



**MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 26 FEBRUARY 2020 at 7.30 PM AT WINCHAM COMMUNITY CENTRE**

**Present:**

**Parish Councillors: I Parr, K Barker, D May, C Powell, D Kelly, A Webster and M Caudwell**  
**Unitary Cllr N Wright**  
**Parish Clerk N Morris**

No concerns were expressed during the public forum.

**1. Apologies for absence**

*Apologies had been received from Cllrs Morgan and Olive and from Unitary Cllrs Gibbon and Marshall and from PCSO Wiggins.*

*Resolved to accept the apologies and note the absence.*

*Proposed: Cllr Kelly*

*Seconded: Cllr May*

**2. Declarations of any**

**(a) disclosable pecuniary interests or**

**(b) other disclosable interests**

**As are required under Chapter 7 of the Localism Act 2011.**

*Cllr Webster declared a pecuniary interest in item 15 because he had submitted a quotation for the VE Day commemorative mugs.*

**3. Minutes of the Parish Council Meeting on Wednesday 15 January 2020**

*Resolved that the Minutes of the Meeting of 15 January 2020 be a true and complete of the meeting.*

*Proposed Cllr Barker*

*Seconded Cllr Webster*

**4. There were no matters arising from a Previous Meeting.**

**5. The Unitary Councillor delivered a report to the meeting;**

- i. There was nothing to report on the site of the former Black Greyhound.*
- ii. The Planning Department is under-staffed and under pressure. A Councillor was invited to send Cllr Wright details of a resident who has been informed his application will not be processed for 4-5 months.*
- iii. The ward walk with the CEO took place.*

**6. PLANNING**

**The following were noted and considered:**

**i. APPLICATIONS**

- a) Site Address: Land Rear 5 New Cheshire Business Park Wincham Lane Wincham Northwich**  
**Proposal: Change of use to inert and excavation waste recycling facility, erection of a 2-storey modular building for office use and the erection of a workshop canopy building (partly in retrospect)**

Reference Number: **20/00361/WAS**

Comments by: **2 March 2020**

*Resolved to make the following comments on application **20/00361/WAS**:*

*Since these activities began, there has been consistent mud and dirt left on the surrounding pavements and road, caused by the applicants. The pavements on this stretch of road are inadequate already and the dirt is making them impassable.*

*The Parish Council supports recycling and welcomes this facility, but only if approval includes a condition requiring that the road and pavements are better maintained, cleaned and swept.*

*Proposed: Cllr Kelly*

*Seconded: Cllr May*

**b) Site Address: 40 Keats Lane Wincham Northwich Cheshire CW9 6PP**

Proposal: **Rear single storey extension**

Reference Number: **20/00275/FUL**

Comments by: **28 February 2020**

*No comment*

**c) Site Address: 24 Pear Tree Drive Wincham Northwich Cheshire CW9 6EZ**

Proposal: **Single storey rear extension and new pitched roof to existing front porch**

Reference Number: **20/00273/FUL**

Comments by: **28 February 2020**

*No comment*

**d) Site Address: Holmfield Linnards Lane Wincham Northwich Cheshire CW9 6ED**

Proposal: **Demolition of existing garage and erection of detached annex**

Reference Number: **20/00373/FUL**

Comments by **2 March 2020**

*Resolved to make the following Objection to application **20/00373/FUL**:*

- 1. This is greenbelt;*
- 2. There are no exceptional circumstances relating to this application;*
- 3. The site is outside the village and is not infill;*
- 4. This is a change of use, not an extension of an existing property (the garage is entirely separate from the dwelling) and*
- 5. The proposed new building extends significantly beyond the existing footprint of the garage.*

*Proposed: Cllr Barker*

*Seconded: Cllr May*

**e) Site Address: 20 Pheasant Drive Wincham Northwich Cheshire CW9 6PX**

Proposal: **Single storey rear extension**

Reference Number: **20/00459/FUL**

Case Officer:

<http://pa.cheshirewestandchester.gov.uk/online-applications/>.

comments

By: **2 March 2020**

*No comment*

**f) Site Address: 26 Church Street Wincham Northwich CW9 6EP**

Proposal: **Single storey front porch extension and two storey side extension. Extension of detached garage.**

Reference Number: **20/00597/FUL**

Case Officer:

Ward: Marbury

<http://pa.cheshirewestandchester.gov.uk/online-applications/>.

comments

By: 13 March 2020

*No comment*

g) Site Address: **Greenacre 61 Pickmere Lane Wincham Northwich Cheshire CW9 6EB**

Proposal: **Change to existing garage roof from a flat roof to a pitched tiled roof**

Reference Number: **20/00590/FUL**

Case Officer:

<http://pa.cheshirewestandchester.gov.uk/online-applications/>.

comments

By: 17 March 2020

*No comment*

## ii. APPROVALS

a) **19/04366/FUL** Mr Kieron McAuley 10 February 2020

keiron.mcauley@cheshirewestandchester.gov.uk

**Proposal:** Internal refurbishment for use as ancillary offices, addition of 3 new windows and new loading bay to match existing.

**Location:** 5 New Cheshire Business Park Wincham Lane Wincham Northwich CW9 6GG

**Approval**

*Noted*

b) **19/04557/FUL** Mrs Catherine Reay 11 February 2020

catherine.reay@cheshirewestandchester.gov.uk

**Proposal:** Single storey front/side extension

**Location:** Cedars Chapel Street Wincham Northwich Cheshire CW9 6DA

**Approval**

*Noted*

c) **19/02907/FUL** Mr Kieron McAuley 12 February 2020

keiron.mcauley@cheshirewestandchester.gov.uk

**Proposal:** Garage conversion, single storey link extension and roof alterations

**Location:** 37 Shelley Avenue Wincham Northwich Cheshire CW9 6PH

**Approval**

*Noted*

## C REFUSALS

*None*

7. At the request of Transition Northwich the Parish Council considered:

A. the following Climate Change motion:

- i. Wincham Parish Council declares its support in tackling the climate change emergency and supports Cheshire West and Chester Council's target of Cheshire being carbon neutral and will work to encourage all businesses, residents and organisations to reduce their carbon footprint by reducing energy consumption and promoting healthy lifestyles;
- ii. Wincham Parish Council will make every attempt to reduce our carbon footprint in everything we do;
- iii. Wincham Parish Council will engage with the community to suggest ways of reducing the carbon impact;
- iv. Wincham Parish Council commits to ensuring that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2030.

B.To consider creating a sub-committee to address the climate change emergency.

*There was general agreement to the principles behind the motion, but uncertainty as to what was within the power of the Parish Council. A meeting was taking place on the following Monday and some Councillors thought*

they might attend and report back to full Council. The clerk was asked to keep this on the agenda for the next month.

**8. The following report was sent by PCSO Wiggins:**

*1 Report of suspicious activity off Earles Lane.  
2 burglaries reported.  
Unauthorised encampment @ a unit in Wincham.*

*Visible patrols have been carried out.  
Speed monitoring has been carried out.  
Reassurance visits to elderly residents in the community.  
House to House being carried out in relation to recent burglaries.  
Police surgeries held.*

**9. Sub-Committees and Working Parties**

- i. No dates were known for any sub-committees to be held before the next Council Meeting.**
- ii. The Grounds Maintenance Working Party made a report to the meeting, including recommending the authorisation of the cost of a professional drawing/plan for the proposed Fitness Track:**

*Resolved that Wincham Parish Council authorise the cost of a professional drawing/plan for the proposed Fitness Track the Clerk should instruct the supplier and place the order accordingly.*

*Proposed Cllr Kelly*

*Seconded Cllr Webster*

- iii. The IT Working Party report was delayed until later in the meeting.**

- iv. No further Working Parties had reports to be considered.**

**10. Tree planting and horticultural matters within Wincham were reviewed, including a full tree survey**

*One quotation of a cost of £825 had been received for cutting back the blackthorn and hawthorn hedges. The Parish Council wanted this work to go ahead before the middle of March in order not to disrupt birds laying eggs. This should be separated from the heavy work necessary on the trees, which was less damaging to birds.*

*Resolved that Wincham Parish Council authorise the clerk to accept a quotation before the date of the next Parish Council meeting up to a total cost of £825 to cut back the hedges.*

*Proposed Cllr Barker*

*Seconded Cllr May*

**11. The new rota for the responsibility for inspections was noted:**

**20/2/2020**

**Cllr Powell**

**20/3/2020**

**Cllr May**

**20/4/2020**

**Cllr Caudwell**

Inspections sheets are required for each individual week. Inspection sheets may be scanned and sent to the clerk at [winchampc@talktalk.net](mailto:winchampc@talktalk.net) or sent by post to 22 Churchfields Bowdon WA14 3PJ.

- 12. It was noted that the notice period for residents to request an election for the two vacancies on the Parish Council ends on 27 February 2020. If no election has been triggered, the Parish Council may then consider co-option at the March meeting. At present, one candidate has expressed an interest.**

- 13. A report was received on the Neighbourhood Plan that the Business Survey was being conducted.**

- 14. Dates for events for the Parish Council for 2020 were discussed.**

- *Wincham School intends to hold a Summer Fayre on 27 June 2020.*

- *The small attendances in recent years at the Picnic in the Park were noted. The Parish Council will skip holding a Picnic in the Park in 2020.*
- *The Unsung Heroes event will take place in September/October.*
- *Remembrance Sunday will be observed.*
- *At Christmas, there are a number of possible events: the Carol Concert; the Linnards Lane Lantern Parade; the Christmas tree lighting in Chapel Street; the Round Table Father Christmas; the Christmas Extravaganza. Efforts can be made to consolidate these.*

**15. Proposals to celebrate the VE Day anniversary, including a suggestion to gift a commemorative mug to each child at Wincham Community Primary School were discussed.**

*Cllr Webster produced several quotations for producing 500 commemorative mugs for the children at the Primary School to mark the VE Day anniversary on 8 May, 2020. The cheapest quote was that produced by Cllr Webster at cost; this was for £1562.40, using the images from the official VE Day website. These images may be copied. There are over 350 children at Wincham School and the intention would be to give a mug also to all the teachers and teaching assistants.*

*Resolved that Wincham Parish Council authorise the cost of £1562.40, accepting the cheapest quotation, being that offered by Cllr Webster, to produce 500 commemorative mugs for the children and staff at Wincham CP School, to mark the anniversary of VE Day on 8 May, 2020.*

*Proposed Cllr Kelly*

*Seconded Cllr May*

**16. A report was on the War Memorial and Memorial Garden was postponed to the March meeting.**

**17. Discussion of progress on displaying the Jet Commemorative Stone was postponed to the March meeting.**

**18. Continuing the hire from Wincham Community Centre of the PCSO room and the Committee Room for Parish Council meetings for 2020-21 was discussed.**

*Resolved that Wincham Parish Council authorise the hire from Wincham Community Centre of the PCSO room and the Committee Room for Parish Council meetings for 2020-21*

*Proposed Cllr Barker*

*Seconded Cllr Webster*

**19. Re-appointing the same external auditors for 2020, namely PKF Littlejohn, was discussed.**

*Resolved that Wincham Parish Council re-appoint PKF Littlejohn as external auditors for 2020*

*Proposed Cllr Barker*

*Seconded Cllr May*

**20. The effectiveness, independence and competence of the 2019 internal auditors (JDH Business Services) were discussed and also whether to re-appoint the same internal auditors for 2020.**

*Resolved that Wincham Parish Council re-appoint JDH Business Services as internal auditor for 2020*

*Proposed Cllr Barker*

*Seconded Cllr Kelly*

**21. The present arrangement whereby VAT is normally reclaimed by the Parish Council once a year, unless substantial purchases have resulted in very large refunds of VAT becoming due, was discussed and reviewed. (The sum of £1,923.15 was received on 5 December 2020 for reclaimed VAT since 2018.)**

*Resolved that Wincham Parish Council authorise continuing the arrangement whereby VAT is normally reclaimed by the Parish Council once a year, unless substantial purchases have resulted in very large refunds of VAT becoming due.*

*Proposed Cllr Powell*

*Seconded Cllr Kelly*

**22. It was noted that the Youth and Children's Fund and the CIL funds are the only earmarked funds in the Parish Council finances: other allocations are only budgetary tools. Whether this approach remains appropriate was reviewed.**

*Resolved that Wincham Parish Council authorise continuing the arrangement whereby the Youth and Children's Fund and the CIL funds are the only earmarked funds in the Parish Council finances: other allocations are only budgetary tools*

*Proposed Cllr May*

*Seconded Cllr Webster*

**23. The Wincham Parish Council Financial Risk Assessment was read, noted, considered, examined for risks and approved**

*Resolved that the Wincham Parish Council Financial Risk Assessment was read, noted and considered, examined for risks and approved*

*Proposed Cllr May*

*Seconded Cllr Webster*

**24. The Wincham Parish Council Governance documents including the Code of Conduct were considered and reviewed and it was noted these were updated in 2019.**

*Resolved that the Wincham Parish Council Governance documents including the Code of Conduct was noted and considered and approved*

*Proposed Cllr Barker*

*Seconded Cllr Powell*

**25. The Wincham Parish Council Health and Safety Policy was reviewed.**

*Resolved that the Wincham Parish Council Health and Safety Policy was noted, considered and approved*

*Proposed Cllr Barker*

*Seconded Cllr May*

**26. The Wincham Parish Council Financial Risk Assessment was read, noted and considered, examined for risks and approved**

*Resolved that the Wincham Parish Council Financial Risk Assessment was read, noted and considered, examined for risks and approved*

*Proposed Cllr Kelly*

*Seconded Cllr Barker*

**27. The Wincham Financial Calendar was noted and considered and approved**

*Resolved that the Wincham Parish Council Financial Calendar was noted and considered and approved as provisional, pending confirmation of timings from the internal and external auditors*

*Proposed Cllr Powell*

*Seconded Cllr Kelly*

**28. The Wincham Parish Council Register of Fixed Assets was read, noted, considered and approved**

*Resolved that the Wincham Parish Council Register of Fixed Assets was read, noted, considered and approved*

*Proposed Cllr Barker*

*Seconded Cllr Powell*

**29. It was noted that the Parish Council currently has the following Policies published on its website and it was discussed whether these should be re-adopted or reviewed (ChALC advises review polices every 3-5 years, if circumstances are unchanged: the last date of review is shown in brackets):**

**Policy on Filming or Audio-recording a meeting (4/19);**

**General Privacy Policy (3/19);**  
**Publication Scheme (3/19);**  
**Freedom of Information Policy (3/19);**  
**Complaints Procedure (3/19);**  
**Website Policy (3/19);**  
**Equity and Diversity Policy (3/19);**  
**Policy for dealing with the Press and/or other Media (3/19);**  
**Photographs in the Newsletter or Website Policy (4/19);**  
**Social Media Policy (4/19);**  
**GDPR Subject Access Policy (5/19) and**  
**Data Management and Audit Policy (5/19).**

*Resolved that Wincham Parish Council confirms the following Policies:*

*Policy on Filming or Audio-recording a meeting*  
*General Privacy Policy*  
*Publication Scheme*  
*Freedom of Information Policy*  
*Complaints Procedure*  
*Website Policy*  
*Equity and Diversity Policy*  
*Policy for dealing with the Press and/or other Media*  
*Photographs in the Newsletter or Website Policy*  
*Social Media Policy*  
*GDPR Subject Access Policy*  
*Data Management and Audit Policy*

*And declares that Wincham Parish Council will not normally review its Policies within 3 years, if circumstances remain unchanged.*

*Proposed Cllr Powell*

*Seconded Cllr Kelly*

**30. No reports were received on issues on the streets of Wincham meriting the attention of CWaC.**

**31. The problems of vehicles driving over the grass/footpath on the corner of Green Lane and Linnards Lane were discussed.**

*The mud on the footpath has now become a health and safety issue, especially for the older residents living nearby. The whole grassy triangle has also suffered and is a mess.*

*The meeting expressed confidence in the ability and drive of Unitary Councillor Gibbon to find a solution and the clerk was asked to appeal for her help.*

**32. Locations where Wincham PC might request an additional dog bin were discussed.**

*Various locations for additional dog bins had been proposed. The site most frequently mentioned was at the first kissing gate on Earles Lane on the footpath to Pickmere.*

*It was also asked whether the existing bin on Heath Lane could be increased in size, or an additional bin installed.*

**33. The following were discussed: the current Parish Council talktalk email; the suggestion of a shared google drive for documents; whether and how councillors should have separate Wincham Parish Council emails.**

*It was noted that the first requirement was that the Parish Council produce a Data Protection Impact Assessment.*

*It was felt the task of updating IT arrangements for the Parish Council fell into two areas: emails, so that Council business was not conducted on private email accounts and then the wider question of documents etc. The IT Working Party will look into both issues.*

**34. Reports on Village Communication were received.**

**i. The latest newsletter has been delivered. The editors and all involved were thanked.**

**ii. The village website: there were no changes reported.**

**iii. The village Facebook page was well-used.**

iv. The staging of new arts and performance in Wincham is currently on hold.

**35. Accounts:**

i. The following payments were considered:

*Resolved to settle the following accounts:*

1. Northwich Town Council maintenance of the Playing Fields: Invoice 4053 31/01/2020	£196.00	
VAT	£39.20	£235.20
2. ChALC audit training for the clerk		£75.00
3. Simon Roberts for printing the Wincham Word		£528.00
4. Wincham Community Centre:hire on:		
7 December 2019 – Main Hall: Carol Concert	£27.80	
8 January 2020 – Committee Room	£9.80	£37.60
5. Reimbursement for Cllr May for expenses over Christmas,		£120.31
6. Reimbursement for Cllr Barker for:		
i. Paying for the website domain	£28.78	
ii. Linux Starter Yearly Renewal (1 year)	£59.88	
VAT	£11.98	£71.86
		£100.64
7. The clerk for:		
i. Reimbursement of stationery expenses	£69.32	
ii. Clerk's salary for February 2020: £11.22 x 35 hours per month	£392.70	£462.02

*Proposed Cllr Barker*

*Seconded Cllr Kelly*

ii. **Current Net Balances were noted:**

<b>Current Account as at 5.2.2020</b>	<b>£200.00</b>
<b>Business Reserve Account 1. as at 5.2.2020</b>	<b>£37,457.79</b>
<b>Business Reserve Account 2. as at 3.1.2020</b>	<b>£12,035.49</b>

**36. Any Other Business.**

- i. *It was observed that many of the trees in the so-called Christmas Tree Woods on Earles Lane have been felled. Residents have expressed concern over the future of the land. Nothing is currently known of the plans of the owners.*
- ii. *The clerk asked permission to buy a Wincham Parish Council stamp (for £15) as an additional check on invoices received. This had been recommended on a recent course on the requirements for internal audit. The meeting agreed, but would vote on reimbursement at the next meeting.*

**There was no AGENDA PART 2**

**The meeting was declared closed at 9.45pm**

*Naomi Morris*  
*10.03.2020*