 6 October 2026 in respect of the following:

- Scoping Consultation
- Strategic Environmental Assessment (SEA) Scoping Report
- Call for Sites

- 01/09/26

7. Copy of a confidential e-mail chain provided by Councillor S Mann about the proposed timeframe for submission of the planning application for the Phase 2 development on land off Golborne Road, Winwick – 07/09/26

8. Copy of an e-mail from Councillor S Mann enclosing information provided to Croft Parish Council on behalf of Peel Land about their proposals for a new, modern manufacturing and employment campus at Haydock Point in St Helens, just off Junction 23 of the M6, south of Haydock Park Racecourse. 25/08/26

Domestic Planning Applications

9. Application No: 2026/01039/NMA 9
Location: Golborne Road, Winwick, Warrington, WA2 8SY
Proposal: Proposed amendment to dormer roof from hip to gable on approved application 2023/00584 (House Extension)
Consultation End Date: 27-08-2026

10. Application No: 026/01059/FULH
Location: 14 Chesterton Drive, Winwick, Warrington, WA2 8XF
Proposal: Single storey rear extension
Consultation End Date: 09-09-2026

11. Application No: 2026/01104/FULH
Location: 81 Browning Drive, Winwick, Warrington, WA2 8XL
Proposal: Single storey rear extension
Consultation End Date: 15-09-2026

Non-Domestic Planning Applications

12. Application No: 2026/00969/SCR
Location: Land East of Golborne Road, Winwick, Warrington
Proposal: EIA Screening Opinion request for up to 250 dwellings, areas of public open space and associated infrastructure/works
Consultation End Date: 17-08-2026

13, Application No: 2026/00962/NMA
Location: Land At Peel Hall, Warrington
Proposal: Non-material amendment to 2025/00534/REMM to amend the wording of Condition 1 which relates to approved drawings, including tree constraint plans

Consultation End Date: 17-08-2026

14. Application No: 2026/00968/NMA
Location: Land At Peel Hall, Warrington
Proposal: Proposed amendment to the wording of Condition 51 (Characterisation and Remediation and Verification) on application 2025/00745 (Mixed use development)
Consultation End Date: 17-08-2026

15. Application No: 2026/00828/FUL
Location: Land At Hermitage Green, Golborne Road, Winwick, Warrington, WA2 8UG
Proposal: Proposed monument with two cast-iron framed bench seats and three information signs
Consultation End Date: 01-09-2026

16. Application No: 2026/01085/PIP
Location: Vacant Land to The South of Delph Lane, Warrington
Proposal: Permission in Principle for up to 2 no. dwellings
Consultation End Date: 14-09-2026

17 Application No: 026/01017/FUL
Location: Peel Cottage, Radley Lane, Winwick, Warrington, WA2 0SY
Proposal: Proposal: Demolition of the existing house and outbuildings at Peel Cottage and redevelopment of the site to provide 7 new dwellings, comprising 4 x 3-bedroom semi-detached and 3 x 5-bedroom detached properties with associated parking, visitor car parking, landscape, and improved access from Radley Lane.
Consultation End Date: 29-09-2026

Councillor Mann commented that Issues 12, 13, 14 and 17 concerned matters linked to on-going large-scale planning applications at Golborne Road and Peel Hall.

Regarding Issue 12, the Borough Council had now determined that a separate Environmental Impact Assessment (EIA) was not necessary.

In connection with Issue 16, Councillor Mann reported that he had objected to this development, which was on a Grey Belt site.

In respect of the Issue 7, and the recent public consultations about the Phase 2 development of land off Golborne Road (St Oswald's Place), Councillor Mann indicated that it was understood that the application would be live with effect from next week.

Councillor Mann commented that although the current Local Plan did not envisage any further development in Winwick, speculative proposals were now being submitted by developers, as Warrington was not currently meeting its hosing targets. In particular, there were delays by Homes England to a large scale housing development in South Warrington and the planned development at Fiddler's Ferry

had not yet materialised. If new planning applications were refused it was likely that Warrington Borough Council's decision would be overturned on appeal. In addition, the Government had increased housing targets, provided guidance on the use of Grey Belt land and had limited the powers of Planning Committees.

The Clerk added that the Town and Country Planning (Discharge of Local Planning Authority Functions)(England) Regulations 2026, coming into effect on 31 October 2026, defined applications as Schedule 1 or 2 applications. Schedule 1 applications were required to be determined by a planning officer, whereas Schedule 2 applications could be determined by the Planning Committee in certain limited circumstances.

Councillor Mann indicated that he believed that the Parish Council should object to the Golborne Road Phase 2 development. He noted that underlying the legislative changes was the Government's desire to encourage house building. Councillor Rennison commented that this ambition took no account of the lack of infrastructure in within communities, including NHS services, roads and utilities. Councillor Mann added that this was compounded by the lack of tangible benefits from the s106 monies received.

Decision –

(1) To note the planning matters raised.

(2) To approve the submission of a formal objection to the Golborne Road (Phase 2) planning application, when published.

WPC.53 Update on Major Planning Developments

Major planning developments had been discussed earlier in the meeting (Minute WPC.52 refers).

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

WPC.54 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 summary of profit and loss against the Council's Budget for both the Community Centre and Parish Council as at 31 August 2026.

Mrs Hinkins introduced the report, which included the following information.

In August £16.9k of income had been received through the Community Centre. This was made up of the following income streams which were denoted against target figures:

Bar Sales

Bar sales had missed the target by £2.3k in August, missing a straight monthly split by £3.6k. This contrasted with July, when a significant profit had been achieved. Overall, the Centre remained ahead of the year to date target by £1.2k, which was some £5k better than the previous year. Members were reminded that during the period September 2025 to March 2026 in the last financial year the Centre had slipped into an overall loss of approximately £30k. Mrs Hinkins was optimistic that the this would not recur in 2026/27.

	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	£17,271.58	£22,052.31	£10,419.86	£0.00
P/L	-£65.66	-£426.16	-£3,643.88	6,751.19	-5,236.24	
	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 average bar sales for each day of the week were as follows (with the report highlighting via colour coding those figures which were either on target or above target):

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Overall average	£189.85	£214.68	£324.13	£289.79	£632.51	£1,415.20	£534.38

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
June Average	£137.42	£237.80	£288.73	£215.86	£982.82	£1,832.12	£519.85
July Average	£218.96	£266.49	£669.82	£318.39	£790.99	£2,323.44	£477.19
Aug Average	£217.40	£149.68	£174.94	£304.03	£215.59	£919.19	£268.18

Room Hire Sales and Occupancy Levels

Room hire sales had exceeded the target by £2.1k in August, exceeding a straight monthly split by £116.83. Generally, room hire appeared to be picking up.

	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	£4,522.00	£6,022.50	£5,533.50	£0.00
P/L	-£65.66	-£426.16	-£3,643.88	£6,751.19	£5,326.24	
	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 for each day of the week were as follows (with the report highlighting via colour coding the percentage of occupancy achieved):

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
annual average	13.23	17.14	16.05	12.52	8.86	22.73	12.68

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
JUNE ave	13.20	15.40	15.50	13.25	13.75	22.75	18.50
JULY ave	17.25	19.00	15.80	12.50	9.20	24.50	14.25
AUG ave	14.40	14.00	17.50	10.00	11.00	26.40	4.20

Room hire statistics were showing that for the 39.87% of rooms utilised, 24.78% of the hours available were 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%
June	45	55	52	152	360	42.22%
July	47	59	52	158	372	42.47%
Aug	45	57	42	144	372	38.71%

	Hours utilised	Total hours availability	%
April	403	1784	22.59%
May	450	1840	24.46%
June	478	1784	26.79%
July	487.5	1848	26.38%
Aug	435	1836	23.69%

Councillor Lavender enquired if the table advertisements in the plastic holders now referred to the venue as a community centre. Mrs Hnkins confirmed that these had been updated. When not in use, they were stored in the chess equipment cupboard. Copies were also on display in the toilets in poster clipboards. Councillor Lavender asked if the advertisements could be displayed on quiz nights.

Field Hire

Field hire sales had exceeded target by £260.60, but had missed a straight monthly split by £560.00

	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	£788.00	£767.00	£815.00	£0.00
P/L	-£65.66	-£426.16	-£3,643.88	£6,751.19	-£5326.24	
	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 was showing a £5,326.24 loss for August. This put the Centre at a loss of £2,726.45 on the year to date which was an improvement of £5,039.00 on the previous year.

Parish Precept

There had been £9k of expenditure against the precept in August. The Council had incurred £57.1k of expenditure against the precept on the year to date.

Community Allowance

August's community allowance was as summarised below:

Summary

Item	Cost
Bingo	£456.00
Forget me not café	£504.00
Community meetings	£385.00
Parish events	£490.00
PTFA events	£420.00
Borough surgery	£140.00
Parish meetings	£487.50
Quiz nights	£1,000.00
Beer festival	£800.00
Carnival	£200.00
Christmas tree	£0.00
Sports	£1,225.00
Total	**£6,107.50**

Additional costs - events

Item	Cost
April	£25.00
May	£125.00
June	£25.00
July	£300.00
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	**£475.00**

Total used
£9,417.50

Football clubs

Month	Sessions	Total hours used	Value
April	1	2	£60.00
May	1	3	£90.00
June	5	28	£840.00
July	7	55.5	£1,665.00
Aug	2	6	£180.00
Sept			£0.00
Oct			£0.00
Nov			£0.00
Dec			£0.00
Jan			£0.00
Feb			£0.00
Mar			£0.00
	16	**94.5**	**£2,835.00**

Councillor Lavender asked if a charge was made for room hire for funerals and was this charged differently if the bar was not opened. Mrs Hinkins confirmed that if the bar shutter remained closed due to religious observance an additional fee of £100 was payable to account for loss of bar sales.

Councillor Lavender asked the Centre's net loss for August, in the sum of £5.3k, was

due to the CCTV replacement. Mrs Hinkins indicated that the new CCTV equipment had only just been installed today, so was not included in the current figures, In any event, the upgrade was on a 'lease to own' finance arrangement payable over a number of years.

Additional Items

1) Playground Repairs

The in-house repairs and repainting remained outstanding. 2 rockers were to be removed and replaced. Flooring near the roundabout would need to be resurfaced. The formal inspection report had recently been received and had identified missing seat foam, as well as the repairs identified above.

2) Entrance Gates

Progress had been delayed on the fences/gates. There remained 5 fences and 3 gates to paint, plus the 2 gates that had been started to finish. Work on this would continue when possible, as weather conditions had not previously been suitable to allow this.

3) Main Hall

Given the adverse weather, work had shifted indoors to staining the seating on the Main Hall and stripping the green coloured doors to be stained.

4) Quotes

SKY TV – The Operations and Finance Officer had been asked by the Management Group to seek an updated SKY TV quote, due to the large number of matches on SKY compared to TNT.

The lowest quote was £1,063.50/month, fixed for a 12 month period.

The opinion of the Operations and Finance Officer was that this product remained unaffordable.

Events

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

- Hounds North West (16/08/26) = -£25.13
- Redeemed Christian Church of God (RCCG) (29/08/26) = £324.65
- Funday (30/08/26) = £321.66

Councillor Lavender requested that more large prosecco bottles should be available for the main quiz nights. Mrs Hinkins confirmed that the shortage last time had been noted and that more had been ordered for the next event. Small bottles remained available if the large bottles ever ran out again. Councillor Lavender also asked

about supplies of branded gins, such as Tanqueray (green bottle) or Bombay Sapphire. Mrs Hinkins had individually purchased the previous gin bottle, but would look into whether these could obtained via the usual supplier.

Councillor Lavender asked if the Centre Manager had spoken to the German Shepherd event organiser to advise that dogs should be kept on leads and about the need to pick up if dogs fouled the field. Mrs Hinkins confirmed that Mr Wharton had undertaken to send an e-mail to the event organisers. The Chair added that the situation would continue to be monitored. Councillor Rennison considered that, as this was a regular show, the organisers would be well aware of the standards that needed to be maintained. Mrs Hinkins added that, based on previous experience, the participants at the event were normally considerate, but it might be that new members had joined recently.

Councillor Mann enquired if the Centre a had an official e-mail address with a Council domain name. Mrs Hinkins responded that the matter was being dealt with by Councillor Griffiths.

Councillor Rennison commented that an acquaintance had held their 80th birthday party at the Centre in July. She was aware that a band linked to the birthday party hirer was looking to hire a meeting room on a weekly basis. Mrs Hinkins responded that availability might depend on the day of the week preferred. Wednesdays and Thursdays evenings were often fully booked. She advised that the enquirer should contact the Centre Manager directly, who would be in a position to offer the best fit for the customer's needs.

Bingo

Bingo had been on-going every Tuesday and had resulted in a small profit to put back into covering overheads.

Month	P/L
April	£48.70
May	£15.85
June	-£3.42
July	£59.99
Aug	£31.75
Total	**£152.87**

Payments made since those reported at the last Council meeting on 28 July 2026

Payments Community Centre		
14Sep2026	£540.17	T&JT Barton
14Sep2026	£716.73	Water Plus Limited
11Sep2026	£66.60	Easyflow ltd
07Sep2026	£1,039.88	T&JT Barton
01Sep2026	£44.41	RIJO
01Sep2026	£135.60	Clear Brew

01Sep2026	£772.87	T&JT Barton
28Aug2026	£336.00	Aquila Heating Ltd
28Aug2026	£44.40	Easyflow ltd
24Aug2026	£2,532.79	T&JT Barton
17Aug2026	£2,012.62	T&JT Barton
11Aug2026	£66.60	Easyflow ltd
Payments Parish		
11Sep2026	£280.00	David Hannan
21Aug2026	£2,876.14	Chsh. Pension Fund
21Aug2026	£4,103.37	HMRC Cumbernauld
17Aug2026	£195.00	Gardenia Gardens
Direct Debits Community Centre		
03Sep2026	£305.41	TNT SPORTS
01Sep2026	£776.00	WBC
24Aug2026	£1,411.00	BRITISH GAS
20Aug2026	£187.60	GASKELLS WASTE
19Aug2026	£60.66	BRITISH GAS
Direct Debits Parish		
08Sep2026	£30.00	PAYZONE
07Sep2026	£1,233.12	PUBLIC WORKS LOANS
04Sep2026	£46.80	XERO UK LTD
01Sep2026	£44.09	PAYZONE
31Aug2026	£27.25	Service Charge
27Aug2026	£30.00	PAYZONE
19Aug2026	£509.49	WORLDPAY
17Aug2026	£516.41	LLOYDS BANK PLC
12Aug2026	£2,586.39	HMRC E VAT

Management Group Update

A Management Group Update was provided following its meeting held on 7 September 2026.

(1) Updates from Pervious Report

Name change progress – signs and paperwork had been updated with new name – foot mats for the entrances had now been implemented – Item complete

Repairs – Electrical repairs to be the priority – new fuseboard required for Cellar and sockets to be made safe. - due Saturday 26 September

Radiator temperature controls - to be implemented before winter – due Thursday 10 September – work had already started on this.

HMP Thorn Cross redecorating – paused due to issues at the prison – work potentially to be completed by Mrs Hinkins and KZ

Equipment to purchase – folding tables for field – item outstanding. – held until next year

Newsletter – October letter currently being put together.

Event gaps – Paul Wharton and Councillor Griffiths sorting bands for October and November

Meeting dated 7 September 2026

Attendees: Cllr Griffiths, Cllr Herron, Clare Hinkins, Paul Wharton

Playground – Mrs Hinkins noted the report from the Wicksteed inspection was now available and it had highlighted the need to remove 2 rocker pieces and to fix the roundabout flooring. She undertook to arrange the removal of the rockers. Councillor Griffiths reported that he was liaising with a Parkside contractor to update flooring on the play areas.

Band nights – it was noted that Total disco were lined up for 18 September (NB. ultimately this had to be cancelled due to illness). The band had also enquired about doing an event of their own at a later point. It was suggested that December might be a good option. Paul Wharton undertook to speak to the Geehler band about a date in October and Councillor Griffiths undertook to source a band for November.

New Years Eve – it was decided that the Centre would put on a New Years Eve party which would include a quiz as per last year. It was further decided that the ticket price would remain at £5 per ticket and that people could bring their own food. It was agreed that there would be no raffle at the New Year event and that the Play Your Cards Right prize would be based on monies taken on the night and not include monies from previous quizzes. Poster and ticket design should be provided to Mrs Hinkins by 1 November so the Centre could get tickets printed and start advertising in early November.

Decorating and repairs – Councillor Griffiths undertook to sort the internet connectivity so that there was an independent staff login for the management to use for printer and cloud-based management tools.

Cllr Griffiths undertook to install the updates to the radiator thermostats.

Mr Wharton undertook to finish off the wood around the seating areas in the Main Hall. Mrs Hinkins undertook to strip and reinstate the wood effect on the Main Hall doors. She would also discuss with Kate the repainting of the Countryside Suite with Vinyl Silk paint to make the walls wipeable. The Countryside Suite would be the first of the rooms to undergo repainting, with a plan to be put together for finishing the rest of the Centre.

Advertising –

Website updates – Mr Wharton undertook to take some room hire set up pictures for the website. Mrs Hinkins reported that the Centre had some pictures on the check-ins from a 50th birthday which could be used, providing that the room dresser was credited.

Social media – Due to asking Kamil to undertake the setting up of a tiktok account to attempt to reach a younger demographic, it was decided to bring the advertising back in house. This would allow for a more co-ordinated approach with the new types of social media and avoid duplication. The Management Group expressed its appreciation for the work that Councillor Lavender had put in to improving the provision so far and the Centre staff hoped that they could build on her work to extend the venue's reach.

Mrs Hinkins outlined key elements of the report as presented above.

Councillor Mann asked if the radiator controls had now been fitted in the Millennium Room, as the room seemed particularly warm. Mrs Hinkins undertook to check.

Councillor Lavender asked if progress had been made in obtaining black polo shirts for staff to be worn as a Community Centre uniform. Mrs Hinkins did not recall this action being discussed previously, but would look into the request. Councillor Mann commented that the number of shirts allocated to staff members would depend on their hours worked. Mrs Hinkins added that this arrangement would probably require a minimum of two garments per person.

Councillor Lavender raised the issue of the New Year's Eve party. Mrs Hinkins outlined the ticketing and prize money details, as set out in the report.

Councillor Lavender sought further information about the changes proposed to advertising. Mrs Hinkins highlighted the proposal to engage young people via tiktok to complement the other platforms already in use, including Instagram and Facebook. Mrs Hinkins would take on board the responsibility for future advertising, streamlining the process and reducing the pressure on Councillor Lavender's time. Mrs Hinkins had understood that this decision had already been communicated to Councillor Lavender via Councillor Griffiths. She apologised if this had not in fact occurred. Councillor Lavender asked if the new arrangements would cover all upcoming events. Mrs Hinkins confirmed that all events would be covered.

Councillor Herron asked if the pizza van could be booked, as the preferred caterer for the next quiz night.

Councillor Mann noted that a new advertisement for football dates had been produced by Councillor Griffiths, which included the Community Centre's new logo.

Councillor Mann also enquired if the Centre had sufficient staff for its operation. Mrs Hinkins reported that there had been some recent changes to staffing, but that this could be manged. Councillor Mann queried whether the job descriptions for new recruits could be updated to include the changing needs of the Centre. Mrs Hinkins

confirmed that no further recruitment was being considered at the moment. Councillor Mann asked if new job descriptions could be developed in preparation for any future turnover of staff. Mrs Hinkins noted this request, but indicated that her current priority was to consider the precept and budget models for 2027/28.

Speed Indicator Device (SID)

The recent deployment for Myddleton Lane, both the far side of the bridge and near the park, had provided the following statistics:

Far Side of Bridge

Myddleton Lane deployment had seen a total of 49,947 cars over the 43 day deployment (23/06/26 – 04/08/26). This broke down to approximately 1,161.5 cars per day utilising this route. The fastest cars travelling this route were in the 90mph bracket (0.01%). The percentage breakdown of speeds were as shown below:

	under 40	**40**	**50**	**60**	**70**	**80**	**90**
00:00-24:00	13.17%	69.45%	16.39%	0.86%	0.11%	0.01%	0.01%

The majority of cars were travelling in the 40mph bracket.

Close to Park

Myddleton Lane deployment had seen a total of 76,412 cars over the 40 day deployment (07/08/26 – 16/09/26). This broke down to approximately 1,910 cars per day utilising this route. The fastest cars travelling this route were in the 70mph bracket (0.01%). The percentage breakdown of speeds were as shown below:

	under 20	**20**	**30**	**40**	**50**	**60**	**70**	**80**	**90**
00:00-24:00	3.26%	20.10%	53.83%	9.80%	0.45%	0.03%	0.01%	0.00%	0.00%

Despite being marked as a 20mph zone the majority of cars were travelling in the 30mph bracket.

Decision –

(1) To note the Finance Officer's update report, including the Budget Review 2026/27 at the end of August 2026, profit and loss analysis for the Community Centre, room usage, Council expenditure, community allowance usage, additional items, quotes, events financial analysis, list of payments made, Management Group update and SID report.

(2) To request the Operations and Finance Officer to review the job descriptions for new bar staff in January 2027.

WPC.55 Library Box – Winwick Park Estate

Councillor Mann reported that there had been a discussion at a previous Council meeting about the possible siting of a library box on the square in Winwick Park estate. The Council's decision on 27 January 2026 had been not to approve the installation of a library box. At that time the box had already been purchased and was being kept in a resident's garden. They had then installed it on the sqaure. Councillor Mann apologised if this had caused some concern. He had observed that the fixings for the box were strong and its installation was sturdy. He invited Members to consider whether they were happy for the box to remain in situ.

Mrs Hinkins raised concerns that the fixings did not appear to be strong enough to secure the box in place. Councillor Mann was of the view that the box installation was safe. Councillor Lavender added that she was happy for the library to remain, as it had the advantage of always being open for residents.

The Chair suggested that the Council be given time to consider the implications of the continued installation. In particular, it might be prudent to appoint an independent competent person to inspect the installation. The fact that the installation had not been agreed in advance had left the Council in a difficult position. This should not have occurred. Councillor Mann commented that the library box could be adopted by the Council and would then acquire public liability cover under the Council's insurance in the event of an injury.

Mrs Hinkins reiterated her concerns and commented that, if an individual were to hang off the box, it might not be sufficiently safe. Councillor Mann asked if the Clerk had a view. Julian Joinson, responded that he had not seen the box personally and was not, therefore, in a position to comment whether the unit had been correctly secured.

The Chair indicated that he was not in favour of immediately removing the box, but that it should be inspected. Mrs Hinkins considered that a risk assessment should be undertaken to ascertain if it presented a hazard. A similar risk assessment had been undertaken regarding the bookcase in the corridor of the Centre and had revealed that the unit needed to be secured to the wall. Councillor Mann responded he had considered various guidance available and understood that risk management should be proportionate.

Councillor Mann MOVED that the library box be adopted. The motion was not seconded.

Councillor Meager noted that it would be difficult to adopt the box without evidence that it was safe. Mrs Hinkins added that the public liability insurance was unlikely to cover the library box, if it had not been installed correctly. Councillor Mann indicated that the Council's insurance should cover unforeseen accidents. Mrs Hinkins was concerned that an accident might be deemed as foreseeable, if the Council was negligent about whether the box presented a risk. Councillor Mann undertook to provide further details about risk management and the potential liability of the Council.

Decision

(1) To defer a decision on adoption or removal of the library box on Winwick Park estate until the next meeting of the Council and that the Clerk include a suitable item on the Agenda for that meeting.

(2) To request that Councillor Mann provide further information in support of his assertion that the library box does not present a significant health and safety or financial risk to the Council and will be covered by the Council's existing public liability insurance.

WPC.56 Ward Reports / Updates

Winwick Ward

Councillor Lavender mentioned that the notice board outside Winwick CE Primary School required updating.

Councillor Herron referred to his e-mail circulated yesterday evening to Members regarding a proposed application to be submitted by Winwick Spartans FC to Howdens Gamechanger Programme, regarding for funding for a refurbishment of the kitchen in the Community Centre. The matter had been discussed with Terry Dunn of Winwick Spartans FC. A joint application with the Parush Council would be required in order for the bid to be eligible. Some initial comments had been received from Councillors Griffiths, Mann and Meager in favour of the proposal, provided that some safeguards were built into the arrangements. Councillor Lavender commented that the football club should not be entitled to any free services as a result of this offer, nor should the kitchen be exclusively for the club's own use. It was also worth exploring whether the Centre could negotiate a percentage of any profit on sales arising from the club's use of the kitchen.

Councillor Herron considered that the refurbishment would improve the Centre overall, not just for the football customer base.

Councillor Lavender asked if the development would involve the gutting the kitchen completely. Councillor Herron responded that this was not clear. Funding would only be offered for up to 100 schemes nationally. It was noted that Mr Dunn was a builder and it was likely that his workforce would be able to undertake much of this task. Mrs Hinkins noted that the bidders would be required to take photographs of the room and send in scale drawings of the proposals.

Councillor Lavender asked if the kitchen in the Radey Suite would also be refurbished. Councillor Herron indicated that this area had not yet been considered.

Councillor Herron indicated that Winwick Spartans FC were seeking a second container to be located next to the existing one. There was sufficient space at the proposed location. The new container would be used for the wheelie bins. There should also be space for the Christmas tree in one of the containers, freeing up space in the garage. Mrs Hinkins noted that this might then enable the garage to be repurposed.

Peel Hall Ward

Councillor Rennison indicated that she had recently met the play area construction company for the new play equipment in the vicinity of Radley Common. The Friends of Peel Hall Park had also described their complementary activities in the park. The plans for the play area site looked good and construction would start when 400 homes had been completed and the existing community centre had been demolished. However, having spoken to Vistry, they had indicated that the new play areas would be arranged by Angus Lord at Warrington Borough Council. The Friends of Winwick Park were concerned that this might mean that the equipment installed would be of a lower specification than the original design.

Mr Joinson confirmed that the community centre in Peel Hall was owned by the Borough Council. Councillor Mann reported that the replacement building would just be changing rooms, rather than a community meeting facility. Councillor Rennison expressed concern that the s.106 money would be used by the Borough Council to build three inferior play areas, rather than one excellent site.

Decision –

(1) To note the ward updates provided

(2) To approve the submission of a joint bid with Winwick Spartans FC, to Howdens Gamechanger Programme, for kitchen refurbishments at Winwick Community Centre.

(3) To approve the siting of an additional container for use by Winwick Spatans FC adjacent to the existing container in the Community Centre car park.

(4) To request that Councillor Mann write to Anguis Lord at Warrington Borough Council to ascertain the plans for play areas in Peel Hall.

WPC.57 Date and Time of Next Meeting

Decision – To note the date of the next meeting on 27 October 2026 at 7.30pm.

WPC.58 Exclusion of the Public (including the Press)

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

WPC.59 Finance Officer's / Clerk's Report - Confidential Matters

(a) Debtors

The were no debts over 90 days. There were five debts recorded in the range 30-89 days. One of the debts was due to the organisation concerned having no meeting during August at which the payment would normally have been signed off. The remaining debts were low risk, from one public/private sector partnership organisation. Payment was expected shortly.

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

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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. That Councillor Griffiths be authorised to make enquiries with the Community Payback scheme in connection with	WPC.59 WPC.98(2)	23/07/24 22/10/24	All councillors and Operations and Finance Officer Councillor Griffiths	-	-	Further discussions on rationalising the gardening provision might include use of the Community Payback Scheme or HM Thorn Cross Prison outreach programme. Work to date had focused on redecorating the Community Centre. Inmates with suitable gardening skills would need to be identified. Start up and progress would continue to be monitored	

	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	-	-	A positive dialogue with the school is on-going	
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	-	-	The existing board has been made safe, but the intention is to replace it using funding from Vistry	
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: • Wildflowers and tree planting; • Resurfacing the children's play areas on Myddleton Lane Playing Fields; and • Improvements to facilities at	

							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 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	
10	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	-	-	The formal consultation stage on Tritax has been delayed while the developer considers the initial feedback received. Joint meetings with other parties about wider developments in the area are now taking place	
11	To include the tree stump carving update on the next Action List.	WPC 17(2)	23/06/26	Clerk	-	-	A verbal update may be provided	
12	To include the possible funding of improvements to the children's/youths' play areas on the next Action List.	WPC 17(3)	23/06/26	Clerk	-	-	A verbal update may be provided	
13	To approve the final design of the Battle of Winwick Pass Monument.	WPC 18(2)	23/06/26	Council	-	-	The design was approved on 23/06/26. Further updates as to progress will be provided from time to time	
	To request that the Clerk submit a letter of support on behalf of the Parish Council in respect of the planning application for the Battle of Winwick Pass	WPC 47(2)	22/09/26	Clerk	-	-	A letter of support was submitted via the planning portal to the Borough Council on 11/10/26	

	monument.							
	That the Council's representatives on the Winwick Educational Foundation be requested to provide an update on the Trust at the next meeting of the Council	WPC 47(3)	22/09/26	Clerk	-	-	Councillor Griffiths to be requested to provide an update	◉
	To request the Clerk to write to Charlotte Nichols MP to express concern about the current unreliability of Royal Mail postal deliveries and the potential implications for residents' healthcare.	WPC 51(2)	22/09/26	Clerk	-	-	Not yet commenced	○
	To approve the submission of a formal objection to the Golborne Road (Phase 2) planning application, when published.	WPC 52(2)	22/09/26	Clerk	-	-	The application has now been published. The closing date for comments is 02/11/26. Councillors will be invited to set out their reasons for objection under Agenda Items 9 or10	◉
	To request the Operations and Finance Officer to review the job descriptions for new bar staff in January 2027.	WPC 54(2)	22/09/26	Operations and Finance Officer	-	-	Not due to commence until 2027	○
	To defer a decision on adoption or removal of the library box on Winwick Park estate until the next meeting of the Council and that the Clerk include a suitable item on the Agenda for that meeting.	WPC 55(1)	22/09/26	Clerk	-	-	The matter is included for discussion at Agenda Item 13	◉

	To request that Councillor Mann provide further information in support of his assertion that the library box does not present a significant health and safety or financial risk to the Council and will be covered by the Council's existing public liability insurance.	WPC 55(2)	22/09/26	Councillor Mann	-	-	Information may be available from Councillor Mann at the meeting in support of his assertions.	
	To approve the submission of a joint bid with Winwick Spartans FC, to Howdens Gamechanger Programme, for kitchen refurbishments at Winwick Community Centre.	WPC 56(2)	22/09/26	Operations and Finance Officer / Councillor Herron	-	-	A verbal update may be provided	
	To approve the siting of an additional container for use by Winwick Spatans FC adjacent to the existing container in the Community Centre car park.	WPC 56(3)	22/09/26	Councillor Herron	-	-	A verbal update may be provided	
	To request that Councillor Mann write to Anguis Lord at Warrington Borough Council to ascertain the plans for play areas in Peel Hall.	WPC 56(4)	22/09/26	Councillor Mann	-	-	An e-mail was sent by Councillor Mann to Angus Lord, Environment Services Manager, on 23/09/26 and a reply was received on the same date, which was circulated to all councillors	

Progress Legend

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

Version 1.0 - (Final) – 21/109/26

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Winwick Parish Council

Correspondence since 22 September 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 – 28/09/26, 05/10/26, 15/10/26 and 19/10/26

2. Website enquiry forms and voicemail message from a resident, DA, seeking advice about cutting back a tree overhanging a property on Falcondale Road - 27/09/26, 09/10/26, 21/10/26 and 23/10/26

3. E-mail reminder from the Technical Support Team, Warrington Borough Council, regarding the consultation on the continuation and extension of dog control via a Public Spaces Protection Order (PSPO). The consultation was due to end on Wednesday 30 September 2026 – 20/09/26

4. 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, 29 September and 15 October 2026 and a draft Town Police and Clauses Act Notice relating to a possible Warrington Wolves Homecoming event planned to take place on Sunday 4 October 2026 (but which was not ultimately needed) – 01/10/26(x2) and 13/10/26

5. E-mail from Scott Harris, Morecambe Town Council promoting large commemorative poppies for use in Remembrance Sunday displays – 28/09/26

6. Website enquiry form from residents, S&P O'R, expressing concern about egress from Mill Lane onto Delph Lane being made more difficult by the new road layout serving the new housing developments in Peel Hall and being compounded by speeding and visibility issues. The residents have asked if the Council can raise these concerns with the highway authority – 06/10/26

7. Website enquiry form from a resident, SR, asking for information about the plans for Radley Common community centre, and the adjacent former Scouts' hut – 09/10/26

8. Internal e-mail from Councillor Mann sharing a bulletin from the Tree Council about possible grant funding from various sources to support the planting of trees and other environmental news articles – 14/10/26

9. E-mail from Councillor Mann to various public bodies requesting wide publicity for the forthcoming closure of Myddleton Lane in Winwick, from Friday 23 October until potentially Sunday 1 November, while United Utilities undertake major works outside Winwick CE Primary School. The work is likely to cause severe disruption to traffic and public transport across Winwick, Croft, Culcheth and surrounding areas. The e-mail includes details of temporary arrangements in pace for the No.19 bus (Warrington – Culcheth – Leigh) – 19/10/26

10. Website enquiry form from a resident,SM, asking if the one way restrictions on Hornby Road will be lifted during the road closure of Mydddleton Lane – 21/10/26

11. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-

    - Clear Councils - Insurance
    - CloudyIT – IT solutions
    - Democratic Website – tailored parish websites
    - Future Builds - Planning App
    - ONH - planning consultants
    - Parish Council Pigeon – tailor parish website
    - Scottish Power - Energy
    - Severnside Defibs and Training Ltd - AEDs
    - We Find Any Learner – training courses

Up to date as at 21/09/26

Winwick Parish Council

Planning Matters since 22 September 2026

General Correspondence (7)

1. E-mails from Sandra Beckett, Senior Enforcement Officer, Warrington Borough Council enclosing lists of enforcement cases closed and received between 21 September and 16 October 2026 – 28/09/25, 05/10/26 and 19/10/26

2. E-mail from Michael Bell, Planning Policy and Programmes Manager, Warrington Borough Council, confirming the implementation of an Article 4 Direction with immediate effect from 25 September 2026, which removes permitted development rights in respect of applications for a change of use from dwellinghouses to houses in multiple occupation in the Central Six wards of Warrington – 25/09/26

3. E-mail from Phoebe Birney, Planning Assistant, Perry Williams Ltd, about the proposed upgrade to existing radio base station installation at CS13169123, Land at Winwick Quay, Townfield Lane, Winwick, Warrington, cheshire, WA2 8TR - 05/10/26

4. Internal e-mail from Councillor S Mann confirming the receipt by Warrington Borough Council of the formal planning application (Ref: 2026/01220/HYB) for the Phase 2 development on land off Golborne Road, Winwick Copy pursuant to an earlier confidential e-mail chain about the proposed timeframe for the submission of that application – 05/10/26

5. Internal e-mail from Councillor S Mann providing a summary of significant changes to the planning system introduced by the Government, due to take effect on 31 October 2026. Parishes are reminded that Warrington Borough Council's existing arrangements allow parish councils to refer planning matters to the Development Management Committee (DMC) under certain circumstances.

   The legislative changes will limit the types of applications which can be referred to planning committees and will necessitate revisions to the Borough Council's Constitution. Qualifying applications (within Schedule 2 of the Regulations) may only be referred for committee consideration where they raise an economic, social or environmental issue of significance to the local area, or raise a significant planning matter having regard to the Development Plan and other material considerations.

   Councillor Mann has invited parish councils in Warrington to make representations before any constitutional changes are finalised by the Borough Council, by writing to the Council's Chief Executive, Monitoring Officer and Head of Planning, requesting that:

   a) Warrington retains a formal mechanism for both parish councils and ward borough councillors to request consideration of qualifying planning applications for referral to DMC.

b) Such requests are assessed against the statutory criteria through a clear and transparent process.
c) Written reasons are recorded and provided where requests for referral are declined.
d) Parish councils and ward councillors are notified of relevant applications and given a reasonable opportunity to submit referral requests before decisions are made.
e) Parish councils are given an opportunity to comment on the proposed replacement arrangements before the constitutional amendments are finalised.

The above actions are intended, within the scope of the new legislation, to safeguard a parish council's ability to formally request that a qualifying application is considered by the committee. Any referral process will not necessarily mean that such a request will be agreed – 10/10/26

6. E-mail from Posie Allaway, on behalf of Severn Trent Green Power, providing an update on the progress of the planning application for an Anaerobic Digestion Facility at Winwick, Warrington (planning reference 2025/00859/FULM) - 19/10/26

7. Internal e-mail from Councillor S Mann providing further information about the progress of the above application for an Anaerobic Digestion Facility within the planning authority's system and noting that a new public consultation was planned, but that previous representations would continue to be taken into account – 21/10/26

Domestic Planning Applications (1)

8. Application N0: 2026/01251/TPO
Location: Oak House, Newton Road, Winwick, Warrington, WA2 8SA
Proposal: Remedial pruning x3 no. trees Burtonwood and Winwick
Consultation End Date: 13-10-2026

Non-Domestic Planning Applications (3)

9. Application No: 2026/01228/FUL
Location: Land at Hermitage Green, Golborne Road, Winwick, Warrington, WA2 8UG
Proposal: Proposed monument with two cast-iron framed bench seats and three information signs
Consultation End Date: 11-10-2026

10. Application No: 026/01057/FUL
Location: Stables, Stables, Delph Lane, Winwick, Warrington, WA2 0RF
Proposal: Demolition of part of the existing stable and erection of a single storey two-bedroom dwelling, with associated access, parking, drainage and landscaping Consultation End Date: 13-10-2026

11. Application No: 2026/01220/HYB Hybrid (Full and Outline Application)
Location: Land East of Golborne Road
Proposal: Full Application for proposed 228 dwellings with new vehicular / pedestrian access, public open space, landscaping and associated works; and Outline Application (Access to be considered) for proposed 1 no. self-build plot
Consultation End Date: 02-11-2026

Up to date as at 25/10/26

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Finance report to Winwick Parish Council Full Council meeting 27th Oct 2026

In September we have had £21.1k 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 £3.5k in September, missing a straight monthly split by £2.4k. We are now behind the ytd target by £2.2k.

	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	£17,271.58	£22,052.31	£10,419.86	£11,628.36
P/L	-£65.66	-£426.16	-£3,643.88	£6,751.19	-£5,326.24	£1,401.21
	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	£181.90	£207.59	£295.38	£285.43	£622.72	£1,358.47	£522.74

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
June Average	£137.42	£237.80	£288.73	£215.86	£982.82	£1,832.12	£519.85
July Average	£218.96	£266.49	£669.82	£318.39	£790.99	£2,323.44	£477.19
Aug Average	£217.40	£149.68	£174.94	£304.03	£215.59	£919.19	£268.18
Sept Average	£138.21	£177.83	£168.90	£261.48	£568.85	£1,046.48	£458.68

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

Room hire sales exceeded target by £1.5k in September, exceeding a straight monthly split by £2k.

	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	£4,522.00	£6,022.50	£5,533.50	£7,495.50
P/L	-£65.66	-£426.16	-£3,643.88	£6,751.19	-£5,326.24	£1,401.21
	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

annual average	13.92	17.00	16.63	12.33	8.69	21.77	12.54

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
JUNE ave	13.20	15.40	15.50	13.25	13.75	22.75	19.20
JULY ave	17.25	19.00	15.80	12.50	9.20	24.50	14.25
AUG ave	14.40	14.00	17.50	10.00	11.00	26.40	4.20
SEPT ave	17.75	16.40	19.20	11.25	7.75	16.50	11.75

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

Room hire statistics are showing for 40.5% of rooms utilised 24.74% 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%
June	45	55	52	152	360	42.22%
July	47	59	52	158	372	42.47%
Aug	45	57	42	144	372	38.71%
Sept	41	55	61	157	360	43.61%

	Hours utilised	Total hours availability	%
April	403	1784	22.59%
May	450	1840	24.46%
June	478	1784	26.79%
July	487.5	1848	26.38%
Aug	435	1836	23.69%
Sept	438	1784	24.55%

Field hire sales exceeded target by £1.1k, and exceeded a straight monthly split by £209.00

	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	£788.00	£767.00	£815.00	£1,584.00
P/L	-£65.66	-£426.16	-£3,643.88	£6,751.19	-£5,326.24	£1,401.21
	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 £1,401.21 profit for September, an improvement of £7.3k on this time last year. This reduces the loss to £1,325.22 on the year to date which is an improvement of £12.3k on the previous year.

There has been £12.8k of expenditure against the precept in September. We have had £70k of expenditure against the precept on the year to date.

September's update on the community allowance is summarized below:

Summary

Item	Cost
Bingo	£576.00
Forget me not café	£600.00
Community meetings	£490.00
Parish events	£490.00
PTFA events	£420.00
Borough surgery	£175.00
Parish meetings	£585.00
Quiz nights	£1,200.00
Beer festival	£800.00
Carnival	£200.00
Christmas tree	£0.00
Sports	£1,225.00
Total	**£6,761.00**

Additional costs - events

Item	Cost
April	£25.00
May	£125.00
June	£25.00
July	£300.00
August	£0.00
September	£25.00
October	£0.00
November	£0.00
December	£0.00
Jan	£0.00
Feb	£0.00
Mar	£0.00
Total	**£500.00**

Total used
£10,186.00

Football clubs

Month	Sessions	Total hours used	Value
April	1	2	£60.00
May	1	3	£90.00
June	5	28	£840.00
July	7	55.5	£1,665.00
Aug	2	6	£180.00
Sept	1	3	£90.00
Oct			£0.00
Nov			£0.00
Dec			£0.00
Jan			£0.00
Feb			£0.00
Mar			£0.00
	17	**97.5**	**£2,925.00**

Other items:

- Playground repairs - Parish repairs and repaint to be done – 2 rockers were removed and Cllr Griffiths has repaired and replaced 1. Flooring to be resurfaced.

- 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.

- Work on the main hall doors continues and the hallway painting is ongoing – a verbal update will be provided at the meeting.

Events

Events in September have had the following results:

Sept quiz 04/09

Tickets Sold	0
Ticket Price	£0.00
Ticket Sales	£0.00
Bar Sales	£1,288.55
Total Income	**£1,288.55**

Act	£0.00
Bar Stock	£596.55
Prize	£25.00
Staff	£201.75
Food	£0.00
Total expenditure	**£823.30**

Profit/ Loss	**£465.25**

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	-£3.42
July	£59.99
August	£31.75
Sept	£88.32
Oct	
Nov	
Dec	
Jan	
Feb	
Mar	
Total	**£241.19**

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

Payments Community Centre		
19Oct2026	£2,124.61	T&JTBarton
12Oct2026	£146.28	Clear Brew
12Oct2026	£454.26	Water Plus Limited
12Oct2026	£635.42	T&JTBarton
06Oct2026	£44.40	Easyflow ltd
05Oct2026	£772.72	T&JTBarton
29Sep2026	£44.40	Easyflow ltd
28Sep2026	£1,525.61	T&JTBarton
28Sep2026	£135.60	Clear Brew
21Sep2026	£769.80	T&JTBarton
Payments Parish		
19Oct2026	£492.00	Xeinadin LTD
19Oct2026	£195.00	Gardenia Gardens
19Oct2026	£1,260.00	PKF Littlejohn LLP
12Oct2026	£600.00	Protive security
06Oct2026	£280.00	David Hannan
05Oct2026	£360.00	Wicksteed Leisure
30Sep2026	£26.35	Service Charge
30Sep2026	£113.90	Handling Charge
21Sep2026	£195.00	Gardenia Gardens
21Sep2026	£3,508.28	Chsh. Pension Fund
21Sep2026	£3,308.86	HMRC Cumbernauld
Direct debits Community Centre		
19Oct2026	£90.56	BRITISH GAS
06Oct2026	£314.88	TNT SPORTS
30Sep2026	£776.00	WBC
29Sep2026	£772.72	BRITISH GAS
28Sep2026	£739.24	BT GROUP PLC
21Sep2026	£61.66	BRITISH GAS
21Sep2026	£234.50	GASKELLS WASTE
Direct debits Parish		
16Oct2026	£673.81	LLOYDS BANK
07Oct2026	£857.82	SIEMENS FINANCIAL
06Oct2026	£46.80	XERO UK LTD
28Sep2026	£44.02	PAYZONE
24Sep2026	£117.00	PAYZONE
21Sep2026	£131.43	WORLDPAY
16Sep2026	£272.30	LLOYDS BANK

Part 2:

1) Debtors

Profit and Loss
Winwick Parish Council
1 April 2026 to 30 Sept 2026

	30 Sept 26	YTD
Income		
210 Room hire income	£7,495.50	£34,050.50
225 Buffet sales income	£0.00	£0.00
230 Bar sales income	£8,928.15	£71,091.81
231 Bar snacks income	£408.35	£3,026.40
232 Soft drinks income	£1,347.96	£12,745.78
260 Ticket sales income (Events	£309.00	£1,368.00
Bar tea and coffee	£943.90	£3,842.40
Inpost income	£0.00	£540.00
Entertainer	£0.00	£0.00
Field income	£1,584.00	£6,567.00
Payzone income	£137.00	£357.00
LC Bar till discrepancies	£0.94	£104.25
Total Income	**£21,154.80**	**£133,693.14**
Less Cost of Sales		
bar snacks expenditure	£96.87	£1,168.93
Beverage supplies (Coffee, milk	£13.54	£990.35
Entertainer	£0.00	£0.00
buffet events	£0.00	£0.00
Buffets	£0.00	£0.00
Tuck shop	£0.00	£0.00
Payzone	£147.00	£440.45
Drink purchases (and other bar it	£3,197.48	£27,108.63
LC Direct Wages	£5,756.56	£40,785.16
soft drinks expenditure	£551.91	£4,473.42
Total Cost of Sales	**£9,763.36**	**£74,966.94**
Gross Profit	**£11,391.44**	**£58,726.20**
Less Operating Expenses		
Bad Debt	£0.00	£0.00
DJ's bouncy castles, etc - events	£221.12	£1,630.65
LC Bar & Cleaning sundries	£225.59	£1,980.19
LC Bottled Gas	£92.50	£758.50
BT sport	£254.51	£1,527.06
LC Cleaning	£807.00	£5,232.05
LC consulting	£59.50	£357.00
LC Electricity (Light, Power)	£643.94	£3,968.96
LC Equipment	£113.27	£1,046.60
LC Fire extinguishers	£0.00	£0.00
LC Gas (Heating)	£58.73	£1,485.73
LC General Expenses	£0.00	£0.00
LC Landline telephone and Broa	£616.03	£1,256.54
LC Pension costs	£1,057.89	£7,017.87
Rates	£1,552.00	£4,654.00
LC Repairs & Maintenance	£54.39	£1,200.57
tv licence	£0.00	£0.00
LC Trade waste	£156.32	£1,016.08
LC Water and Sewerage	£454.26	£2,896.89
Managers salary and NI	£2,833.61	£18,387.65
PAYE Payable	£789.57	£5,435.08
Stocktaking Services	£0.00	£200.00
Total Operating Expenses	**£9,990.23**	**£60,051.42**
Net Profit	**£1,401.21**	**-£1,325.22**

Profit and Loss
Winwick Parish Council
1 April 2025 to 30 Sept 2026

	30 Sept 26	YTD
Income		
Litter picker income	£2,115.00	£12,690.00
Advertising	£0.00	£0.00
Precept	£0.00	£157,176.58
Total Income	**£2,115.00**	**£169,866.58**
Less Cost of Sales		
Total Cost of Sales	**£0.00**	**£0.00**
Gross Profit	**£2,115.00**	**£169,866.58**
Less Operating Expenses		
Administration expenses	£12.54	£276.14
advertising	£0.00	£337.23
internal audit	£0.00	£1,675.00
external audit fee	£1,050.00	£1,050.00
cctv	£714.85	£1,128.28
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	£296.96	£2,320.83
Clerk's salary	£973.69	£5,842.14
Training	£0.00	£0.00
Consulting	£0.00	£0.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£162.50	£975.00
Insurance	£0.00	£0.00
Legal / Licencing Expenses	£0.00	£820.97
Litter Pick Costs (Shared)	£1,990.58	£12,938.75
Litter pick vehicle	£0.00	£0.00
Loan charges	£1,233.12	£4,847.54
PAYE Payable	£1,420.69	£5,154.08
Payroll	£410.00	£1,005.00
Pay zone fees	£73.42	£254.16
Pensions Costs (Empr's contr)	£1,171.06	£7,582.51
Playground repairs	£300.00	£300.00
Tree maintenance	£0.00	£2,700.00
Professional fees	£0.00	£0.00
Repairs and maintenance	£0.00	£0.00
RFO Salary (and NI)	£2,748.15	£18,206.39
Traffic management	£0.00	£0.00
Japanese Knotweed	£0.00	£0.00
Subscriptions	£55.54	£321.24
Planters	£0.00	£390.00
Swan green, winwick park, radley com	£280.00	£1,890.00
Total Operating Expenses	**£12,893.10**	**£70,015.26**
Net Profit		**£99,851.32**

Parish reserves	-£18,195.32
Leisure Centre deficit/profit 25/26	-£1,325.22
Balance of overall reserves	£80,330.78

Management update to Full Council meeting 27th Oct

Updates from previous report

Repairs – Electrical repairs to be the priority – lighting at back of the Centre completed (12/10), next jobs are:

Switches in Millenium, Bar and Hallway to be installed to reduce down the number of extension cords used, making us more fire safe.

Outside lighting to be installed – needs a dry day to complete this work.

new fuseboard required for Cellar and sockets to be made safe. – to be done January when usually quieter

Radiator temperature controls to be implemented before winter (est Sept) – due Thurs 10th Sept – Main hall, hallway and Millenium completed.

Redecorating – KZ has started on the entrance way and a new carpet has been sourced to replace the shredded one (total cost £180 including installation).

Equipment to purchase – folding tables for field – item outstanding. – held until next year

Newsletter – October Peel Hall version at printers as of 19/10, should be available from 21/10.

Event gaps – PW sorting potential band for November

Playground repairs – AG fixed the horse rocker, CH awaiting wicksteed quotes for other bits.

PW has taken some room hire pictures and has a plan to complete various room layouts to send through for the website.

Social media – Kamil is currently drafting up a tiktok strategy for us, whilst we sort a screen for him.

Meeting dated 19th Oct 2026

Attendees: Cllr Herron, Clare Hinkins, Paul Wharton

Apologies: Cllr Griffiths

Playground – It was noted that Cllr Griffiths had repaired the horse rocker. A sum of £2.5k was agreed with the contractor and quotes from Wicksteed were awaited. Cllr Herron asked to cost up a climbing frame similar to one he had seen elsewhere in Warrington.

Band nights – Total disco have contacted us with some dates for November performance. PW undertook to see if they were available on the 20th Nov, he also undertook to speak to the Geehler band about Nov/Dec.

Decorating and repairs –

Cllr Herron noted that at the Brownie event the room became too warm and radiators could not be changed. PW noted that it would be useful to have the radiator control app on the staff tablet so changes to temperature could be effected in real time.

PW finished the wood staining around the seating areas of the main hall.

CH and PW have begun to strip and reinstate the wood effect on the Main Hall doors. One door is completely stained and needs is furnishings reattaching and the other door is currently being stained. The hallway doors will be undertaken week commencing 26th October from Tuesday evening onwards.

Advertising

Website updates – PW has completed some room layout photos and has more planned between coats of stain on the Main Hall doors.

Social media – Kamil is currently putting together a strategy for tiktok, along with a bit of an idiots guide for me (so I don't ask him to put anything on that doesn't fit the platform).

New customers – we have been approached by a book club/ art club for once a month currently we are trying to establish whether this will be a community group or a charged membership group.

Xmas tree switch on – PW queried which rooms the switch on would require this year. – The main hall is assumed to be used for the main party as usual. We need to know if there will be a santa's grotto and how this will be supervised to reduce the number of children charging round the halls. We also need to know whether there will be a film shown in the countryside as last year? If so we will need to know who is responsible for supervising the children in this room as last year we had damage to the blinds and foot prints up the wall (from children climbing onto the window ledges).

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Notes for with precept draft models

Currently, I have drafted 1,2 and 3% increase models for the precept, as always this is the increased percentage of the total precept value and not the percentage passed onto the resident (this varies dependant on the tax base for the year).

All staff wages figures are currently based on the 4.8% increase on the Real living wage. (bar staff wage from current £13.45/hr to £14.10/hr)

The models shown break down as follows (figures adjust per banding):

1% model – additional cost at the current tax base of £1.11 per annum (9p per month), which would generate a negative balance of £1,769.25 for the year.

2% model – additional cost at the current tax base of £2.21 per annum (18p per month), which would generate a negative balance of £197.49 for the year.

3% model – additional cost at the current tax base of £3.32 per annum (28p per month), which would generate a surplus of £1,374.28 for the year. – This would be the minimum increase required to add funds to the reserves.

The accurate tax base should be available before the November meeting and a summary of models will be updated and provided for Councillors at that time.

No recommendations are provided at this time as these figures are preliminary figures and if Councillors have a request for additional budget items/ percentage models, then this is the meeting to request these to be modelled.

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Profit and Loss predictions
Winwick Parish Council

	2026/27 budget	Sept 26 ytd	Factored budgets	27/28 budgets
Income				
210 Room hire income	£65,000.00	34050.5	68101	67000
225 Buffet sales income	£0.00	0	0	0
230 Bar sales income	£135,000.00	71091.81	142183.62	135000
231 Bar snacks income	£6,000.00	3026.4	6052.8	6000
232 Soft drinks income	£20,000.00	12745.78	25491.56	22000
ticket income	£2,500.00	1368	2736	3000
in post income	£1,200.00	540	1080	1200
Payzone income	£2,000.00	357	714	1000
Bar tea and coffee	£7,500.00	3842.4	7684.8	7500
Field income	£16,500.00	6567	13134	16500
Entertainer/ security	£200.00	0	0	200
LC Bar till discrepancies	£0.00	104.25		0
Total Income	**£255,900.00**	**£133,693.14**	**£267,177.78**	**£259,400.00**
Less Cost of Sales				
bar snacks expenditure	£2,400.00	1168.93	2337.86	2400
Beverage supplies (Coffee, milk etc)	£2,500.00	990.35	1980.7	2000
Drink purchases (and other bar items)	£58,500.00	27108.63	54217.26	57000
Food costs / buffet costs	£200.00	0	0	0
tuck shop	£500.00	0	0	0
entertainer/security	£150.00	0	0	150
LC Direct Wages	£54,553.20	40785.16	81570.32	57189.6
Payzone expenditure	£2,000.00	440.45	880.9	1000
soft drinks expenditure	£7,700.00	4473.42	8946.84	9000
Total Cost of Sales	**£128,503.20**	**£74,966.94**	**£149,933.88**	**£128,739.60**
Gross Profit	**£127,396.80**	**£58,726.20**	**£117,243.90**	**£130,660.40**
Less Operating Expenses				
Bad Debt	£0.00	0	0	0
DJ/ events	£3,500.00	1630.65	3611.3	3700
LC Bar & Cleaning sundries	£4,500.00	1980.19	3960.38	4500
LC Bottled Gas	£1,600.00	758.5	1517	1600

			rate		
staff costs	manager		17.71	18.56587	
	bar staff		13.45	14.1	1.048327
	cleaner		13.45	14.1	
14.1		4056	57189.6		
14.1		15	52	10998	

LC Cleaning	£10,491.00	5232.05	10464.1	10998					
LC consulting	£750.00	357	714	750					
LC Electricity (Light, Power)	£11,000.00	3968.96	7937.92	10000					
LC Equipment	£2,500.00	1046.6	2093.2	2500					
LC Fire extinguishers	£820.00	0	0	820					
LC Gas (Heating)	£4,000.00	1485.73	2971.46	4000					
BT sport	£2,900.00	1527.06	3054.12	3500					
LC Landline telephone and Broadband	£3,000.00	1256.54	2513.08	2750					
tv licence	£250.00	0	0	250					
LC Rates	£11,851.20	4654	9308	11000					
LC Repairs & Maintenance	£5,000.00	1200.57	2401.14	5000					
LC Trade waste	£1,850.00	1016.08	2032.16	2100					
LC Water and Sewerage	£5,500.00	2896.89	5793.78	6000					
Managers salary and NI	£36,836.80	18387.65	36775.3	38604.8	18.56	40	52	38604.8	
Pensions	£13,879.80	7017.87	14035.74	14300					
PAYE Payable	£9,282.15	5435.08	10870.16	10100					
Stocktaking Services	£600.00	200	400	600		reduction			
Total Operating Expenses	**£130,110.95**	**£60,051.42**	**£120,452.84**	**£133,072.80**	106792.4	-40000	66792.4	10018.86	
Net Profit	**-£2,714.15**	**-£1,325.22**	**-£3,208.94**	**-£2,412.40**	26832	65436.8	14265.22		

Income/ Expenditure predictions
Winwick Parish Council

	Budget 26/27	Sept 26 ytd	Factored budgets	0 increase 27/28 budget	1.00% 27/28 budget	2.00% 27/28 budget	3.00% 27/28 budget
Income							
Litter picker income	25380	12690	24810	26400	26400	26400	26400
Advertising income	400	0	0	400	400	400	400
Precept	£157,176.58	157176.58	146894	157176.58	158748.35	160320.11	161891.88
Total Income	**£182,956.58**	**£169,866.58**	**£171,704.00**	**£183,976.58**	**£185,548.35**	**£187,120.11**	**£188,691.88**
Less Cost of Sales							
Total Cost of Sales	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**
Gross Profit	**£182,956.58**	**£169,866.58**	**£171,704.00**	**£183,976.58**	**£185,548.35**	**£187,120.11**	**£188,691.88**
Less Operating Expenses							
Administration expenses	£1,000.00	276.14	552.28	1000	1000	1000	1000
payzone	£600.00	254.16	508.32	600	600	600	600
Alarms	£500.00	0	0	500	500	500	500
Advertising & Marketing	£1,000.00	337.23	674.46	1000	1000	1000	1000
Audit & Accountancy fees	£1,700.00	1675	1675	1700	1700	1700	1700
external audit	£900.00	1050	1050	1200	1200	1200	1200
RBL	£210.00	0	0	210	210	210	210
xmas tree	£300.00	0	0	300	300	300	300
Insurance	£3,000.00	0	0	3000	3000	3000	3000
Bank Fees	£4,200.00	2320.83	4641.66	5000	5000	5000	5000
Clerk's salary	£11,684.40	5842.14	11684.28	12246	12246	12246	12246
Election expenses	£6,000.00	0	0	6000	6000	6000	6000
Grass cutting	£3,700.00	0	0	4000	4000	4000	4000
Grounds Maintenance	£2,000.00	975	1950	2000	2000	2000	2000
cctv	£850.00	1128.28	2256.56	2300	2300	2300	2300
Pension costs	£17,923.92	7582.51	15165.02	18800	18800	18800	18800
Legal / Licencing Expenses	£3,000.00	820.97	1641.94	3000	3000	3000	3000
Litter Pick Costs (Shared)	£25,877.80	12938.75	25877.5	27128.4	27128.4	27128.4	27128.4
litter pick vehicle	£10,000.00	0	0	10000	10000	10000	10000
Loan charges	£9,000.00	4847.54	9695.08	9700	9700	9700	9700
PAYE Payable	£10,082.97	5154.08	10308.16	10700	10700	10700	10700
play equipment maintenance	£1,500.00	300	600	1500	1500	1500	1500
Payroll	£2,500.00	1005	2010	2500	2500	2500	2500
Training	£500.00	0	0	500	500	500	500
professional fees	£800.00	0	0	800	800	800	800
hogweed treatment	£1,000.00	0	900	1000	1000	1000	1000
feasibility study	£0.00	0		0	0	0	0
tree maintenance	£1,500.00	2700		3000	3000	3000	3000
repairs and maintenance	£2,000.00	0	0	2000	2000	2000	2000
traffic management	£500.00	0	0	500	500	500	500
RFO Salary (and NI)	£44,657.60	18206.39	36412.78	46820.8	46820.8	46820.8	46820.8
Subscriptions	£600.00	321.24	642.48	700	700	700	700
planters	£1,200.00	390	780	1200	1200	1200	1200
Swan green, winwick park, radley comn	£3,700.00	1890	3780	4000	4000	4000	4000
Total Operating Expenses	**£173,986.69**	**£70,015.26**	**£132,805.52**	**£184,905.20**	**£184,905.20**	**£184,905.20**	**£184,905.20**
LC deficit	-2714.15			-2412.4	-2412.4	-2412.4	-2412.4
Balance remaining	**£8,969.89**	**£99,851.32**	**£38,898.48**	**-£928.62**	**£643.15**	**£2,214.91**	**£3,786.68**
				-£3,341.02	-£1,769.25	-£197.49	£1,374.28

	Current tax base	1% increase	2% increase	3% increase
Precept per household	£110.53	£111.64	£112.74	£113.85
Per household uplift	£0.00	£1.11	£2.21	£3.32
Monthly uplift (12mth payment plan)		£0.09	£0.18	£0.28
Precept	£157,176.58	£158,748.35	£160,320.11	£161,891.88

clerk		22.47	23.55591078	
rfo		21.47	22.50758364	
litter		13.45	14.1	1.048327138
		nmw		
	153599.6	1650		
	12246			
	18790.5536			
	27128.4			
	86195.2			
	-15000			
	71195.2			
	10679.28			
	46820.8			

Section 3 – External Auditor's Report and Certificate 2025/26

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

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

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

The AGAR was not accurately completed before submission for review. The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'.

Section 1, Assertion 10 has been incorrectly completed. Information has come to our attention highlighting the fact that the smaller authority does not have a generic email address hosted on an authority owned domain. As a result, this assertion should have been answered 'No'.

Section 1, Assertion 6 has been incorrectly completed. The internal auditor is not independent of the authority's financial controls and procedures. This is demonstrated by the fact that the internal auditor was appointed to prepare the accounting statements for 2024/25. As a result, this assertion should have been answered 'No'. The internal auditor was also appointed to prepare the accounting statements for 2025/26 and therefore was not independent for that year as well. The smaller authority must disclose this by answering 'No' to Assertion 6 of the Annual Governance Statement on the 2027/28 AGAR. In future years, the smaller authority must maintain an independent system of internal audit of the accounting records and control systems.

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

The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests. The smaller authority has provided evidence that this was considered when agreeing the budget but we note that the reserves at the year end are still negative.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 25/09/2026

Library installations

Online suggested installations:





These 2 images show potential installation types for the libraries. The first has a solid base (the width and depth of the library itself) on a tripod support which will hold the structure in place. The second shows a 2 legged support with metal inserts for fitting to the ground, it too has a solid base for the library to sit on. In both the wood has been treated to ensure it is protected against weathering.

The installation on Winwick Park:





Untreated, unsecured wood balanced on a fence, with small additional pieces of wood installed with zip ties to support the back corners.



Nothing securing the post in the ground.

In the summary of cover for our Insurance on Pg 5 under 'Significant and unusual exclusions or limitations' it states an exclusion for 'Defective design or workmanship'. It is my belief that the current support structure for the little library would be consider as a defective design and defective workmanship by the insurers, but the decision on whether you agree or not sits with the Parish Councillors.

Additional information provided to me is detailed below and shows there are multiple things to have considered before the installation was undertaken.

'This installation must be assessed under several intersecting UK legal and regulatory frameworks governing public highways, planning, and civil liability.

- **Highways Act 1980** Under Part IX of the Act, any structure erected on or overhanging a public highway (which includes the footway/pavement) must not cause an obstruction, nuisance, or danger to users. Local highway authorities possess statutory powers to issue removal notices or immediately dismantle unauthorized structures that pose an impact hazard or restrict pedestrian flow.
- **Occupiers' Liability Acts (1957 and 1984)** The community group or local parish authority adopting, installing, or maintaining the cabinet owes a strict duty of care to ensure visitors and the general public are safe from foreseeable harm. If an inadequately secured structure collapses or causes injury, the managing body faces direct civil liability.
- **Town and Country Planning Act 1990** Affixing a permanent or semi-permanent structure to public railings constitutes development. Unless covered by specific permitted development rights for local authorities, it generally requires formal planning permission from the borough council to assess its impact on local amenity and streetscape.
- **Equality Act 2010** Public realm installations must not disproportionately disadvantage disabled individuals. A cabinet that cantilevers into a pedestrian pathway without a detectable ground-level perimeter poses a severe collision risk for visually impaired pedestrians using white canes, as the overhang sits outside their detection zone.

- **Health and Safety at Work etc. Act 1974 (Section 3)** If the installation or ongoing maintenance is directed by a corporate body, local council, or their appointed contractors, they are legally bound to ensure that their activities do not expose non-employees (the public) to health and safety risks. A friction-clamped, top-heavy wooden box relying on plastic zip ties would fail a standard risk assessment.
- **Postal Services Act 2000 & Royal Mail Access Guidelines** Because the cabinet is installed immediately adjacent to a Royal Mail pillar box, it must not obstruct the statutory duties of the postal service. Royal Mail requires strictly defined operational clearances around their boxes to allow postal workers to safely open the collection door, retrieve mail, and conduct routine repainting and maintenance.

While Section 3 of the Health and Safety at Work etc. Act 1974 (HSWA) establishes the fundamental legal duty to protect the general public from harm, the explicit legal compulsion to physically perform a risk assessment comes from the accompanying **Management of Health and Safety at Work Regulations 1999 (Regulation 3)**.

Under these regulations, the rules for **Employers and Official Bodies** are that it is strictly mandatory. Any entity with employees—including local government bodies like a Parish Council directing public community projects—must conduct and record a "suitable and sufficient" assessment of the risks their operations pose to the public.

In short, to comply with the overarching duty of Section 3 of the HSWA, performing a formal risk assessment is the legally required mechanism for any formal organisation.’

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1. Description of Installation

Current State (As-Is): A heavy timber cabinet mounted to public metal railings. The structure relies on friction clamping (timber battens pressing against the ironwork), a single nylon cable tie acting as a tensile restraint, and a single unanchored timber post resting on uncompacted ground. The cabinet itself is constructed from timber. The access doors face the public footway.

Relevant Legislation: Health and Safety at Work etc. Act 1974 (Section 3), Highways Act 1980, Occupiers' Liability Acts (1957/1984), Equality Act 2010.

2. Hazard Identification & Current Risk (Pre-Mitigation)

Risk Rating Formula: Likelihood (1-5) x Severity (1-5) = Risk Score (Scores 1-6: Low | Scores 8-12: Medium | Scores 15-25: High - Unacceptable)

Hazard 1: Structural Collapse / Forward Toppling

- **Description:** The cabinet is top-heavy. The single base post is unanchored. The nylon zip tie is susceptible to UV degradation, weather fatigue, and vandalism.
- **Who is at risk:** Pedestrians, children accessing the cabinet, passersby.
- **Likelihood:** 4 (Likely due to weather and public interaction)
- **Severity:** 4 (Major injury, blunt trauma, or crush injury)
- **Current Risk Score: 16 (HIGH - IMMEDIATE ACTION REQUIRED)**

Hazard 2: Cabinet Structural Failure (Tear-out)

- **Description:** The cabinet is made of thinner timber. Without a supporting base, the downward force of its contents (books) could cause mounting fasteners to tear through the wood walls, leading to the cabinet dropping.
- **Who is at risk:** Public users, passersby.
- **Likelihood:** 4 (Likely as weight increases)
- **Severity:** 3 (Moderate injury, foot/leg impact)
- **Current Risk Score: 12 (MEDIUM)**

Hazard 3: Friction Clamp Failure / Slipping

- **Description:** Wood expands/contracts with weather, causing the friction clamp on the smooth metal railings to loosen. The cabinet can slip down or shift laterally.
- **Who is at risk:** Public users, maintenance volunteers.
- **Likelihood:** 4 (Likely over seasonal changes)
- **Severity:** 3 (Moderate injury, pinched fingers/hands)
- **Current Risk Score: 12 (MEDIUM)**

Hazard 4: Proximity to Postal Infrastructure

- **Description:** The installation flanks a Royal Mail post box. The overhang or lateral shift of the box may impede the door swing or access for postal workers emptying the mail.
- **Who is at risk:** Royal Mail employees.
- **Likelihood:** 3 (Possible)

- **Severity:** 2 (Minor injury / Operational obstruction)
- **Current Risk Score: 6 (LOW/MEDIUM)**

3. Suggested Action Plan

To comply with statutory duties of care and ensure public safety, the installation must be decommissioned in its current state and rebuilt using the following mandatory controls:

1. **Positive Mechanical Fastenings:**
    - Remove all nylon zip ties and friction-fit clamps.
    - Install minimum M10 or M12 galvanized steel U-bolts wrapping completely around the vertical iron railings.
    - Secure U-bolts to the timber using steel backing plates and tamper-proof (shear) nuts to prevent vandalism.
2. **Permanent Ground Anchorage:**
    - Replace the single resting post with twin vertical 4x4 timber supports.
    - Excavate and sink the base of both supports into the ground, secured with a concrete footing (minimum depth 450mm) to prevent forward pivoting and lateral movement.
3. **Load-Bearing Base/Shelf:**
    - Construct a solid timber shelf or install heavy-duty cross-bearers underneath the cabinet.
    - Secure this base structurally to the main vertical posts. The cabinet must sit on and be fixed to this base, transferring the dead weight through the bearers rather than relying on fasteners through the thinner cabinet walls.
4. **Clearance Zones:**
    - Ensure a minimum lateral clearance of 300mm from the Royal Mail pillar box collection door and hinge to allow unimpeded statutory postal duties.
5. **Edge Treatment:**
    - Ensure all protruding timbers and sharp corners on the public-facing side are sanded, chamfered, or routed to prevent snagging and head-strike injuries.

4. Re-Assessment (Post-Mitigation)

Assuming the above structural changes are implemented in full by competent persons:

- **Hazard 1 (Collapse):** Likelihood reduced to 1. Severity remains 4. **New Score: 4 (LOW)**
- **Hazard 2 (Tear-out):** Likelihood reduced to 1. Severity remains 3. **New Score: 3 (LOW)**
- **Hazard 3 (Slipping):** Likelihood reduced to 1. Severity remains 3. **New Score: 3 (LOW)**
- **Hazard 4 (Obstruction):** Likelihood reduced to 1. Severity remains 2. **New Score: 2 (LOW)**