



**MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 20 JUNE 2018
at 7.30 PM AT WINCHAM COMMUNITY CENTRE**

Present:

Parish Councillors: I Parr, K Barker, D Turner, R Casson, D May, G Birbeck, N Morgan and C Powell.

PCSO Wiggins

Parish Clerk N Morris

No concerns were expressed during the public forum.

1. Apologies for absence

Apologies had been received from Cllr A Makepeace and Unitary Cllrs Wright, Gibbon and Hammond

Resolved to accept the apologies

Proposed: Cllr Turner

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 Turner declared an interest in the proposed works to be completed for the Linnards Lane Playing Field. No further declarations were made.

3. Minutes of the Parish Council Meeting on Wednesday 16 May 2018

Resolved that the Minutes for the meeting held on Wednesday 16 May 2017 be confirmed as a correct record

Proposed Cllr May

Seconded Cllr Powell

4. Matters Arising from Previous Meeting.

It was noted that the Neighbourhood Watch Scheme has been replaced by Cheshire Alert, details of which were supplied by PCSO Wiggins. Details will be included in the Wincham Word. No further reports were received.

5. Consideration was given to making a request for funding from the Unitary Councillors for Marbury Ward.

The Clerk was asked to send details of the Unitary Councillor funding to M Cenac, Head of the Friends of the Memorial Garden.

It was also noted that the funding would also be open for clubs and societies around Wincham to apply. This included the Wincham Astronomy Club, Caterpillars and the local playgroup.

6. No Unitary Councillor was present to give a report

7. i. The ROSPA reports on the Playing Field at Linnards Lane and Chapel Street were discussed.

In response to the detailed recommendations, the Grounds Maintenance Working Party proposes to:

Replace the benches

Repair or relay the wetpour which is shrinking from the corners to cause a trip hazard

ii The Grounds Maintenance Committee have compiled an Action List of what the Parish Council intends to do to tackle the risks reported (as part of the new audit system). Low risk issues may merit no action, but each low risk must be individually considered.

A detailed report was given as to the plans for renovating the Linnards Lane Playing Field:

Recycled benches will replace the existing benches. Quotations have been obtained for these to cost £500 + VAT. There will also be a cost for fitting the benches. Safe Play have quoted £225/bench, but Cllr Turner said he could do the work for £100/bench

Additional recycled picnic benches will be purchased. These do not require fitting. They are likely to cost £600 each, including VAT.

The wetpour around the junior swings needs to be replaced. Soft Play have quoted £630 +VAT for this area which is 21 square metres. They have quoted £500 + VAT for the edging repairs for an area of 50 square metres.

If the Parish Council were to reurf and eliminate the potholes on the football pitch, it would cost £500. It was agreed to wait to see if the FA would help with this.

The sandpit area is sixty three and a half square metres and it would cost £4200 +VAT to dig out the sand and make a flat surface.

The Working Party are still researching roundabouts and an additional teen shelter.

It was reported that there are bolts missing on the existing teen shelter.

It was suggested that the Wincham Word could include a survey to ask residents their thoughts on additional improvements such as a scooter track.

8. PLANNING

i. APPLICATIONS

Site Address: **24 Kingfisher Grove Wincham Northwich Cheshire CW9 6PZ**

Proposal: **Single storey rear extension and single storey side extension - amendment to application 17/05485/FUL**

Reference Number: **18/02276/FUL**

Case Officer James Maloney

james.maloney@cheshirewestandchester.gov.uk

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

No comment was made by the Councillors because this is a domestic application.

ii. APPROVALS

18/00422/FUL

Proposal: 2 New dwellings

Location: Arosa Linnards Lane Wincham Northwich Cheshire CW9 6ED

Approval

iii. REFUSALS

None

iv. ONGOING APPLICATIONS

Site Address: **Land To Rear of 60 Church Street Wincham Northwich**

Proposal: **Demolish greyhound training facility and build one single storey dwelling with associated landscape works and driveway.**

Reference Number: **18/01674/FUL**

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

Wincham wrote as follows, but no news yet.

Resolved that Wincham Parish Council objects to this development on the following grounds:

- a) *It is greenbelt*
- b) *The new development does not match the footprint of the existing building*

Proposed Cllr May

Seconded Cllr Powell

v. **There was nothing to report on CHAIN**

vi. **The following report was delivered by PCSO Wiggins:**

Reports of travellers at the location of Witton Albion Football club. Travellers have now been removed and are now on Leicester Street Northwich.

***Speed enforcement has been carried out on Church Street and Pickmere Lane**

***Smiley Sid placed on Pickmere Lane.**

***High visibility patrol in the area.**

***Police surgery held at the community centre.**

***Community office used for clerical – THANK YOU .**

* Reassurance visit to vulnerable resident.

* School patrols attended.

* Parking issues addressed in the area.

* Neighbour dispute addressed .

* Works phone number is 07989671047 for PC only. PLEASE DO NOT GIVE TO MEMBERS OF THE PUBLIC.

PCSO Wiggins also reported that she will attend the Summer Fayre.

9. The resignation from the Parish Council of Cllr Dave Pugh was noted and Cllr Pugh was thanked for his service to the village.

Resolved that a vote of thanks be given to Dave Pugh for his contribution to the village and the Parish Council

Proposed Cllr Cassons

Seconded Cllr May

- ii. **It was noted that no request had been made from residents requesting an election for new Parish Councillors**
- iii **Applications for new Councillors to be co-opted were considered.**

The serving Councillors read applications from two prospective new Councillors

A.

Resolved that Nicola Brown be co-opted onto Wincham Parish Council.

Proposed Cllr Barker

Seconded Cllr Casson

B.

Resolved that Steve Hardman be co-opted onto Wincham Parish Council so long as the Clerk can confirm that Mr Hardman is eligible to be a Councillor, despite possibly living over the border in Marston

Proposed Cllr Morgan

Seconded Cllr Casson

Note from Clerk: it is confirmed that Mr Hardman is eligible to stand as a Parish Councillor for Wincham because all residents living within 3 miles of the parish boundary are eligible and Mr Hardman lives within 3 miles of the parish boundary.

10. Sub-Committees and Working Parties

- i. **No dates were known for sub-committees meetings to be held before the next Council Meeting.**

- ii. An update from the Grounds Maintenance Working Party was given earlier in the meeting.
- iii. No updates were received from other Working Parties.

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

25/04/2018	Cllr Barker
16/05/2018	Cllr Morgan
20/06/2018	Cllr Turner
18/07/2018	Cllr Parr
18/08/2018	Cllr Casson
19/09/2018	Cllr Barker
17/10/2018	Cllr Powell
20/11/2018	Cllr Birbeck
20/12/2018	Cllr Turner
22/1/2019	Cllr May
20/2/2019	Cllr Parr

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

12. The littering and damage beside Pickmere Lake caused by picnickers was discussed, together with suggestions that the Parish Council investigate making the area an alcohol-free zone or whether private security officers could be used.

It was noted that there has been considerable littering, particularly over bank holidays. Most of the mess is on Pickmere land. Some is on Marston land. Pickmere Lake is shared between private landowners and the area falls within Cheshire East and Cheshire West, split between four parishes.

It was felt that having private security officers would be too expensive for the Parish Council. Designating an alcohol-free area would be impossible to enforce.

The area has insufficient bins. Visitors need to be encouraged to take home their litter. It was suggested that signs could be erected on the footpath signs asking visitors to:

“Respect this beautiful place. Take care of wildlife. Please take all your rubbish home.”

Residents and visitors should be encouraged to report misuse of the area on telephone number 101. Any deviation from the designated footpath is trespass.

It was noted that the litter pickers have found that the volume of litter has been increasing across the parish.

13. The Memorial Garden and the new War Memorial and the booklet to give biographical details of the deceased were discussed.

Cllr May met with the team preparing the booklet and a structure and layout has been agreed. Miss Tracy Outram will provide some design work, probably costing around £200.

Simon Roberts will do the printing because his turn-around time is the most convenient.

The booklets will be distributed with the Wincham Word in November.

The Chairman of the Parish Council will write in the booklet. The back page will be a photograph of the war memorial.

The Friends are still trying to raise money. It was discussed that the Parish Council could cover the costs of unveiling the memorial.

14. Progress on displaying the Whittle Commemorative Stone was discussed.

It was noted that it is not actually connected to Mr Whittle. It will now be called the Jet Stone. It isn't yet clear where it will be displayed. It was agreed that there should be a meeting of Christophe Cenac, Gary Olive, the Chairman and the Clerk.

Cllr Birbeck had contacted the Fleet Air Arm and their contact may be interested in learning more about the project.

15. Arrangements for the village picnic for 2018 to be held on 1 July 2018 were discussed.

The face painter can no longer come, but there will be an ice cream van and Angela Topping will read stories and there will be a craft stall.

The picnic will start at 1pm on 1 July.

16. Arrangements for the Unsung Heroes event on 22 June 2018 were discussed.

There had been a good response to the invitations sent out with 63 people having accepted, at the time of the meeting.

The event will run from 5 – 8.30pm on 22 June 2018.

17. Arrangements for a Pizza Night for the evening before the Summer Fayre were discussed.

This event will be in the evening of 13 July.

Unfortunately, Phil Hambleton is no longer available.

Cllr Morgan volunteered to pick up toys etc from Phil Hambleton.

18. Arrangements for the Parish Council stall at the Summer Fayre at Wincham Community Primary School were discussed.

The Clerk will order a Parish Council banner.

Cllr Casson will investigate running a competition at Wincham School over appropriate rules for the Playing Fields. It was suggested that a family ticket to the Odeon cinema should be the prize.

Cllr Barker volunteered to help man the stall.

The Clerk will buy some sweets to give out at the stall.

Cllr May volunteered to bring a giant Jenga garden game.

19. Feedback was invited from any meetings attended by members since the last Parish Council meeting.

The Chairman attended a meeting on HS2. The information available was disappointing. Vertical views are available, but no side views of the proposed embankment etc. It remains unclear, but the height of the embankment may have been lowered.

20. It was noted that the Cheshire Cat bus service is considering making Church Street and Earles Lane into a hail and ride service. A final decision may be influenced by feedback from users.

The Clerk was asked to convey that the Parish Council supports the flexibility of the proposed changes. It was essential that as many people as possible be able and encouraged to use the buses to keep them financially viable.

If there were Health and Safety reasons why some parts of Earles Lane would be unsuitable for a bus to pause, then the bus would drive on until it was safe to stop.

It was noted that the current bus stop location is not particularly safe because of the hedge.

21. Consideration of the draft Personal Data Management and Audit Policy was postponed and delegated to a meeting of the Chairman, Cllrs May and Powell and the Clerk.

22. Accounts:

i. The following payments were considered

I. REPLACEMENT CHEQUES FOR THOSE LOST IN THE POST AND CANCELLED

- | | |
|--|---------|
| 1. Northwich Town Council for works on Linnards Lane Playingfield and Chapel Street; | |
| Invoice 2765 dated 30.4.2018 | £245.00 |
| VAT | 48.00 |

		£294.00	
2.	Northwich Town Council for remedial work on play equipment		
	Invoice 2766 dated 30.4.2018	£705.56	
	VAT	141.11	£846.67
			£1140.
3.	Donation for Wincham and Pickmere Old Friends		* £300.00
4.	Wincham Community Centre use of PCSO room	£300.00	
5.	Wincham Community Centre adhoc use		
	Clubroom – 21.2.18	15.00	
	Committee Room – 3.3.18	9.50	
	Clubroom – 28.3.18	15.00	
	Clubroom – 25.4.18	15.00	
	Committee Room – 12.5.18	9.500	£64.00
			£364.00
6.	Clerk salary for May 2018 35 hours @ £10.72/hour	£375.20	
7.	Clerk's backpay for April 2018	£3.85	£379.

II. NEW ACCOUNTS

1.	Northwich Town Council for works on Linnards Lane Playingfield and Chapel Street;		
	Invoice 2830 dated 23.5.2018	£318.50	
	VAT	63.70	£382.20
2.	JDH Business Services Ltd (Internal Auditor)	£142.00	
	VAT	28.40	£170.40
3.	Information Commissioner (Data Protection fee)		£40.00
4.	ChALC New Councillor Training		£75.00
5.	Playsafety Limited ROSPA inspection	£168.00	
	VAT	33.60	£201.60
6.	Clerk salary for June 2018 35 hours @ £10.72/hour	£375.20	
7.	Reimbursement for clerk for lockable filing cabinet	£60.00	
8.	Reimbursement for clerk for lockable A4 noticeboard for defibrillator	£39.00	£474.20

Resolved to settle the following accounts

Proposed: Cllr Morgan

Seconded: Cllr Casson

ii. **It was noted that the chequebook and some cheques from the last meeting were lost in the post and that these cheques have been cancelled and must now be reissued.**

iii. **Current Net Balances were noted**

Current Account as at 5.6.2018	£200.00
Business Reserve Account 1. as at 5.6.2018	£54,746.38
Business Reserve Account 2. as at 5.4.2018	£11,999.33

iv. **It was noted that HM Customs and Excise has accepted the claim by Wincham Parish Council for a refund of VAT and that £797.26 is being remitted.**

v. **It was noted that the Internal Auditor has approved the accounts of the Parish Council. The report made by the Internal Auditor was read out to the meeting with the following issues noted:**

a. **The annual return casts to £24386 and not the £34285 stated: The annual return should be amended for rounding issues to ensure it casts correctly. The meeting discussed whether the “£24386” in the report was a typing error and it was felt that it was and that since rounding errors had been mentioned it was likely that the total “£34286” was intended, transposing the digits 2 and 3;**

b. **The EU Directive General Data Protection Regulation (GDPR) will take effect on 25 May 2018: the impact of GDPR should be identified through a review of ICO and NALC guidance and Data Protection policy and risk assessments and internal controls should be updated accordingly**

Resolved that the Internal Auditor's report was duly noted and accepted and that the clerk follow the recommendations and take the action asked by the Internal Auditor and that the Internal Auditor's report and the Implementation plan to carry out the changes both be attached to the Minutes of this meeting.

Proposed: Cllr Morgan

Seconded: Cllr Casson

vi. The Annual Governance and Accountability Return 2016/17 was considered and approved.

- a) *The Clerk read the Annual Governance Statement to the meeting. This was then considered and voted upon*

Resolved that following a thorough review by the Parish Council of the statements and assertions Section 1 The Annual Governance Statement 2017/18 be approved and completed on behalf of Wincham Parish Council

*Proposed Cllr Barker
Seconded Cllr Casson*

- b) *The Clerk read out Section 2 The Accounting Statement to the meeting and explained the figures. The meeting considered and voted upon Section 2.*

Resolved that Section 2 The Accounting Statement 2017/18 be approved and completed on behalf of Wincham Parish Council

*Proposed Cllr Barker
Seconded Cllr Casson*

Vii The effectiveness of the current arrangements for Internal Audit were reviewed

A review and discussion took place of the current arrangements for internal audit including the effectiveness overall and in particular:

- The scope of the internal audit*
- The independence of the Internal Auditor*
- The competence of the Internal Auditor*
- The working relationship between the clerk and the Internal Auditor and*
- The current system of audit planning and reporting*

As part of the review Members inspected the Cash Book for the Parish Council and the Bank Reconciliations and the AGAR questions.

Members also inspected the current Parish Council Risk Document and Financial Risk Document.

- a. *For the Risk Document, a review was undertaken checking that the Document was compatible and appropriate in;*
- Identifying risks*
 - Assessing risks*
 - Addressing risks and*
 - Reviewing risks and the reporting of risks.*

Resolved that the Risk Document of Wincham Parish Council was compatible and appropriate for identifying and handling the management and reporting of risk

*Proposed Cllr Barker
Seconded Cllr Casson*

- b. *For the Financial Risk Document, a review was undertaken checking that the Document was compatible and appropriate in:*
- Picking up any significant financial risks facing the Parish Council*
 - Ensuring proper book-keeping*
 - Ensuring payment controls*
 - Ensuring budgetary controls*
 - Putting in place payroll controls*
 - Ensuring there was no petty cash*
 - Providing asset control*
 - Ensuring regular bank reconciliations are undertaken*
 - Allowing for proper year-end procedures*
 - Ensuring proper year-end arrangements*

Resolved that the Financial Risk Document of Wincham Parish Council was compatible and appropriate for identifying and handling the management and reporting of financial risk

*Proposed Cllr Barker
Seconded Cllr Casson*

- vii. A review was carried out to check whether there were any significant financial risks facing Wincham Parish Council. None were identified.

23. Consideration of the recommendations of the Personnel Committee in November including purchasing a laptop, filing cabinet and mobile telephone for the clerk for Wincham PC business and for Councillors to use a special parish council email were postponed.

24. Reports on Village Communication.

- i. The newsletter is being delivered in July.
- ii. Noticeboards: Mrs Sue Lawson has cleaned the noticeboard by the school. The issue was raised whether the Parish Council now needs this noticeboard.
- iii. The village website will be discussed at the next meeting.
- iv. The next arts and performance event will be on 12 October.

25. Correspondence

1. Letter concerning Bus Service 45 becoming a Hail and Ride service along Earles Lane and Church Lane.
2. Report from ROSPA
3. Letter/emails from NatWest Bank
4. Report from the Internal Auditor
5. Emails concerning the proposed improvements to the playingfield
6. Emails concerning the booklet accompanying the memorial
7. Emails from the Friends organisation.
8. Emails regarding the resignation of a Councillor and Notice of an election
9. Email from Manchester Airport regarding noise
10. Emails on rural poverty
11. Email looking for a local tradesman

26. Any Other Business.

- c) *It was noted that more magnets are needed for the noticeboard*
- d) *The Clerk was asked to put the issue of trees in Wincham on the next agenda.*
- e) *The Clerk was asked to put the issue of low water pressure on the next agenda.*

The meeting was declared closed at 10.14pm Naomi Morris 9.7.2018

**APPENDIX D: IMPLEMENTATION PLAN TO COMPLY WITH THE INTERNAL AUDITOR'S REPORT
A: ISSUES FROM 201/18**

ISSUE NUMBER	RECOMMENDATION	ACTION
	1. <i>The annual return should be amended for</i>	<i>The AGAR was altered before acceptance by Wincham Parish Council and execution by the Chairman and the Clerk to take into account rounding issues with a total of £4285 as instructed</i>
	<i>rounding issues to ensure it casts correctly</i>	
	2. <i>The impact of GDPR on the council should Be identified through review of ICO and NALC guidance and Data Protection policy Risk assessment and internal controls should</i>	

Be updated accordingly renewed;

ICO registration was

The clerk attended training at ICO; under NALC guidance, the Council adopted a Personal Data Management and Audit Policy on 20 June 2018; the Council's Risk Document was amended to include data management issues; the Clerk set up a Risk Register and also a Register of SARs and FOI requests(all such Registers are kept in a locked filing cabinet because they can contain personal details of members of the public); after further reflection, the Council shall at a later date discuss, draft and execute policies on the use of personal details and photographs on its website or in its newsletter and on publication and SARs and execute a Complaints Procedure; all these policies shall be posted on the Council's website.

B ISSUES FROM PREVIOUS YEARS

2016/17

A review of receipts found that it contained A balance of £1079 for writing off out of date Cheques. This is incorrect treatment and should Be treated as a deduction from payments

The Cash Book for 2017/16 has been amended so that the £1079 for out of date cheques has been deducted from Expenditure and removed from the Receipts section.

2015/16

The asset register and the annual

The AGAR for 2018/19 will

the

Return should be updated for the

*Value of the playground equipment.
The asset register should reconcile
to the total fixed assets shown on
the annual return.
The asset register should reconcile
To the fixed assets shown on the
Annual return*

show the correct value for

Asset register

*The asset register now
adds up to the
balance shown.*