



MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 17 MARCH 2021 at 7.30 PM CONDUCTED VIA MEETS COMPUTER LINK DUE TO COVID-19

Present:

Parish Councillors: I Parr, K Barker, D May, D Kelly, G Birbeck, R Casson and W Shirley

Ward Councillor P Marshall

Parish Clerk N Morris

Before the formal meeting, a Wincham resident addressed the Councillors. This pre-meeting forum, was not minuted.

No further concerns were expressed during the public forum.

The formal meeting began at 7.45pm.

Due to the COVID-19 pandemic, this meeting was conducted virtually, with the public invited to log on to watch and listen.

1. Apologies for absence

Apologies had been received from Cllr Morgan and Cllrs Gibbon and Wright and PCSO Wiggins

Resolved that the apologies be accepted

Proposed: Cllr Casson

Seconded: Cllr Birbeck

2. Declarations of any

(a) disclosable pecuniary interests or

(b) other disclosable interests

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

No declarations were received.

3. Minutes of the Parish Council Meeting on Wednesday 24 February 2021.

Resolved that the Minutes of the Meeting of 24 February 2021 be accepted as a true and complete of the meeting once an alteration had been made removing the statement that the preferred fencing for the Chapel Street Playing Field resembled the fencing around Wincham CP School.

Proposed Cllr Barker

Seconded Cllr May

4. There were no matters arising from Previous Meeting.

5. The Unitary Councillor made the following report:

- i. Should residents ever feel intimidated by third parties, they must ring 111 and report the matter to the police.*
- ii. There are several planning matters being considered in detail by CWAC officers and the Unitary Councillors are in close touch about these.*
- iii. The flooding report from 2019 has just been released and this is being considered along with information from the recent incidents of flooding.*
- iv. There are several current consultations on the CWAC website. The consultation on waste and recycling has received many responses.*

- v. *The Marbury Unitary Councillors are involved in monitoring a proposed development on the Marbury/Warrington border.*

One of the Parish Councillors made the point that the waste consultation only gives the option to choose between two unsatisfactory options. Neither choice is acceptable. The Unitary Councillor explained that there is space for free text in the consultation and this is where it can be stated that the choice given is unsatisfactory and that, therefore, the consultation is flawed.

The Parish Councillor also asked if United Utilities are involved in the consultation over flooding. All parties are being consulted.

6. PLANNING

The following Planning matters were considered and noted.

A. APPLICATIONS

- i. **Site Address: Land Off Heath Lane Wincham Northwich Cheshire**

Proposal: **Construction of 14No industrial/office units and associated roads and parking**

Reference Number: **20/03447/OUT**

Case Officer: Mr Ben Greenwood

Resolved that the following comments and objections be made to this application:

- 1. The access route of Heath Lane is insufficient, as is highlighted by the CWAC Highways Department report. Heath Lane is too narrow for light industrial traffic.*
- 2. Mention is made of rerouting the public right of way, but there is no documentation to show that this has been done. It would be unacceptable for pedestrians to have to share Heath Lane with industrial traffic and so the public right of way must be rerouted before Planning permission is considered. There is no evidence that the Rights of Way Officer has been consulted.*
- 3. As it stands, the public right of way goes down Heath Lane and this is unacceptable if there are to be industrial vehicles using this route to service the industrial units. The level of traffic from the industrial units would be far higher than from any farm and so it would not be the case that the proposed use would be similar to the current use.*
- 4. No documentation has been provided for drainage. This is unsatisfactory for a new development on green land that has been subject to significant flooding in the past. United Utilities state that they require a surface water report. Wincham Parish Council is especially concerned about how new demands on the drainage system could affect existing properties. This should be explored before Planning permission is considered.*
- 5. The documentation shows that an acoustic barrier is considered necessary for the proposed new development of dwellings to shield the residents from the impact of this proposed development, but no mention is made of the acoustic impact of this development on existing dwellings that are geographically closer. Existing residents are entitled to continued reasonable enjoyment of their property and the noise impact assessment suggests this will be affected by this proposed development. Appropriate acoustic shielding is necessary for residents in neighbouring properties.*

Proposed Cllr Barker

Seconded Cllr Parr

- ii. **Planning Consultation 19/04229/FUL – Land at Chapel Street Wincham**

This application was considered by the Parish Council in January 2021, but WPC has been invited to consider the further submissions.

Resolved that the following comments be made to this application:

- 1. Space should be reserved at the corner of the plot for a footpath/cyclepath. This would keep open the possibility of the disused railway being made into a cyclepath at a later date.*
- 2. Any permission should include a Planning Condition that a legal agreement be signed with CWAC over the right to make a cyclepath. Without a legal agreement, the possibility will be lost in time.*
- 3. The disused railway is a reserved route within CWAC policy. It also serves the local area as both local heritage and amenity.*
- 4. It would be desirable to create a new cycleway now, along the disused railway, to link with the cycling aspirations for the new proposed housing development off New Warrington Road.*

Proposed Cllr Barker

Seconded Cllr Parr

- iii. **Planning Consultation 20/03256/FUL for 6 houses on Chapel St Wincham**

This application has seen changes to its submissions, but more may appear before the Parish Council meeting and so Councillors are advised to check the CWAC website.

Resolved that the following comments be made to this application:

- 1. The changes made do not resolve the issues previously made by the Parish Council. These remain.*
- 2. There appears to be no footpath. The Parish Council does not believe it serves pedestrian safety to force those on foot to walk on the road.*
- 3. In the light of the level of hard standing (the new roads, houses and extending the road access), a significant amount of land has been lost to natural soak away and so the Parish Council would want drainage to be addressed. What will be the effect of the development on the drainage and potential flooding for neighbouring properties? Where will the run-off from this development go? There appears to be a difference in levels between the new properties and the existing neighbouring properties.*
- 4. There are different specifications between this proposed development and the neighbouring one relating to light industrial units: the other development includes acoustic barriers to protect the dwellings in this application. Why does this application not mention these acoustic barriers? The Parish Council is particularly concerned that no size is given for the proposed boundary fence for this development. Will it be 6ft or higher? The Parish Council would want this clarified. If these dwellings need acoustic barriers (from the existing scrapyards or from the prospective industrial units), CWAC need to go back for further consultation.*

*Proposed Cllr Barker
Seconded Cllr Shirley*

*iv. Planning Consultation 20/03068/FUL Residential development off New Warrington Road
WPC has been invited to consider a revised plan.*

Resolved that the following comments be made to this application:

- 1. The Parish Council does not object to the development, but wants it to be viable and have appropriate infrastructure to support the new residents. Much of the work that is necessary relates to the surrounding area, rather than to the site of the development itself, but CWAC must use the s106 funds available to ensure that the amenity and safety of the new residents and the existing residents is appropriately protected.*
- 2. The Parish Council welcomes the plans to improve cycling around the Flashes, but this is purely a recreational route and does not address the use of cycling as a means to reach Northwich or the centre of Wincham, the two locations that residents will need to access for school, leisure or work. There needs to be a safe route for the new residents to walk and cycle into Northwich and into central Wincham.*
- 3. In particular, the pavement between the new development and Wincham CP School must be made safe, on the Chapel Street side of the Black Greyhound junction. The pavement is very muddy and the kerbs are broken and it is not safe for adults or children to use.*
- 4. There is no safe cycling route into Northwich. This could be achieved by using the disused railway line and making it into a cycleway, close to and running along the route of the New Warrington Road.*
- 5. The junction at the Black Greyhound requires the traffic lights to be upgraded so that they change for bicycles and also have provision for pedestrians. This will be the route for pedestrians to access the local school and community centre, as well as the village shop, but, at present, the junction is not a safe crossing.*
- 6. The Parish Council remains most concerned about the traffic implications for Chapel Street that will arise from an additional 200 new cars. The traffic will bottleneck at the times of school delivery and collection and this will make it very perilous for residents on Chapel Street.*
- 7. The Parish Council also remains concerned that the school vacancies will not consistently fit with the requirements of the residents on the new development. Before this development proceeds, it is essential that adequate educational provision has been secured.*

*Proposed Cllr Barker
Seconded Cllr Casson*

B. APPROVALS

None

C. REFUSALS

None

7. Any developments on other planning matters, including the impact of a pending planning application on the Chapel Street plan area had been previously covered, but the Parish Council

expressed its thanks to the developer for offering to fence the area with the fencing requested by the Parish Council.

8. The clerk read out the follow report from PCSO Wiggins:

- *2 Reports of domestic violence
- *1 Report of fraud
- *1 Report of highway disruption
- *1 Report of a suspicious male in the area.
- *1 Report of a road related offence .
- *1 Vehicle stopped for no insurance.
- *1 Report of violence.
- *3 Reports of alarm activations- all faulty at local business park .
- *3 Reports of youths knocking on doors and running off causing alarm and distress to some local residents.

- *Visible patrol in the community ,
- *Grass verges monitored whilst on patrol at hotspot areas / nothing of concern whilst on duty.
- *Reassurance visit to elderly resident in the community.
- *Patrol made looking for youths knocking on doors.
- *Speed enforcement carried out.
- *Police surgeries held on social media.
- *Local shops visited making sure everything ok.
- *Local School visited regarding any issues or concerns.
- *Parking outside School visited – no great concerns.
- *Reassurance to local park area after reports of suspicious male taking pictures.
- *Local business areas patrolled.
- *Vector business advised about parking on grass verge. Regulatory services dealt with complaint.
- *Ashwood park patrolled on regular basis.
- *Roads Policing attended Chapel Street regarding heavy goods wagons.
- *Cheshire West made aware of inappropriate signage regarding weight restrictions. On Chapel Street.
- *Passing attention given to local REC .
- * Visits made to local residents regarding youths knocking on doors offering reassurance and advice.
- *Social media updated with actions carried out.

9.

- i. **No dates for any sub-committee meetings were known to be required before the next Council Meeting.**

- ii. **The Grounds Maintenance Working Party updated the meeting on:**
 - a) **There had been no change on plans for a memorial bench;**
 - b) **The Fit Track: the plan/drawing will be ready, shortly; coloured permeable tarmac had been selected for the track.**
 - c) **Quotations for a pair of 5 a-side goalposts and nets set out in Appendix G to the Agenda were considered for strength, durability, price and appropriateness for a public park.**

Resolved that Option 3 in Appendix G be chosen and purchased:

<https://www.mhgoals.com/product/12x6-extra-heavy-duty-football-goal-package-mini-soccer-socketed-steel/>

*12x6 Extra Heavy Duty 76mm Football 7v7 Goal Package: Mini Soccer Socketed Steel
£668.40 including delivery*

Proposed: Cllr Barker

Seconded: Cllr May

- d) **Drainage on the Linnards Lane Playing Field: the clerk reported that the FA have a process for assisting with drainage issues for football pitches, but they are currently considering whether they could help Wincham, due to a reduced service because of the pandemic. Witton Albion are exploring whether their youth team could train at Linnards Lane. If they did, it might improve the chances of the FA assisting with drainage.**

- iii. **There was no update from the IT Working Party**

iv. An update on the Pickmere Lake Working Party would be given at the next Parish Council meeting.

v. No updates were received from other Working Parties.

10. It was noted with thanks that a resident, Mrs Lawson, has tidied the flowerbed around the War Memorial.

11. Parking on the grass on Green Lane, Linnards Lane and Chapel Street and a request from a resident to erect No Parking signs on grass verges outside numbers 2 and 4 Green Lane were discussed.

It was noted that parking on the verge on Chapel Street seemed less of a problem with fewer vehicles.

Sympathy was expressed for residents in Wincham living beside verges where vehicles are parked, but No Parking signs would require planning permission, as well as permission from CWAC Highways Department. It was felt that, without enforcement, these signs would not be observed. The verges are owned by CWAC and residents could approach CWAC for signs.

It was agreed to monitor parking on verges across the village.

12. No reports were received from any Councillors who have represented the Parish Council.

13. It was noted that under current Government regulations the power for parish councils to make decisions remotely ends in May 2021.

14. The rota was noted for the voluntary inspections of the playing fields at Linnards Lane and Chapel Street.

24/2/2021	Cllr Morgan
17/3/2021	Cllr Shirley
21/4/2021	Cllr May
19/5/2021	Cllr Barker
16/6/2021	Cllr Kelly
14/7/2021	Cllr Birbeck

15. Re-appointing the same payroll provider, Cheshire Community Development Trust was discussed

Resolved that Wincham Parish Council re-appoint Cheshire Community Development Trust as its payroll provider

Proposed Cllr Barker

Seconded Cllr Casson

16. It was noted that the Youth and Children's Fund, the Unitary Member donations 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 the Youth and Children's Fund, the Unitary Member donations and the CIL funds are the only earmarked funds in the Parish Council finances: other allocations are only budgetary tools

Proposed Cllr Barker

Seconded Cllr May

17. The following recommendation from the NALC Practitioners' Guide with regard to the valuation of assets was noted:

- i. *Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year.*
- ii. *The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.*
- iii. *For authorities covered by the Practitioners' Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.*

Resolved that Wincham Parish Council adopt the following recommendation from the NALC Practitioners' Guide with regard to the valuation of assets:

- iv. Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year.
- v. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.
- vi. For authorities covered by the Practitioners' Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

*Proposed Cllr Barker
Seconded Cllr Birbeck*

18. Re-appointing the external auditors, namely PKF Littlejohn, was considered.

*Resolved that Wincham Parish Council re-appoints PKF Littlejohn as external auditors
Proposed Cllr May
Seconded Cllr Barker*

19. The effectiveness, independence and competence of the 2020 internal auditors (JDH Business Services) was reviewed, as was re-appointing the same internal auditors for 2021.

*Resolved that Wincham Parish Council is satisfied with the effectiveness, independence and competence of the present internal auditors and re-appoints JDH Business Services as internal auditors for 2021
Proposed Cllr Parr
Seconded Cllr Barker*

20. The present arrangement whereby VAT is normally reclaimed by the Parish Council periodically, unless substantial purchases have resulted in very large refunds of VAT becoming due when additional applications may be submitted, was discussed.

*Resolved that the Wincham Parish Council current arrangement for reclaiming VAT was approved
Proposed Cllr Barker
Seconded Cllr May*

21. The Wincham Parish Council Governance documents including the Code of Conduct was reviewed.

*Resolved that the Wincham Parish Council Governance documents including the Code of Conduct was approved
Proposed Cllr Casson
Seconded Cllr May*

22. The Wincham Parish Council Risk Assessment was reviewed.

*Resolved that the Wincham Parish Risk Assessment has been reviewed and approved
Proposed Cllr Birbeck
Seconded Cllr Shirley*

23. The Wincham Parish Council Health and Safety Document was reviewed

*Resolved that the Wincham Parish Health and Safety Document was approved
Proposed Cllr Birbeck
Seconded Cllr Casson*

24. The Wincham Parish Council Fixed Asset Register was considered.

Resolved that the Wincham Parish Fixed Asset Register was approved
Proposed Cllr Barker
Seconded Cllr May

25. It was noted that the Parish Council currently has the following Policies published on its website and it was considered 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 the Wincham Parish policies be reviewed every 3 years unless there is a change in circumstances or law; resolved that the Website Policy be brought back to the April 2021 Parish Council meeting for review

Proposed Cllr May
Seconded Cllr Parr

26. It was noted that the dates for Wincham Parish Council meetings for 2021 will be posted on the noticeboard and have been posted on the website, formally giving at least a clear three days' notice of Parish Council meetings.

27. i. It was noted that Wincham Parish Council appreciates the need for a separation of duties within the financial management of the Parish Council and that the Parish Council carries out internal checks including three separate signatures being required on each cheque.

ii. It was noted that Wincham Parish Council settles its liabilities by bank cheque, with no petty cash.

28. Village Communication.

- i. The newsletter – preparations are being made for the next edition.
- ii. The village website – no changes
- iii. Facebook – more people have started using this since the start of the pandemic; it has unfortunately been necessary to block certain individuals due to unacceptable comments or posts.

29. Accounts:

- i. The following payments were considered:

Resolved to settle the following accounts:

Accounts to settle

1. Northwich Town Council Invoice 28/02/2021 dated 4787	£175.50	
VAT	£35.10	£210.60
2. Mrs B Yates reimbursement for holly bushes for Linnards Lane		£23.80
3. A pair of 5 a-side goalposts and nets (including VAT and delivery) to be decided at the meeting from a list of quotations in Appendix G MH Goals 12x6 Extra Heavy Duty 76mm Football 7v7 Goal Package: Mini Soccer Socketed Steel		£668.40
4. Clerk:		
i. salary for March 2021 35 hours @ £11.76/hour	£411.60	
ii. working from home allowance @ £26/month	£26.00	£437.60

Proposed: Cllr Barker

Seconded: Cllr Shirley

5. The following balances were noted:

6. Current Net Balances

Current Account as at 5.3.2021	£200.00
Business Reserve Account 1. as at 5.3.2021	£40,951.72
Business Reserve Account 2. as at 5.1.2021	£12,046.09

30. Correspondence

1. Emails relating to the boardwalk at Pickmere Lake.
2. Emails relating to a man loitering on New Warrington Road.
3. Telephone call and emails relating to a van parked outside a residential house.
4. Telephone call and email relating to a resident verbally abusing a neighbour.
5. Emails relating to water pressure.
6. Emails relating to the football pitch.
7. Telephone call relating to street lighting.
8. Telephone call complaining about the work being done on the Chapel Street play area.
9. Emails relating to a damaged street sign.
10. Telephone call complaining about the Northwich recycling centre.
11. Emails and telephone calls relating to parking on the grass.
12. Emails relating to planning issues.
13. Emails relating to dog fouling.
14. Emails relating to issues of street and park maintenance around Wincham.

31. Any Other Business.

- i. *The Scarecrow Trail is being planned and entries have already been submitted.*
- ii. *Despite roadworks, there are still leaks on Green Lane and Pickmere Lane.*
- iii. *It was noted that intimidation is a police matter, whatever the circumstances, and victims should be encouraged to report it.*
- iv. *It was noted with sadness that former Wincham Parish Council Chair, Roy Mainwaring, has died. This will be further discussed at the next Parish Council meeting.*

The meeting was declared closed at 10.23pm

*Naomi Morris
1.04.2021*